



#26 Library Risk Assessment

Toongabbie West Activity Centre

Identified Hazard –

- Electrical fire caused by overheating/dust build up on computers/laptops
- Electrical equipment malfunctioning
- Exposed cords causing trip hazards
- Obstructions like books, lounges, chairs and tables not tidy
- Children moving to and from the library getting lost

Risk Rating Key

- !!** Very High
- !** High Risk
- #** Medium Risk
- *** Low Risk

Risk -	Control Measures
!!! Smoke Inhalation	- New Educators are taught about the safety concerns of the library and how to correctly supervise.
!!! Burns/Blisters	- Educators are to refer to Flip Chart Red Tab – Fire and Emergency Procedures pg 14, also Flip Chart Blue Tab – Medical Emergencies and Emergency Procedures pg 16
!! Loss of Life	- Children learn and are reminded of the safety rules before they enter the library, including not running.
!!! Electrocutation	- Educators commence a safety checklist before the children arrive making sure the space has no obstructions that can cause a trip hazard. Any obstructions need to be recorded and removed.
# ! Trips, slips and falls	- Power outlets are checked that they all have safety plugs in them, if not Educators are to put in spare ones that kept in the trolley.
# ! Bumps, bruises, strains and sprains	- The school ensure that electrical equipment is tagged and any computers or laptops that don't work are labelled and are set aside so children don't use. All equipment has dates on it.
# ! Gelling lost	- Any equipment with frayed cords like a mouse or charging cable are put aside and the school librarian or office ladies are notified.
!! Abduction	- Educators are trained in first aid. First aid kit is fully stocked and located in the kitchen of the main room and in the emergency trolley.
	- The emergency trolley is to be taken to the library containing the first aid kit, Ventolin kit, spare EpiPen, emergency contacts for all children and educators.
	- Educators are to take walkie talkies with them to the hall to communicate with other educators. They are to also take work mobile phone to contact parents/Head office/emergency services.
	- Children and educators are to wear enclosed shoes whilst being at the hall.

- Educators stay in ratio of 1:15 (1 educator to 15 children) and are to ask for another educator when going over these numbers.
- Educators are to supervise using PAT (positioning, awareness and teamwork).
- If there is a fire the chief warden would make a decision to move the children to an evacuation area.
- Emergency drills are practiced twice a term both in the morning and afternoon shift.
- Educators are trained in fire safety.
- In the main room a fire extinguisher and fire blanket. These are checked regularly by Chubb to ensure they are in good working order.
- Educators are to ensure children are tucking their chairs and aren't moving the lounges around. If they are moved educators are to put them back to reduce risk of trip hazards.

Policies relating to Risk Assessment

- First Aid Policy - Management of Incident, Injury, Illness and Trauma
- Supervision Policy
- Emergency Policy
- Equipment & Maintenance of Equipment Policy

Completed by: Alisha Cairns

Approved By:

Signature:

Date: 27/8/21

Signature:

Date: