

Library Friends Group RISK ASSESSMENT PROFORMA for an event involving children

Date of Assessment :

Assessed by : (Friends group)

Section : Libraries – (Name of Library)

Review dates (max 24 months)
date one- date two-

Library Summer Activities / Library Drop In Sessions

NB: This type of event requires at least 2 x Friends Group Members to hold a current DBS certificate

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (<i>Risk Rating Matrix Table 1</i>)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (<i>Risk Rating Matrix Table 1</i>)?	What is The Risk Rating (<i>See Note Below & Risk Rating Matrix Table 2</i>)
SECTION 1						
Setting up the library	Moving equipment & furniture	Friends group & public	Minor	Clear area, prepare designated space before open to the public, set up the children's activity Friends group to follow existing safe Manual Handling procedures	Possible	Low
Refreshments (If provided)	Possible allergies or Choking	Friends group & Public	Minor	Generally it is better to offer water only. If food being provided eg, fruit and squash –Friends group to check with parents/carers for any allergies and keep food packets for referral.	Improbable	Low
Children's section/ Drop In activity session	Losing Control of Event, children running out	Friends group & public	Serious	Adequate friends group to be on duty. Friends group supervising children. General awareness as children may wander off. Parents & carers to stay with children under 8 years. Children taking part in drop-in sessions should be accompanied by a parent/carer who is responsible for them	Improbable	Low

Library Friends Group RISK ASSESSMENT PROFORMA for an event involving children

Date of Assessment :

Assessed by : (Friends group)

Section : Libraries – (Name of Library)

Review dates (max 24 months)
date one- date two-

Library Summer Activities / Library Drop In Sessions

NB: This type of event requires at least 2 x Friends Group Members to hold a current DBS certificate

Children's section	Cuts from scissors during craft activity	Public	Minor	Provision of round ended scissors and close supervision of children	Possible	Low
Children's section	Slips and trips	Friends group & public	Serious	Ensure floor area is kept clear, chairs are tucked under table when not in use	Possible	Medium

SECTION 2 CHILD PROTECTION

What is the Task/Activity or Workplace Environment You Are Assessing? Copy and paste from Section 1	What opportunities are present or may be generated which will put or could put:	Who is affected or exposed ?	What is the Potential Severity of Harm <i>(Risk Rating Matrix Table 1)?</i>	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls How can you design the risk out)?	What is the Likelihood of harm occurring? <i>(Risk Rating Matrix Table 1)?</i>	What is The Risk Rating <i>(See Note Below & Risk Rating Matrix Table 2)</i>
	CYP (Children and Young People) at risk from other people CYP at risk of viewing inappropriate content CYP at risk in participating in the production of content Other people at risk of allegation of abuse					

Library Friends Group RISK ASSESSMENT PROFORMA for an event involving children

Date of Assessment :

Assessed by : (Friends group)

Section : Libraries – (Name of Library)

Review dates (max 24 months)
date one- date two-

Library Summer Activities / Library Drop In Sessions

NB: This type of event requires at least 2 x Friends Group Members to hold a current DBS certificate

<p>SECTION 2 CHILD PROTECTION</p> <p>Losing Control of Event, children running out</p>	<p>Unaccompanied children CYP at risk from other people Other people at risk of allegation of abuse</p>	<p>Potentially all children attending the event</p>	<p>Minor</p>	<p>Adequate numbers of friends group members to be on duty. Friends group supervising children. General awareness as children may wander off. Parents & carers to stay with children under 8 years. Friends group members to have current DBS</p>	<p>Possible</p>	<p>Low</p>
	<p>Digital activity CYP at risk from other people Other people at risk of allegation of abuse</p>	<p>Potentially all children attending the event</p>	<p>Minor</p>	<p>Children attending the event have parental consent for photos to be taken. Friends group are aware of the possibility of children being photographed by unconnected members of the public and friends group are expected to challenge them.</p>	<p>Possible</p>	<p>Low</p>

Library Friends Group RISK ASSESSMENT PROFORMA for an event involving children

Date of Assessment :

Assessed by : (Friends group)

Section : Libraries – (Name of Library)

Review dates (max 24 months)
date one- date two-

Library Summer Activities / Library Drop In Sessions

NB: This type of event requires at least 2 x Friends Group Members to hold a current DBS certificate

<p>SECTION 2 CHILD PROTECTION</p>	<p>Physical abduction CYP at risk from other people Other people at risk of allegation of abuse</p>	<p>Potentially all children attending the event</p>	<p>Minor</p>	<p>Friends group to remind parents that children remain their responsibility at all times in the library</p> <p>Adequate friends group to be on duty. Friends group supervising children. General awareness as children may wander off. Parents & carers to stay with children under 8 years.</p> <p>Friends group to try be aware of who is responsible for each child especially when they are collected/leaving at the end of the session.</p> <p>Friends group awareness of other adults in the area where the activity is taking place and be expected to challenge them.</p>	<p>Possible</p>	<p>Low</p>
	<p>Physical spaces CYP at risk from other people Other people at risk of allegation of abuse</p>	<p>Potentially all children attending the event</p>	<p>Minor</p>	<p>Friends group awareness of other random adults in the area where the activity is taking place and be expected to challenge them.</p>	<p>Possible</p>	<p>Low</p>

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.

RISK RATING MATRIX
 (Notes To Aid Completion Of The Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Table 3

Action Required : Key To Ranking	
High or Very High Risk	STOP ACTIVITY! Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	Implement all additional precautions that are not unreasonably costly or troublesome.
Low Risk	Implement any additional precautions that are not unreasonably costly or troublesome.
No Significant Risk	The risk is no more than is to be encountered in normal every day life.

