

Risk Management Form - Class Visits to Christchurch City Libraries

When classes visit our libraries, we work together to make sure everyone has a safe, positive experience. Here's what teachers and supervising adults need to know before and during their visit.

Description of hazard	Controls	Action if hazard occurs
Student-specific medical conditions	<p>Teachers must inform library staff of any significant medical conditions or needs before the visit.</p> <p>Teachers are responsible for managing students' medical requirements and ensuring that any required medication or equipment is available during the visit.</p>	<p>In the event of a medical emergency, notify a library staff member immediately; library staff will ensure emergency services are contacted without delay.</p> <p>Only authorised library first aid officers are permitted to administer medication.</p>
Fire, earthquake, lockdown or other emergencies	<p>At the start of each visit, library staff will provide a safety briefing and identify the nearest exits and assembly points.</p> <p>Teachers must carry a current class list and ensure all students are accounted for in an emergency.</p>	<p>Library staff will provide instructions and lead to the evacuation. Teachers are responsible for accounting for all students and following staff directions.</p> <p>Library staff will advise you of the location of the assembly point as part of your welcome.</p>
Stairs, lifts, floor surfaces, balconies, cables and display cases	<p>All stairs are fitted with handrails. Students should use handrails and walk carefully at all times.</p> <p>Teachers and supervising adults must ensure students move safely through the library and are aware of their surroundings and</p>	<p>Report all incidents, accidents, or near misses to a library staff member.</p> <p>For minor injuries, first aid will be administered by library first aid officers and an incident form completed.</p>

	<p>other library users.</p> <ul style="list-style-type: none"> • Library staff will advise of any additional hazards related to displays or activities. 	For serious injuries or near misses, library staff will contact emergency services.
Student separation or getting lost	<p>Teachers must ensure appropriate supervision ratios are maintained.</p> <p>Supervising adults must be aware of their assigned groups and responsibilities.</p> <p>Students leaving the main group (e.g. to use the bathroom) must inform a teacher and be accompanied by an adult.</p>	<p>If a student is missing, notify a library staff member immediately.</p> <p>An initial search will be conducted in collaboration with school staff.</p> <p>The school's lost child policy will be followed, and Police will be contacted if necessary.</p>
Morning tea and lunch breaks	Designated areas for breaks must be confirmed prior to the visit if required.	<p>During breaks, students remain under the supervision and care of school teachers and accompanying adults.</p> <p>If an incident occurs during a break, teachers must notify a library staff member immediately. Library first aid officers will provide first aid or contact emergency services if required.</p>
Creative technology equipment* (laser cutter, 3D printer, sewing machines, badge maker etc.)	<p>Students must not operate or touch any creative technology equipment unless supervised by authorised library staff.</p> <p>Library staff will provide demonstrations or guidance on safe use of equipment.</p>	<p>For injuries, library first aid officers will provide first aid or contact emergency services if required.</p> <p>Teachers must ensure the affected student is attended to and follow any relevant school procedures.</p>

<p>*The full Creative Space equipment RAMs form can be shared on request.</p>	<p>Clear signage and verbal instructions will indicate which equipment is off-limits.</p> <p>Teachers and supervising adults are responsible for ensuring students follow library instructions and remain at a safe distance from the equipment.</p>	
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