

Bill Bryson Library Hazard Identification Sheet

Please note: This is NOT a Risk Assessment. In line with the advice from the DfE, it is the responsibility of the group leader to carry out a risk assessment. This is a Hazard Identification Sheet which, along with your preliminary visit, will help you write your risk assessment.

Please be aware, no access to the Bill Bryson Library allowed without orientation tour being complete.

Updated: March 2026

Hazard Identification	Risk and to whom	Existing Control Measures	Further Action by School
Vehicles in the car parks and on roads leading to the Library	Could be bumped or knocked over. All visitors and staff.	School staff should supervise their students at all times. Bill Bryson Library (BBL) is located on the Lower Mountjoy campus. Vehicle access is controlled and monitored by campus security staff.	
Stairs in various locations.	Slip, fall, injury. All visitors and staff.	Group to be supervised by LET and school staff at all times. Group to walk single file on right hand side, walking holding the hand rail where available. Group led by LET staff and supervised by school staff. Induction tour given to the group, told to walk single file and led by LET staff with school staff supervision. All children/students given instruction not to run in the BBL by LET staff.	

<p>Children wandering off and getting lost</p>	<p>Distress, injury</p> <p>Children</p>	<p>Group reminded at the start of the visit of the need to stick together and not wander off; also what to do if they do get separated.</p> <p>LET and school staff to supervise children during visit.</p> <p>All venues have regular University Library and Collections staff patrols and visitor services staff will always be at the front desk.</p> <p>If a child gets separated from the group, they must stay where they are, stand still. An adult member of the group will be asked to re-trace their steps to find the child.</p> <p>LET and school staff to follow Durham University lost child procedures.</p>	
<p>Using BBL toilets</p>	<p>Slip, fall, injury, improper conduct.</p> <p>All visitors and staff.</p>	<p>Children to be accompanied by school staff.</p> <p>Limited number of children allowed in at any one time.</p> <p>When using public toilets, staff to ensure that no members of the public are inside before sending children in.</p> <p>FE and sixth form groups can accompany themselves to the toilets but must let a school and LET staff member know.</p>	

<p>Wet or slippery floors due to weather or cleaning.</p>	<p>Slip, fall, injury.</p> <p>All visitors and staff.</p>	<p>Students are encouraged NOT to run at any time whilst in the Library.</p> <p>Wet floor signs would also be in place.</p> <p>Group to be reminded to take care in wet conditions.</p>	
<p>Free standing artefacts in various locations around Library.</p>	<p>Tipping, falling, bumping into, could be knocked.</p> <p>All visitors and staff.</p>	<p>Group to be asked not to touch artefacts if they are not in cases when entering an area.</p> <p>Individuals will be given a verbal warning if they touch or climb these objects by ALL staff.</p> <p>Group also encouraged not to run to prevent the risk.</p>	
<p>Some objects in the collection may be heavy or have sharp edges.</p>	<p>Trap fingers, drop onto feet, cuts, rips to clothing.</p> <p>All visitors and staff.</p>	<p>All groups given a briefing on safe object handling before an artefact handling session. This includes always sitting down at the table, not getting up out of their seat with the artefact, always holding the artefact in two hands and over the table and carefully placing the object down on the table.</p> <p>Site staff give verbal warning about nature of handling collection. Its condition is monitored closely by site staff.</p>	

Fire	<p>Death or major injury.</p> <p>All visitors and staff.</p>	<p>Fire evacuation procedures in place and will be explained to the group at the start of the day. All groups told at the introduction to a visit if a fire alarm is expected, the location of the nearest fire exit/evacuation point and the fire assembly point.</p> <p>The fire assembly point is in Library Square on the Science Site, Lower Mountjoy.</p>	
Use of electrical appliances, e.g. PCs	<p>Minor injury.</p> <p>All visitors and staff.</p>	<p>Use of equipment kept to minimum. Regular regime of PAT testing in place.</p>	
Improper conduct or allegations of such	<p>Physical and mental harm; prosecution; litigation.</p> <p>All visitors and staff.</p>	<p>DBS clearance for all staff with unsupervised access to children and all staff to work to University guidelines on working with children and young people.</p> <p>School/group leaders to be present with LET staff for the whole visit.</p> <p>School/group leaders only to supervise children using toilets.</p> <p>Only post-16 students can obtain library card and visit BBL on their own. When visiting they are subject to standard risk assessments for BBL.</p>	
Bill Bryson Library open to students and staff of Durham University as well as the public.	<p>Physical harm; prosecution; litigation</p> <p>All visitors and staff</p>	<p>LET and school/group staff to supervise children at all times.</p> <p>Allergens may be present, due to presence of students, staff and public, especially in café area and throughout the building – school/group leaders</p>	

		asked to provide allergen information beforehand. Space cannot be guaranteed free from allergens.	
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Last Review: January 2024