

<b>Risk Assessment and Management Plan</b>	<b>Updated: July 2023</b>
<b>Venue: The State Library of NSW</b>	<b>Activity or event: School visits</b>
<b>1 Shakespeare Place Sydney</b>	<b>Phone: 9273 1778</b>
<b>Email: <a href="mailto:learning.library@sl.gov.nsw.au">learning.library@sl.gov.nsw.au</a></b>	<b>Public liability cover? Yes</b>
<a href="#"><u>Child Safe Policy</u></a>	

Details of the activity or event	Possible risks	Current controls in place at venue	Risk rating*	Further controls	Residual risk rating *	Acceptable Yes/No
Arrival and departure from The State Library	Student or staff separated from group or unsure of entry/exit point  Access to the building	<ul style="list-style-type: none"> <li>Upon booking schools receive information about timings and entering the building</li> <li>Education officers (EO's) meet schools and liaise with supervising teacher/s</li> <li>The supervising teacher is asked, on arrival, about accessibility requirements and directed as appropriate to lifts and ramps</li> </ul>	5	<ul style="list-style-type: none"> <li>School to ask security or concierge staff for assistance and ask them to contact Learning Services</li> </ul>	6	Yes
Weather related	Rain impedes access to the building  Break times during very wet or very hot weather	<ul style="list-style-type: none"> <li>If very wet, enter via Macquarie Building (closer to bus stop on Macquarie St) eliminating external steps</li> <li>Food and drinks can be eaten inside the building during exceptional weather conditions</li> </ul>	4	<ul style="list-style-type: none"> <li>School staff supervise student movement in and around building</li> </ul>	5	Yes
Student Bags	Bags fall from high shelf in storage area  Congestion and overcrowding around cupboards	<ul style="list-style-type: none"> <li>EO to clearly explain placing bags in cupboards. Use lower shelves first</li> <li>Teachers are to supervise the number of students at cupboards</li> </ul>	5	<ul style="list-style-type: none"> <li>School asks students to bring small bags and no valuables.</li> <li>School staff assist by monitoring student behaviour</li> </ul>	6	Yes
Bathrooms	The bathrooms used by students are	<ul style="list-style-type: none"> <li>Male and female bathrooms are checked by school staff for</li> </ul>	4	<ul style="list-style-type: none"> <li>School staff to monitor students</li> </ul>	5	Yes

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	public bathrooms	<p>occupants before student entry</p> <ul style="list-style-type: none"> <li>• After checking, bathrooms are reserved for exclusive use of students</li> <li>• If no-one is available to check the male bathroom the EO will call a security guard</li> <li>• All EO's are compliant with Child Protection requirements and WWCC</li> <li>• EO will direct members of the public to other facilities as necessary</li> </ul>				
Scheduled programs (including education programs, tours and activities)	<p>Student behaviour leading to injury to self, others or damage to exhibits</p> <p>Accidental slips or falls</p>	<ul style="list-style-type: none"> <li>• Comply with staff to student supervision ratios <ul style="list-style-type: none"> <li>▫ Years K-2 1:5</li> <li>▫ Years 3-6 1:10</li> <li>▫ Secondary 1:20</li> </ul> </li> <li>• Briefing for students about expectations of behaviour and to be mindful of their environment in shared spaces, on stairs, smooth floors and hard surfaces</li> <li>• EO's discuss 'hands off' with younger students as appropriate</li> <li>• Library security staff monitor the protection of exhibits</li> </ul>	3	<ul style="list-style-type: none"> <li>• Student behaviour is the responsibility of the supervising teacher/s at all times.</li> <li>• School staff closely supervise students according to recommended staff student ratios, reinforcing behaviour expectations in a public building.</li> <li>• Teachers alert staff to any visible risks eg. water spill</li> </ul>	5	Yes
	Images of deceased persons are displayed	<ul style="list-style-type: none"> <li>• Education officers can explain the content of images, what is being displayed and why. Education officers are sensitive to the needs of students.</li> </ul>	5	<ul style="list-style-type: none"> <li>• School staff to support students</li> </ul>	6	Yes
	Student is separated from group	<ul style="list-style-type: none"> <li>• Ensure frequent head counts when touring the library. Teachers are required to</li> </ul>	4	<ul style="list-style-type: none"> <li>• School staff brief students about what to do and where to meet if they lose their group.</li> </ul>	5	Yes

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		remain with and supervise their group.		<ul style="list-style-type: none"> <li>Security staff are available throughout the library to assist</li> </ul>		
Break times	Crossing roads	<ul style="list-style-type: none"> <li>EO's direct teachers to the Domain or Botanic Gardens</li> <li>Teachers to supervise road crossings</li> </ul>	4	<ul style="list-style-type: none"> <li>Teachers to closely monitor student behaviour when crossing roads</li> </ul>	5	Yes
Unplanned events	Public interaction occurs	<ul style="list-style-type: none"> <li>A wide range of members of the public access the building and may meet students</li> </ul>	5	<ul style="list-style-type: none"> <li>Teachers supervise and talk to students about possible interactions with members of the public and to be mindful of the environment they share with others</li> <li>Teachers alert EO's to any unwelcome interactions</li> </ul>	6	Yes
	First Aid is required	<ul style="list-style-type: none"> <li>Schools bring first aid kits to meet specific needs. Kits are on hand during the excursion, and teachers are responsible for their students</li> <li>In the case of a major accident, the library has first aid trained staff and extra first aid equipment including defibrillator sets</li> </ul>	3	<ul style="list-style-type: none"> <li>Education Officers are trained in first aid</li> <li>Security guards are all trained first aiders and the library has a first aid room</li> </ul>	5	Yes
	Emergencies including evacuation of venue	<ul style="list-style-type: none"> <li>Emergency and evacuation procedures are in place. The State Library is a security-controlled building with full-time security officers.</li> <li>Exits are clearly indicated, and the library complies with all fire control regulations.</li> </ul>	4	<ul style="list-style-type: none"> <li>Teachers and students follow directions of EO</li> </ul>	5	Yes

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Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6