

BODLEIAN LIBRARIES RISK ASSESSMENT GUIDANCE FOR VISITING SCHOOL GROUPS

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DATE OF ASSESSMENT: 17.7.18

TEAM AND LOCATION: Special Collections – Weston Library & Old Bodleian Library

SUBJECT OF THE RISK ASSESSMENT GUIDANCE:

Visiting school groups undertaking the following activities:

- Exhibition visits at the Weston Library
- Tours of the Weston Library
- Visits to the Printing Workshop
- Tours of the Old Bodleian
- 'Collections up close' workshops

Please note that the Bodleian Libraries do not provide risk assessments for school or other group visits to the public spaces in the Weston Library, including the exhibitions.

It is the responsibility of each visit group leader to prepare your own risk assessment in advance of your visit, so that this is appropriate to the needs and abilities of your group. You are very welcome to visit the Bodleian Libraries in advance in order to do this.

The guidelines below are provided as suggestions of risks which you might like to consider while preparing your risk assessment, in relation to the particular needs of your group.

Blackwell Hall, the exhibition galleries, and areas of the Old Bodleian Library are public spaces which remain open to the public during group visits.

The safety of all children and young people remains the responsibility of the attending visit group leaders at all times.

Group leaders must:

- take regular headcounts/registers
- adhere to guidelines on staff/student ratios
- supervise students while using public toilet facilities
- ensure students remain together and behave appropriately
- provide a first aid kit and designated first aider.

NOTE ON LOCATIONS FOR YOUR RISK ASSESSMENT: Educational activities at the Bodleian Library happen across two sites: exhibition spaces are located in the Weston Library so if your visit includes viewing current exhibitions, participating in 'Collections up close' sessions, or taking a tour of the Weston Library, please note carefully the assessed risks below that are specific to this site. If your group are taking a tour or audio guide of the Old Bodleian Library, or are attending a session in the printing workshop, please take note of the 'Printing Workshop' risk assessments, and those referring to 'Old Bodleian Tours'.

All activities

Hazards and Risks	Affected Persons	Existing Controls	Expected likelihood and severity of the risk with existing controls, and total risk			Recommended further actions
			Likelihood	Severity	Total	
Fire or terrorist incident: injury or death from exposure to heat or smoke, due to fire-related damage in the building, or due to panic in an evacuation.	Staff, visitors	<p>All activities: Local fire prevention arrangements are in place.</p> <p>Bodleian Front of House staff are fully briefed in fire control and evacuation procedures and will direct visitors to safety in the event of an emergency requiring an evacuation. Fire exits and building security are constantly monitored by Bodleian's Security Team.</p> <p>Exhibition visits & Weston Library: Back-up lighting will operate in the event of a power failure and illuminated signs are in place to prevent visitors entering fire zones.</p>	L	H	L/M	<p>Visiting Group Leaders must advise Bodleian staff in advance of any students with additional needs such as a mobility or sensory impairment which may cause them to be at greater risk in the event of an evacuation.</p> <p>Visiting Group Leader to inform students about the evacuation procedure and muster points: outside Blackwells Book Shop (Weston Library and Exhibition visits), or The Old Library, Radcliffe Square (Printing Workshops & Old Bodleian Tours)</p>
Trips or falls on stone floors, steps or exhibition display cases.	Staff, visitors	<p>Exhibition visits & Weston Library: Level access is available throughout Blackwell Hall and the exhibition galleries. Bodleian venue maintenance procedures control the risks of trips and falls and staff will indicate wet floors with appropriate signage, if necessary. Low lighting in the exhibition galleries increases the risk of trips and falls. Visiting Groups should remind students to take time to allow their vision to adjust to the low light.</p> <p>Print Workshops & Old Bodleian Tours: Visitors should take extra care on the Old Bodleian site, where floors and stairs in the historic building are more likely to be uneven.</p>	L	L	L	

All activities, continued

Hazards and Risks	Affected Persons	Existing Controls	Expected likelihood and severity of the risk with existing controls, and total risk			Recommended further actions
			Likelihood	Severity	Total	
Visitor injured or taken ill during visit.	Visitors	All activities: FOH staff are trained in First Aid. Visiting Group Leaders retain responsibility for their group and should provide their own designated First Aider and First Aid kit, but Bodleian staff will be available to assist in the event of an accident. Group Leaders can request assistance from FOH staff and a First Aid box is available at the Information Desk (Weston Library), and Printing Workshop. Visitors suffering from claustrophobia or vertigo will be warned about any visits to locations which may trigger their conditions.	L	L	L	Visiting Group Leaders must advise Bodleian staff in advance of any students with pre-existing health conditions that might require emergency action.
Injury crossing roads outside the Weston Library.	Visitors	All activities: Visiting Group Leaders should remind students to take care on the road outside the Library, particularly to be aware of bicycles.	L	M	L/M	
Unauthorised photos of Bodleian buildings or collections are taken and published online.	Bodleian Libraries	All activities: Photography is not permitted in reading rooms. Bodleian staff will advise visitors when photographs are permitted.	L	L	L	
Entrance to unauthorised areas.	Staff, visitors	Signage and FOH staff clearly indicate the areas of the Old Bodleian Library and the Weston Library which are not open to the public. Visitors will not be able to access unauthorised areas unless accompanied by a Bodleian member of staff.	EZ	L	EZ	
Students lag behind and become trapped in staff areas	Visitors	Staff and reader areas in the Weston Library are accessed by card-operated security doors. If visitors lag behind the group and the door closes on them, they may become separated and be unable to follow the group.	L	L	L	One Visiting Group Leader should remain at the back of the group at all times to ensure that the students remain together.

Safeguarding (all activities)

Hazards and Risks	Affected Persons	Existing Controls	Expected likelihood and severity of the risk with existing controls, and total risk			Recommended further actions
			Likelihood	Severity	Total	
Safeguarding risks to young people mixing with members of the public in public spaces and public toilets.	Visitors	All activities: Group Leaders retain responsibility for the safeguarding of their group throughout their visit. Students must be made aware by Group Leaders that the toilets in Blackwell Hall are open to the public, and Group Leaders must take appropriate measures to supervise and safeguard students visiting the toilets.	L	M	L/M	Visiting groups should adhere to staff/student ratios recommended by their Local Authority for school trips, to ensure adequate supervision.
Unauthorised photographs are taken of visitors.	Staff, visitors	All activities: FOH staff monitor members of the public to let them know where photographs can be taken in the Weston Library. If a member of the public inappropriately takes photographs of a visiting group, the Group Leader should approach FOH staff to ask them to intervene. On occasion, Bodleian staff may take photographs of visiting groups, but photo permission forms will always be sought from Group Leaders if this is the case.	L	L	L	
Inappropriate behaviour towards students (actual or alleged) by Bodleian staff.	Staff, visitors	All activities: Bodleian staff will not be in a one-to-one situation with visiting students. Visiting Group Leaders must remain with their groups at all times and retain safeguarding responsibility for their students.	L	M	L/M	Visiting groups should adhere to staff/student ratios recommended by their Local Authority for school trips, to ensure adequate supervision.
Safeguarding contacts and guidance	<p>The Safeguarding Lead for this activity is Rosie Sharkey, Bodleian Libraries Education Officer; Tel: (01865) 277084; Email: education@bodleian.ox.ac.uk</p> <p>The University of Oxford Safeguarding Contact if you wish to make a report concerning University staff is Julian Duxfield, University's Director of HR; Tel: (01865) 270152; Email: director.hr@admin.ox.ac.uk</p> <p>The University's Code of Practice guides Safeguarding advice to activity leaders: http://www.admin.ox.ac.uk/personnel/cops/safeguarding/safeguardingcop</p>					

Exhibition visits & Weston Library Tours

Hazards and Risks	Affected Persons	Existing Controls	Expected likelihood and severity of the risk with existing controls, and total risk			Recommended further actions
			Likelihood	Severity	Total	
Overcrowding of Blackwell Hall or exhibition galleries.	Visitors	Exhibition visits & Weston Library tours: All visiting groups are asked to book in advance to ensure visit numbers remain well within the capacity of Blackwell Hall and the exhibitions. FOH staff will take appropriate action to control the flow of visitors into exhibition galleries at busy times.	L	L	L	
Emotional distress caused by viewing exhibition displays.	Visitors	Exhibition visits: Bodleian exhibitions are designed by curatorial staff with a public audience in mind, and are unlikely to cause emotional distress.	EZ	L	EZ	Visiting Group Leaders should inform Bodleian staff of any specific sensitivities within their group and consult the online exhibitions in advance (where available) in order to be aware of any exhibits that might cause emotional distress to students.
Groups visiting the roof terrace on the fifth floor experience vertigo or climb barrier and fall from the roof.	Visitors	Weston Library tours: Senior member of Weston staff to supervise. Group will be warned in advance if will be visiting the roof terrace and any who experience vertigo advised to remain with a supervising teacher on the ground floor. Visitors will be told to avoid running or climbing barrier on roof terrace.	L	H	M	

Printing Workshop Sessions

Hazards and Risks	Affected Persons	Existing Controls	Expected likelihood and severity of the risk with existing controls, and total risk			Recommended further actions
			Likelihood	Severity	Total	
Overcrowding of the printing workshop	Visitors	Printing Workshop: All visiting groups are asked to book in advance to ensure visit numbers remain well within the capacity of the workshop.	L	L	L	
Risks of injury/poison within the printing workshop	Visitors	<p>Printing Workshop: Visiting groups will be briefed by the session leaders on the safe use of the hand-operated presses, advising participants of the risks of more than one person operating a press.</p> <p>Sharp instruments are kept in toolboxes at all times when not in use. Toolboxes are kept closed except for removal or replacement of tools.</p> <p>A hand-wash sink is provided and should be used at the end of the session after handling lead type.</p> <p>Aprons are provided but a risk of permanently staining clothing with ink remains.</p> <p>Solvents and ink are kept in the locked flammables cupboard at all times when not in use. Solvents and cleaning rags are used only by the session leaders and never by visiting students.</p>	L	M	L/M	

'Collections up close' Sessions

Hazards and Risks	Affected Persons	Existing Controls	Expected likelihood and severity of the risk with existing controls, and total risk			Recommended further actions
			Likelihood	Severity	Total	
Damage to collections items during 'collections up close' session with accessioned material.	Bodleian Libraries	'Collections up close' sessions: Any proposed sessions will be subject to approval by the relevant curatorial staff who will approve the session leader (and determine appropriate supervision if necessary), the items to be displayed, and the level of handling permitted. Sessions will take place only in approved, climate-controlled rooms. Visiting groups will be briefed by the session leader on the importance of correct handling and the valuable and delicate nature of the materials. The curator or session leader will retain the key to the room used, so that it can be locked in the event of an evacuation, to safeguard collections items. Usual Bodleian practice is to avoid bags being brought into rooms used for show and tells, to avoid the risk of food, drink or pens damaging collections items. If a Bodleian curator decides to allow bags in the room, they will brief visiting groups on leaving their bags well away from collections items and visitors will not be able to access bags during the session.	L	H	M	Visiting group leaders must inform Bodleian staff in advance of their visit if they feel that any member of their group is likely to behave in a way that might put collections items at risk.
Emotional distress caused by viewing collections items in a 'collections up close' session.	Visitors	'Collections up close' sessions: Bodleian session leaders and curators will carefully consider whether materials used might cause emotional distress. Particular sensitivity will be exercised with religious items. If handling of material is possible, session leaders will inform visitors of the material they are touching, in case there are sensitivities around contact with parchment made from animal skin.	L	L	L	Visiting Group Leaders should inform Bodleian staff in advance if they anticipate that specific types of material might cause emotional distress to students.
Visitors photograph collections, risking light damage or reputational damage to the Bodleian Libraries if images are published online without authorisation.	Bodleian Libraries	'Collections up close' sessions: Session leaders will advise visitors whether collections items can be photographed, and where this is not possible for reasons of conservation or copyright restrictions. Any photography permitted will be without flash.	EZ	L	EZ	

The calculations are based on the risk matrix in the University of Oxford's Policy Statement on Risk Assessment.

When considering the Likelihood of a risk, this should be based on the likelihood of an injury or loss over the next 12 months.

Risk Matrix		Likelihood			
		High	Medium	Low	Negligible
Consequences	Severe	High	High	Medium	Effectively zero
	Moderate	High	Medium	Medium/low	Effectively zero
	Insignificant	Medium/low	Low	Low	Effectively zero
	Negligible	Effectively zero	Effectively zero	Effectively zero	Effectively zero