

## Newcastle University - Risk Assessment

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|-------------------------------------|--|--|---|
| <b>Project title</b>                | School visits to Newcastle University Library & Campus   |  |   |
| <b>Description of work activity</b> | School visits to the Philip Robinson Library, the Marjorie Robinson Library Rooms and other campus teaching spaces for all activities run by the Library Education Outreach Team |  |   |
| <b>Unit name</b>                    | University Library   | <b>Location</b>                                | Philip Robinson Library and Marjorie Robinson Library Rooms. (All public areas of library buildings, with most activities taking place in Room 152, Committee Room, Room 161/Hope Cluster, Room 160/Tees Cluster, Academic Skills Room, Collaborative Learning Hub); Other locations around the university campus |
| <b>Assessor</b>                     | Gillian Johnston   | <b>Approver (Manager / Responsible person)</b> | J. Taylor-Roe, Director of Academic Services and University Librarian   |
| <b>Date of assessment</b>           | 22/03/2024   | <b>Review Date (2 years)</b>                   | 22/03/2026  |

|           | <b>Hazards</b> | <b>Risks<br/>(Who might be harmed &amp; how?)</b>   | <b>Controls</b>   |
|-----------|----------------|---|---|
| <b>1.</b> | Fire           | Staff and members of the public (school children, school staff and parent helpers) could suffer serious or fatal injuries from burns or smoke inhalation. | <ul style="list-style-type: none"> <li>• All University buildings have a fire risk assessment. Buildings are provided with adequate means of escape, firefighting equipment and fire detection.</li> <li>• All rooms routinely used for school visits (Room 152, Committee Room, Hope, Barn and Tees clusters, Collaborative Learning Hub in PRL and Academic Skills Room in MRLR) are located next to fire evacuation routes, which are clearly labelled.</li> <li>• The Session Leader will be aware of evacuation procedures from any room/building used for an activity.</li> <li>• The session leader will give workshop participants guidance about what action to take in the event of fire.</li> <li>• The accompanying teacher(s) will have a register of students which will be used to check all participants have left the building in the event of a fire alarm activation.</li> <li>• All school visits are noted in the reception diary for reference by evacuation coordinator in case of emergency.</li> </ul> |

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|           |                        |  | <ul style="list-style-type: none"> <li>• A briefing will be provided at the beginning of the event which will include telling participants what to do and where to go in the event of a fire alarm activation.</li> <li>• Participants will be told not use the lifts in the event of a fire alarm activation.</li> <li>• Participants asked to notify any disability in advance so that a personal emergency evacuation plan (PEEP) can be created for them.</li> <li>• All staff are trained in Health and Safety, including fire prevention.</li> <li>• Fire wardens are present in all University buildings to ensure fire and evacuation procedures are followed.</li> </ul>   |
| <b>2.</b> | Slips, Trips and Falls | Staff or members of the public (school children, school staff and parent helpers) could be injured if they trip over objects, trip on stairs or slip on spillages. | <ul style="list-style-type: none"> <li>• The library and rooms in which the workshop takes place will be tidy, in good repair and free of obstructions. Rooms will be checked for their appropriateness to the target audience and also potential issues of accessibility e.g. wheelchair access, fire escapes/ existence of induction loops.</li> <li>• Adequate space will be provided for participants to spread out to complete exercises. Session Leaders are responsible for checking room capacity and must ensure that capacity is not exceeded.</li> <li>• No trailing cables or obstructions in walkways. Any cable will be secured to the floor using adhesive tape or cable protectors where possible.</li> <li>• Participants will be reminded to store coats and bags appropriately to keep walkways clear.</li> <li>• Good lighting is provided at the venue.</li> <li>• Steps and changes in level are highlighted.</li> <li>• Pupils will be supervised during tour of library (1 adult: 15 pupils for over 16s and 1 adult: 10 pupils for under 16s) and possibility of slips/falls on stair wells pointed out.</li> <li>• Under 16s will be supervised at 1:10 ratio at all times during their visit.</li> <li>• Any spillages will be cleaned up promptly.</li> <li>• Cleaning staff always use up to date Health and Safety signage throughout the building to warn of potential hazards.</li> <li>• Session leaders aware of location of first aid kits and how to contact first aiders.</li> </ul> |
| <b>3.</b> | Vehicles               | Staff or members of the public (school children, school staff and parent helpers) could be   | <ul style="list-style-type: none"> <li>• Participants will be advised to use public transport to get to and from the campus. If travelling by coach, coach drop off point outside the Great North Museum will be used. If</li> </ul>  |

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|           |   | injured if they are struck by bicycles or vehicles.  | <p>travelling by school mini bus, teacher must make arrangements for parking on campus in advance of visit.</p> <ul style="list-style-type: none"> <li>• The campus is designed to segregate pedestrians from vehicles as far as possible.</li> <li>• Pupils will be accompanied by adults (1 adult: 15 pupils for over 16s and 1 adult: 10 pupils for under 16s) when walking to and from the library across campus.</li> <li>• Estates Support Service work with staff and students to promote responsible cycling.</li> <li>• Pedestrian Crossings will be used when crossing roads.</li> </ul>  |
| <b>4.</b> | Activities undertaken and materials used in outreach sessions | Staff or members of the public (school children, school staff and parent helpers) could have pre-existing medical conditions (such as asthma, eczema and dermatitis) exacerbated by walking round the library/ campus and by materials used in the session e.g. dust from the handling collection. | <ul style="list-style-type: none"> <li>• Standard activities are low risk and do not involve physical exertion or dangerous materials.</li> <li>• Participants will have minimal exposure to dust and irritants from old books and documents.</li> <li>• Any different/higher risk activities will have their own, separate risk assessment.</li> <li>• Session leader will give verbal warning about nature of handling collection and risk of dust and of trapping fingers, sharp edges etc.</li> <li>• First aiders are available at the venue and all security staff are first aid trained and available on 0191 208 6666 or 0191 208 6817</li> <li>• Session Leaders are either first aid trained or know how to contact a first aider.</li> <li>• Teachers remain responsible for their students at all times and must keep a register of participant names which includes details of any medical conditions/ special needs/ food allergies and emergency contact number of parent/guardian.</li> <li>• The city centre location means emergency services are usually readily available.</li> </ul> |
| <b>5.</b> | Burns and scalds  | Staff or members of the public (school children, school staff and parent helpers) could suffer burns from spillages of hot drinks from café, from hot water in toilet washbasins and from radiators or other heating equipment.  | <ul style="list-style-type: none"> <li>• Cups of hot drinks from Café are not over filled. Lids and insulated sleeves are provided for plastics cups.</li> <li>• Water boilers are operating correctly and maintained by Eat@ staff.</li> <li>• Participants are instructed not to take drinks into computing clusters.</li> <li>• Hot water warning signs or thermostatic mixing valves provided to washbasins.</li> <li>• Radiators are main form of heating. No use of gas powered or heating equipment with naked flames.</li> </ul>  |

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| 6. | Vulnerable groups (children and young people) in public buildings and spaces | School children could suffer physical, emotional or sexual harm from people they come into contact with during their visit including staff, students and members of the public      | <ul style="list-style-type: none"> <li>• The Event Organiser will be aware of the University's Child Protection Policy and will brief assisting staff or student helpers accordingly.</li> <li>• All staff, student helpers and external providers will have read the Code of Conduct.</li> <li>• Participants under 18 remain the responsibility of their teacher at all times and a teacher is required to remain in the Library for the duration of their visit. Students age 16 or over will be allowed to move around the Library building unaccompanied to locate resources but will be provided with plans of the building.</li> <li>• Participants aged under 16 will be accompanied by their teacher or other responsible adult at all times.</li> <li>• Event organisers will liaise with teachers or other responsible adults in advance of events to ensure safeguarding is considered.</li> <li>• Where appropriate, staff working with children will have enhanced DBS checks.</li> <li>• Staff have been told to avoid 1:1 contact with participants. If a situation arises where a participant needs to be taken away from the group, staff must ensure there is another adult present.</li> <li>• The main Reception will be identified as a lost and found area/ meeting point in case students and staff become separated.</li> <li>• Reception staff will be informed of any visit and offer support/directions/advice when requested.</li> </ul> |
| 7. | Illness, Infection and Medical Conditions                                    | Staff or members of the public (school children, school staff and parent helpers) could become ill during a visit or contract or spread infections by visiting a busy public space. | <ul style="list-style-type: none"> <li>• Building ventilation systems (both mechanical and natural) are designed in accordance with building standards and are adequate to minimise the spread of respiratory infections.</li> <li>• Main touchpoints inside venues are regularly cleaned by the estates team.</li> <li>• Handwashing facilities or hand sanitisers are provided in certain areas. Signs are used to help encourage usage and good hygiene practices.</li> <li>• People displaying symptoms of infection are encouraged not to attend campus while feeling unwell.</li> <li>• The teacher will take responsibility for the medical conditions/specific needs of the students. It is the responsibility of the school contact to inform the Event Leader in advance of any medical conditions/individual needs that impact on the running of the event.</li> </ul>   |

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| 8.  | Threat of Attack       | Staff or members of the public (school children, school staff and parent helpers) could be under threat of attack in the unlikely event of a bomb threat, firearms or weapons attack during a visit to campus. | <ul style="list-style-type: none"> <li>Event Leaders to contact security immediately and follow University Suspect Bomb and Fire procedures.</li> </ul>  |
| 9.  | Film and Photography   | Staff or members of the public (school children, school staff and parent helpers) may be filmed and photographed during the session and this could potentially be shared online                                | <ul style="list-style-type: none"> <li>Event organisers will notify the school/college in advance of any filming/photography scheduled to take place during a session.</li> <li>If appropriate, individual film and photography permission will be sought from students and their parents in advance of the session with the option to opt out.</li> <li>Event organisers discourage the use of mobile phones by students during sessions. Please note the University is not responsible for photography/film taken by students, school staff and members of the public during an event.</li> </ul>                                |
| 10. | Use of University PC's | Students may access inappropriate or adult content online<br>Students may share personal or school data with other users   | <ul style="list-style-type: none"> <li>Teachers are made aware via pre visit information that PCs do not have safe search settings in place. Teachers are responsible for the behaviour of students online. Newcastle University IT policy shared with teachers in advance of visit <a href="#">Policy on Use of IT Facilities   IT Service (NUIT)   Newcastle University</a></li> <li>Event leaders will share best practise when using shared PCs and will recommend using private or incognito settings. They will also advise that students delete any content they download to the PC and fully log out of the PC.</li> </ul> |

| <b>Additional Controls (is there anything you need to plan for?)</b> | <b>Who</b>    | <b>Target Date</b>            | <b>Completion Date</b>        |
|--|---------------|-------------------------------|-------------------------------|
|  | [Insert Name] | Click or tap to enter a date. | Click or tap to enter a date. |

**Emergency procedures**  
The event organisers are Newcastle University Education Outreach Team. They can be contacted on 0191 208 2929

Newcastle University Security can be contacted on 0191 208 6666 or 0191 208 6817 or [security.control@ncl.ac.uk](mailto:security.control@ncl.ac.uk) All Security team members are first aid trained and have the ability to summon additional security personnel or direct access to emergency service.

Signature of Responsible Person

Jillian L Taylor-Roe, Director of Academic Services and University Librarian, 04 December 2024