Gnosall Community Library
Risk Assessment - Children

1. **Section/Service/Team Gnosall Library** 2. **Assessor: Pat Alker**

2. **Description of Activity.** Any event where children are present e.g. BB&R

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	Risk rating*	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed	Risk rating*
Choking hazard whilst using musical instruments, toys and puppets**.**	Young children	Visual inspection of instruments, toys and puppets to ensure they are not damaged and could cause harm if swallowed. Children are usually in attendance with parents/carers who should have responsibility for their supervision. Libraries might feel the need, if appropriate, to remind them of this.	L	Volunteers aware of what damage can be caused to young children and are vigilant whilst the event is running.		L
Restricted space – too many attendees resulting in trips & falls	Volunteers, carers, parents/ guardians, babies	Where this promotion takes place have been risk assessed for health & safety hazards. (Premises risk assessment). Where necessary suitable control measures have been implemented. When this event takes place, library volunteers ensure that adequate space is provided to remove or reduce the risk of any slip, trip or fall	L	Volunteers to note that the library`s own risk assessment may identify hazards within the area to be used but are considered to be low risk. However, due to the age of the children, the risk may be increased		L

Fire &/or smoke inhalation.	As above	Where this promotion/event takes place has been risk assessed as regards fire hazards. All libraries have suitable fire emergency evacuation procedures and all library staff are aware of these procedures	L	Volunteers who hold this event make themselves aware a) of the library`s own specific fire emergency procedures. b) Of any limits as regards the number of attendees allowed in the library at any one time		L
Injuries sustained	As above	Where this event takes place has been assessed as regards first aid requirements	L	Volunteers who organise this event are aware of what to do if first aid is required &/or how to contact the emergency services.		L
Failure of seating	As above	Any volunteers supervising this event to visually inspect all the seating used before the event. This will ensure any damaged seating is identified & removed from use, hence removing or reducing the risk of any injury as a result.	L	Volunteers responsible for running this activity will ensure the seating used is fit for purpose.		L

3. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

4. Assessment

Signature of Assessor:

Print Name: Pat Alker

Date Assessed: **Review Date:**

5. Communication and Review

This risk assessment should be communicated to all volunteers who may come into contact with the hazards being assessed. The assessment must be reviewed bi-annually or following a significant change, accident or violent incident.