

## Children in the Library

The Library recognises that children occasionally visit the department and therefore aims to ensure their safety. However, supervision is the sole responsibility of the parent/guardian and can not be delegated. Please note that the University does not provide child minding/crèche facilities.

### Objectives

- To reduce, as far as is reasonably practicable, the risk of children being exposed to harm in the Library and to reduce the risk of children in the Library increasing the risk of harm to others.
- To ensure that non-employees are not put at risk (Health and Safety at Work Act 1974) and to consider non-employees when carrying out risk assessments (The Management Health and Safety at Work Regulations 1999).
- To provide a duty of care to visitors (Occupiers' Liability Acts of 1957 and 1984).

### Policy

Children may only be brought into the Library under the close and continuous supervision of their parent/guardian. Children may **not** use the computers. Supervision is the sole responsibility of the parent/guardian and cannot be delegated.

### How children are at risk

The University buildings have not been designed with children in mind; there are a number of hazards in the Library, but the precautions to prevent any risk of harm have been designed for the University population i.e. adults, and are not adequate for children due to their size, inquisitiveness or immaturity.

There are also many hazards which children do not appreciate, and some where children are more at risk than adults. For example, children are not familiar with the meaning of safety warning signs or the action to be taken in the event of a fire or evacuation alarm.

Please be aware that children in the Library are at risk from:

Hazard	Risk
<ul style="list-style-type: none"> <li>• Equipment such as binding machine, guillotine, scissors, self-return bin openings</li> </ul>	Injury to child
<ul style="list-style-type: none"> <li>• Electrical equipment – trailing leads, unprotected sockets</li> </ul>	Electric shock, falling equipment if lead/cable pulled
<ul style="list-style-type: none"> <li>• Corners of furniture</li> </ul>	A knock to the head could lead to concussion
<ul style="list-style-type: none"> <li>• Pulling items such as books or boxes of journals from shelves</li> </ul>	Falling items could injure a child and items left on the floor could be a trip hazard for other users
<ul style="list-style-type: none"> <li>• Doors with automatic closers</li> </ul>	Injury to child
<ul style="list-style-type: none"> <li>• Collision with other users</li> </ul>	Injury to child
<ul style="list-style-type: none"> <li>• Moveable equipment such as: kick-stools, swivel chairs, trolleys</li> </ul>	Damage themselves, other people or property
<ul style="list-style-type: none"> <li>• Mobile shelving</li> </ul>	Damage themselves, other people or property
<ul style="list-style-type: none"> <li>• Disruption to other users</li> </ul>	Implementation of the Library Disruptive Behaviour Policy
<ul style="list-style-type: none"> <li>• Spillage of food or drink</li> </ul>	Food or drink spilt onto items
<ul style="list-style-type: none"> <li>• Steps and ramp</li> </ul>	These are not designed for the protection of children
<ul style="list-style-type: none"> <li>• Access to inappropriate material via videos, DVDs, journals, books, computers etc.</li> </ul>	Viewing inappropriate material
<ul style="list-style-type: none"> <li>• Washrooms/toilet areas</li> </ul>	Scalding from hot water, exposure to inappropriate behaviour
<ul style="list-style-type: none"> <li>• Fire evacuation</li> </ul>	Could be left in burning building
<ul style="list-style-type: none"> <li>• Child with medical condition such as allergy, epilepsy</li> </ul>	Child does not have immediate access to medication

### **Responsibilities of parents/responsible adult**

Anybody bringing a child into the Library is responsible for that child's safety whilst he/she is on the premises.

The parent/responsible adult should:

- Sufficiently supervise the child to prevent any hazardous situations from arising. You should be immediately available to intervene if necessary.
- Ensure that the child behaves in an appropriate manner.
- Ensure that the child remains in your sight at all times.
- Never leave the child unaccompanied in the Library.
- Provide the child with suitable and sufficient material to keep them occupied.
- Escort the child to WC.
- Accompany the child to the Assembly Point in the event of an evacuation alarm.

If the child has a medical condition, such as asthma, please carry adequate medication for the child.

Please note that the consumption of hot food is not allowed in the Library.

If a child is not properly supervised then staff will implement the Library Disruptive Behaviour Policy. This can be found at:

<http://www.bolton.ac.uk/library/About-the-Library/Disruptive-Behaviour.aspx>

The University's public liability insurance would normally cover accidents to children whilst on university premises, but liability could be denied if supervision were considered to be inadequate. The fact that an accident had occurred would generally indicate that it may have been inadequate.



## *The Library*

### Guide to Services

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