

Generic Risk-Benefit Assessment for Regular Library Visit Policy

This risk-benefit assessment is designed to work in the context of a school policy for regular visits to a stated library. The targeted benefits and learning outcomes should inform the risk-benefit assessment process and help provide objectivity as to whether the residual risk that remains after implementation of the control measures is acceptable.

Hazards & Risks	Control Measures
1. Poor or inappropriate party leadership.	1. Leaders must meet competence requirements set out in this policy. i.e. Visit Leader and Assistant Leader meet employer guidance requirements, have pre-visited the library and have walked the route. Adult helpers must be fully briefed.
2. Road traffic and road crossings.	2. Staff and children appropriately briefed on group movement and management strategies. Road crossings to be those set out in this policy.
3. Children lost or separated.	3. Children to be allocated to sub-groups of not more than 10. Leaders briefed on fixed meeting points/"break-outs". Buddy systems set up at the library.
4. Behavioural incidents involving members of the public.	4. Staff to be briefed on potential behavioural issues. Children allocated to sub-groups with these issues in mind. Children set clear behavioural expectations.
5. Child Protection issues.	5. Visit Leader and Assistant Leader CRB checked. Adult volunteers given clear brief on their roles and limits of their remit. Children briefed on staff expectations regarding their inter-action with members of the public.
6. Weather extremes.	6. Weather forecast known to staff before the day of the visit and on the day. Children briefed on day prior to visit of their clothing and footwear needs. Suitability of outdoor clothing checked by staff on the day.
7. Group-specific medical and other support needs.	7. Staff to be briefed on any medical, special learning or behavioural support needs with allocation of additional staffing as identified.
8. Library-specific hazards e.g. those arising from handling of historic weaponry such as swords and axes.	8. Children to appropriately briefed on nature of the hazards and how to stay safe. Close staff supervision of weapon handling.