

# Children in the Library

## Risk assessment crib sheet for children in the Library

This crib sheet highlights the main areas of risk you should be aware of when bringing a child in your care to the Library when you visit. We strongly recommend reviewing the [complete document](#) (also available from our website “Policies and rules” page in the “About us” section) for full details.

**You must supervise your child at all times.**

**You are responsible for their safety and behaviour.**

**Children are not allowed up to, or on, the 5th Floor.**

### 1. **Entry** to the building

- Always ask staff on duty at the Welcome Desk to open an access gate for you so neither you or anyone accompanying you is caught in the gates

### 2. **Moving around** the building

- We recommend using the main central staircase, staircase behind the lifts, and the lifts themselves as these are the most accessible means of traversing the building

### 3. **Slips, trips and bumps**

- Many surfaces are hard and many edges (to shelves etc.) can be sharp
- A lot of walls and doors are made of glass and don't all have visual clues at low level

### 4. **Climbing and falling hazards**

- Our furniture and fittings might look fun to climb on but are not designed for this and could tip if not used correctly
- Particular care should be taken to supervise young children on staircases and around lifts
- Extra care around windows and window ledges is advised

## 5. Trapping of fingers and hands

- Some of our internal doors (and those on Group Study Pods) are heavy and may present a trapping hazard for fingers (or more) on both the opening and hinged sides of the door
- Vending machines and floor boxes might trap curious hands and fingers

## 6. Falling materials

- Pulling at books on shelves or trolleys might bring down more items than anticipated and could cause injury

## 7. Electrical sockets

- Remember that all study seats have electrical sockets built into them and there are many available on walls throughout the building that a child could reach

## 8. Evacuation (e.g. fire)

- Make yourself aware of the refuge areas and fire exit routes, please ask staff for information if required

## 9. First aid

- If you require first aid assistance report to the Welcome Desk

## 10. Lost child(ren)

- If your child gets lost report to the Welcome Desk on the Ground Floor immediately

**Please note that you may be asked to leave the building if your child is disrupting other Library users.**

## Version control

Version	Keeper	Reviewed	Approved by	Approval date
1.0	H&S Coordinators	Annually	Director	July 23

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