

# Cambridge University Library: Special Event Risk Assessment – ULRA3

Please complete and return to the Departmental Safety Representative

<b>Security Team:</b> <a href="mailto:security@lib.cam.ac.uk">security@lib.cam.ac.uk</a> , ext. 33105	<b>Departmental Safety Representative:</b> <a href="mailto:safety@lib.cam.ac.uk">safety@lib.cam.ac.uk</a> , ext. 33082
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<b>Event Title (As promoted):</b>	<b>Darwin Schools Workshops</b>				
<b>Event Date:</b>	Tuesdays and Wednesdays between July-December	<b>Event Start Time:</b>	10:30 or 13:00	<b>Event Finish Time:</b>	12:00 or 14:30
<b>Location Within Library:</b>	Milstein Room and exhibition space				
<b>Activity description:</b>	Learning activities about Charles Darwin and viewing the Darwin in Conversation exhibition				

<b>Hazard</b>	<b>Control measures</b>			
<b>Fire</b>	1. Staff/Volunteers must read: 'UL Special Event Briefing Card – STAFF' 2. Where applicable attendees must be read: 'UL Special Event Briefing Card – PUBLIC'.  In the event of an evacuation the assembly point for event attendees is the main (West) car park where the majority of the readers will be. A member of event staff should contact the Back Door security office in person or on 01223 333105 to confirm that their event space has been fully evacuated.			
<b>Overcrowding</b>	<b>Area capacity, evacuation route capacity and surface load capacity must not be exceeded.</b>			
	<b>Milstein North 1/3</b>	Seated in Rows 40	Standing, catering tables only 60	Standing, exhibition 50
	<b>Milstein Extended 2/3</b>	Seated in Rows 70 Event will have small group tables	Standing, catering tables only 120	Standing, exhibition 90
	<b>North/South Courtyards:</b>	150 Persons per Courtyard		Total equipment not exceeding 2 tonnes. No individual loads greater than 250kg.
	For events planned in any other areas of the building contact Building Services for advice.			
<b>Accidents 1: General</b>	1. Slip/Trip hazards must be eliminated, clear thoroughfares maintained, access to emergency exits must be unimpeded. Furniture should only be handled by Building Services/staff who have undergone the local manual handling course. 2. First Aider must be available. <b>Note: during core hours (0900-1700) First Aid cover can be assumed. For events at evenings and weekends you should identify a designated First Aider who will be present for the duration of the event.</b> 3. Event staff must be briefed on procedures for calling ambulance/summoning assistance (see 'UL Special Event Briefing Card – STAFF'). 4. All groups to be briefed after booking to be aware of walking through the car park and to look out for bikes as well as cars and to stick to the pathways			

Accidents 2: Specific to Event:	Activity	Hazard	Control	Risk
	Moving of resources around venue	Manual handling injuries	<ul style="list-style-type: none"> <li>Buildings teams aware of layout and storage areas for equipment, chairs and tables required for school and family visits</li> <li>Learning Assistant Lindsey Jonesman to ensure that any lifting (e.g. materials to venue) is securely packed and can be comfortably managed</li> <li>External partners bringing items to the library will be aware that help is available from the facilities team and that level access is available</li> </ul>	Medium
	Safeguarding and wellbeing of children	General behaviour of pupils	<ul style="list-style-type: none"> <li>Participants expected to have reasonable standards of behaviour, as they would at school. Participants briefed on the day's timetable and their expected co-operation by teachers / Learning Assistant</li> <li>Teachers to follow Department for Education guidelines on teacher: pupil ratio and pupils to be supervised by teachers as appropriate</li> <li>Groups supervised at all times</li> <li>Toilet facilities available within the exhibition space for sole use of school visit so risk of wandering off is minimal</li> <li>University staff and volunteers to be directed to the University's 'Safeguarding Policy before any event, and to avoid situations where they are alone with a school pupil participant.</li> <li>Learning Assistant Lindsey Jonesman has undergone enhanced DBS check and recent safeguarding training</li> <li>Teachers should be asked to ensure that if any of their pupils have severe allergies (1) all aspects of the event and potential allergen exposure are carefully considered and (2) An Epi-pen (or equivalent) is available and (3) a First Aider is notified on the day.</li> </ul>	Low
	Owl pellet dissection	Infection from handling owl pellets from small animal bones inside	<ul style="list-style-type: none"> <li>Owl digestive juices will strip bare any bones within owl pellets</li> <li>Pupils will wash their hands immediately after handling in the bathrooms off the exhibition room</li> <li>Safety aprons will be worn to cover pupil clothes</li> <li>Adequate supervision of children by teachers and volunteers</li> </ul>	Low
Injury from tweezers or wooden sticks		<ul style="list-style-type: none"> <li>Adequate supervision of children by teachers and volunteers</li> <li>Tweezers will be made of plastic and sticks used will have rounded ends</li> <li>Safety goggles will be worn</li> </ul>	Low	
Infection from		<ul style="list-style-type: none"> <li>Pupils will wear protective gloves and wash hands after the handling session in the bathrooms off the exhibition room</li> </ul>	Low	

		touching owl pellets	<ul style="list-style-type: none"> <li>Adequate supervision of children by teachers and volunteers</li> </ul>	
	<b>Viewing and handling objects within the exhibit such as rocks, feathers</b>	Injury to eyes or dropping of heavy objects	<ul style="list-style-type: none"> <li>Adequate supervision of children by teachers and volunteers</li> <li>First aid contact details readily available at event</li> </ul>	Low
	<b>Accommodation and venues</b>	Emergency-fires and accidents	<ul style="list-style-type: none"> <li>Learning Assistant to ensure that they are aware of relevant safety information and procedures for any specific venue ahead of event, including procedures for dealing with and reporting injury or accidents.</li> <li>Participants to be advised of safety procedures, emergency exits and location of emergency equipment</li> <li>Participants to know whereabouts of teachers and/or Learning Assistant and to stay in groups as allocated.</li> <li>If appropriate for the event, groups to be allocated staff member or volunteer, who is aware of safety procedures.</li> </ul>	Medium
	<b>Craft activities</b>	Injury to eyes or skin	<ul style="list-style-type: none"> <li>Students supervised when using scissors and glue</li> <li>Safety scissors under control of adults at all times.</li> <li>All educational resources bought from approved educational companies so can withstand frequent handling and use by children</li> </ul>	Low
	<b>Using a microscope</b>	Broken glass (slides)	<ul style="list-style-type: none"> <li>Dispose of broken glass correctly</li> <li>Students to wear safety goggles</li> <li>Students informed regarding the fragility of slides and cover slips</li> <li>Learning Assistant to demonstrate correct way of using microscope</li> </ul>	Medium
		Fragile equipment	<ul style="list-style-type: none"> <li>Learning Assistant (Lindsey Jonesman) to demonstrate correct use of a microscope</li> <li>Children not to carry microscope</li> <li>Learning Assistant (Lindsey Jonesman) to carry microscope using the base and arm if it needs to be moved within the room</li> <li>Stage must be set at the lowest position using the lowest magnification during microscope use</li> </ul>	Low
	<b>Bug Hunt in the UL Grounds</b>	Coming into contact with contaminated objects, sharp objects,	<ul style="list-style-type: none"> <li>FM should be notified of location and timing of bug hunt in advance so any application of chemicals can be avoided.</li> <li>Bug hunt area should be inspected by member of staff prior to the event to exclude presence of dangerous litter/faeces.</li> <li>Bug hunt should be conducted under close supervision</li> <li>Pupils should be reminded of the importance of not touching</li> </ul>	Low

		animal faeces, horticultural chemicals	nose/mouth/eyes with soiled hands. <ul style="list-style-type: none"> <li>Pupils should be told that if they have any broken or damaged skin on their hands they should wear blue nitrile glove(s).</li> <li>Pupils should wash hands with soap and water immediately after bug hunt.</li> </ul>		
<b>Security 1: Access Control</b>	For publically advertised events, ticketed or otherwise, suitable access control to the University Library building must be maintained at all times. Maximum of 40 people attending and each event will be pre-bookable only. Entering and leaving via the accessible door. Access to UL won't be compromised. Staff and volunteers will be sent UL Special briefing card - STAFF.				
<b>Security 2: Precious/Valuable Objects</b>	No risk				
<b>Security3: Events discussing controversial topics, featuring controversial speakers, speakers or attendees with personal security staff.</b>	No risk				
<b>Disruptive audience members</b>	Let the person have their say for a short time, interrupt and thank them for their comment. Ask if they have a specific question. If they continue to be disruptive or their language becomes unacceptable contact University Library Security. Staff/Volunteers must be informed of how to contact local and University Security (see 'UL Special Event Briefing Card – STAFF'.				
<b>Children and Vulnerable Adults</b>	Children must be in the company of, and under the control of the person/persons who brought them to the University Library at all times (parents, teachers guardians). Plan events so as to eliminate the possibility of University Library staff/volunteers having unsupervised one-to-one access with children or vulnerable adults ("4 eyes at all times").  University safeguarding policy will be followed to ensure safety and wellbeing of all children and adults at risk. Learning Assistant running workshops has an enhanced DBS and recent safeguarding training.  <b>Adults will be informed at the beginning of the session to supervise and stay with their children at all times. Staff and volunteers will be instructed not to have one to one contact under any circumstances.</b>				
<b>Name of Event Risk Assessor:</b>	<b>Contact Details:</b>	<b>Date Completed.</b>	<b>Departmental Safety Representative:</b>	<b>Deemed Adequate?</b>	<b>Date:</b>
Lindsey Jonesman	Lw442@cam.ac.uk	03/05/22	Simon Halliday	<b>YES</b>	10/05/2022

