

**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 note: First aid provision is provided by Durham University. Any issues report to LET staff or Palace Green Library front desk. Following guidance, visiting groups should also have accompanying first aider and provision.**

**Updated: March 2026**

Hazard Identification	Risk and to whom	Existing Control Measures	Further Action by School
Vehicles on Palace Green and on approach roads	<p>Could be bumped or knocked over.</p> <p>All visitors and staff.</p>	<p>School staff should supervise children upon approach to the building and while outside. Learning and Engagement Team (LET) staff to welcome the group at the entrance to Palace Green Library and to ensure supervised entry to the building upon arrival.</p> <p>If the group is having lunch outside on Palace Green (weather permitting), LET staff to emphasise the need for the group to stay on the</p>	

		<p>grass and away from the roads. School staff should supervise the group to ensure this is followed.</p> <p>If the group is having a tour outside, the group will be led by LET staff and supervised by LET and school/group staff. If any roads are to be crossed, LET and school/group staff will ensure that it is safe to do so, and at least one member of staff will stand in the road to ensure a safe crossing for the group.</p>	
Using Palace Green Library toilets	<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>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>Children kept in small groups.</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 and keep away from any roads. 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>Uneven flagstones and stairs without handrail in historic buildings</p>	<p>Slip, fall, injury.</p> <p>All visitors and staff.</p>	<p>Children will be instructed by LET and school staff to walk at all times and not run.</p> <p>Children should be warned about uneven floors, unexpected steps,</p>	

		<p>change in height in door entrances etc, and instructed not to run.</p> <p>Any recent damage creating new uneven sections of path to be reported to Estates and Facilities to await repairs.</p>	
Stairs in various locations.	<p>Slip, fall, injury.</p> <p>All visitors and staff.</p>	<p>Children should be encouraged to use the banister and walk carefully when using the staircases.</p> <p>The spiral staircase in Cosin's Library is not to be used by visitors.</p>	
Wet or slippery floors due to weather or cleaning.	<p>Slip, fall, injury.</p> <p>All visitors and staff.</p>	<p>Children are encouraged NOT to run at any time whilst in Palace Green Library.</p> <p>Wet floor signs would also be in place.</p> <p>Group to be reminded to take care in wet conditions.</p>	
Dust and other irritants from old books and documents.	<p>Aggravation of pre-existing medical conditions.</p> <p>All visitors and staff.</p>	<p>Displays in exhibition cases or under Perspex sheets for protection; minimal exposure.</p> <p>School/group leaders to provide allergen information for group beforehand.</p>	

<p>Free standing artefacts and display panels in various locations.</p>	<p>Tripping, falling, bumping into, could be knocked.</p> <p>All visitors and staff.</p>	<p>Children to be asked not to touch artefacts if they are not in cases when entering an area.</p> <p>Children will be given a verbal warning if they touch or climb these objects by ALL staff.</p> <p>Children also encouraged not to run to prevent the risk.</p>	
<p>Some objects in the handling 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>	
<p>Some activities may use products which people may be allergic to (e.g. the use of barley in the Prehistory session)</p>	<p>Allergic reaction.</p> <p>All visitors and staff.</p>	<p>When booking, any allergy information will be requested.</p> <p>The online description will be updated to include information on potential allergens for relevant sessions and schools asked to</p>	

		<p>advise in advance if there are any known allergies or intolerances.</p> <p>The booking confirmation email for affected sessions will include a warning about any potential allergens and again request details of any known allergies in advance of the visit.</p> <p>At the start of any affected sessions, the LET member leading the session will provide a verbal warning of the potential allergens which will be used. The warning will be repeated immediately before any activity involving the potential allergen.</p>	
Some activities require use of scissors, card, paper, foil etc.	<p>Minor injury.</p> <p>All visitors and staff.</p>	<p>Care to be taken when using materials. Staff to warn children if using anything particularly sharp (ie foil).</p> <p>Craft activities to be supervised by LET and school/group 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>	

		Fire assembly point is Palace Green.	
Use of electrical appliances, e.g. PCs	Minor injury. All visitors and staff.	Use of equipment kept to minimum. Regular regime of PAT testing in place.  Visitors do not need to use electrical equipment as part of their visit.	
Improper conduct or allegations of such	Physical and mental harm; prosecution; litigation. All visitors and staff.	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.  School/group leaders to be present with LET staff for the whole visit.  School/group leaders only to supervise children using toilets.	
Use of Palace Green Library as a University library, archive and tourist attraction (ie presence of students, staff and the public)	Physical harm; prosecution; litigation All visitors and staff	LET and school/group staff to supervise children at all times.  Allergens may be present, due to presence of public, especially in Courtyard gallery area – school/group leaders asked to provide allergen information	

		beforehand. Space cannot be guaranteed free from allergens.	
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