

## Guidelines for schools visiting Selwyn Libraries

### Risk Assessment and Management information

The following Risk Assessment and Management information is provided to help school teachers plan a school excursion involving any of the Selwyn Libraries (Darfield Library, Leeston Library, Lincoln Library, and Rolleston Library). Whilst all possible care will be taken to ensure the safety of students and accompanying adults at all times, teachers are responsible for their students and accompanying adults whilst on a visit to Selwyn Libraries.

Front of house staff working with school groups are first aid qualified and trained to provide a response in an emergency.

An electronic copy of the Risk Assessment and Management document can be found at [www.selwynlibraries.co.nz/education](http://www.selwynlibraries.co.nz/education)

The purpose of risk assessment is to identify:

- possible hazards
- measures that will eliminate, isolate or minimise identified hazards
- the action to control and minimise the extent of an injury.

The definition of “hazard” as defined in the Health and Safety at Work Act 2015 is:

Anything that can cause harm.

*A person’s behaviour can also be a hazard where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour).*

If any further information is required, please contact:

Selwyn Libraries  
Hayley Browne  
Senior District Arts, Culture and Lifelong Learning Coordinator  
[education@selwynlibraries.co.nz](mailto:education@selwynlibraries.co.nz)  
027 222 7011

#### Darfield Library

1 South Terrace, Darfield  
03 318 7780 / 03 347 2780



#### Leeston Library

19 Messines Street, Leeston  
03 347 2871



#### Lincoln Library

22 Gerald Street, Lincoln  
03 347 2876



#### Rolleston Library

94 Rolleston Drive, Rolleston  
03 347 2880



Description of hazard	Controls	Action if hazard occurs
Student-specific ailment	<p>School teachers are to disclose any significant medical ailments of individual students prior to the libraries visit/activity.</p> <p>School teachers are to be solely responsible for students and their individual medical needs during their library visit/activity, including field trips, ensuring that the required medical aid is on hand.</p>	<p>Authorised and trained personnel (not library staff) are to administer medication based on the students' individual medical ailments.</p> <p>In an emergency notify a libraries staff member who will ensure that emergency services are contacted.</p>
Fire, earthquake, etc	<p>Instruction in safety procedures and the location of the closest fire exits will be given by a library staff member at the beginning of each visit.</p> <p>Library staff will give specific instructions at the time of the emergency.</p> <p>School teachers are to bring a class list so they can ensure that all students are accounted for after an emergency.</p>	<p>Students and school teachers are to follow the directions and instructions provided by the library staff.</p> <p>School teachers are to check that all students are accounted for.</p> <p>The assembly point for each library is in the car park. Directions and exits to take will be discussed at the beginning of each visit.</p>
Stairs, lifts, varying floor surfaces, display cases	<p>All stairs have hand rails, and students are encouraged to use them.</p> <p>Students, school teachers and supervising adults are to take care to avoid slips, trips and collisions with objects, cases, furniture and other visitors by ensuring that they walk carefully when in the library and are mindful of where they are going and of other people around them. Library staff will advise of any additional risks.</p> <p>Library staff are to demonstrate the correct and safe way to carry out an activity and use equipment.</p>	<p>All collisions with library objects, shelves, furniture and other visitors are to be reported to the library staff.</p> <p>For minor accidents, a library staff member must be notified, first aid will be administered on site and an incident form will be completed by the library staff.</p> <p>For serious accidents, school teachers are to notify a library staff member who will ensure that emergency services are contacted. An incident form will be completed by library staff. For serious accidents and near misses Worksafe will be notified by Selwyn District Council staff.</p>
Getting lost	<p>School teachers are to ensure that there is a sensible ratio of supervisors to students, and that accompanying adults are assigned to student working groups and are aware of their supervisory role. Supervision ratio is to be agreed prior to the library visit/activity.</p> <p>School teachers are to be solely responsible for the overall safety of their students.</p> <p>Library staff are to instruct students and school teachers that any student going to the toilet or leaving the main group for whatever reason must tell a school teacher and be accompanied by an adult appointed by the school.</p>	<p>If a student is unaccounted for, the school teachers are to notify a library staff member who will ensure that appropriate action is taken including notifying the Community Learning Librarian to initiate first response.</p> <p>Library staff and school teachers are to conduct an initial search of the immediate area.</p> <p>School teachers will ensure that their school policy relating to lost children is followed.</p> <p>Library staff will contact the Police if necessary.</p>
Lunch and morning tea breaks	<p>Selected areas within the library are available to school groups during their visit for morning tea and lunch breaks when required.</p>	<p>Morning tea and lunch breaks are not attended by a library staff member. During these periods the students are under the care of, and need to be supervised by school teachers and accompanying adults.</p> <p>School teachers are to administer medication based on the students' individual medical ailments.</p> <p>In an emergency notify a library staff member who will ensure that emergency services are contacted.</p>