



SCHOOL LIBRARY

Safety Guide

School Education

4

Key Benefits

16

Control Measures

19

Checklist Items

KEY BENEFITS

Reading Skills

Improves reading fluency, comprehension, and vocabulary.

Independent Learning

Builds independent learning and research habits.

Wellbeing

Supports wellbeing through quiet, reflective spaces.

Equitable Access

Provides equitable access to diverse texts and media.

KEY HAZARDS & CONTROL MEASURES**Fire Safety**

- ✓ Fire exits kept clear at all times
- ✓ Evacuation routes clearly marked
- ✓ Smoke detectors regularly tested
- ✓ Regular fire drills conducted

Shelving Stability

- ✓ All shelving secured to walls or floor
- ✓ Regular stability inspections
- ✓ Weight limits observed
- ✓ Heavy items on lower shelves

Supervision & Safeguarding

- ✓ Clear sight lines throughout space
- ✓ Staff presence at all times
- ✓ Controlled access during sessions
- ✓ Clear behaviour expectations

ICT & Online Safety

- ✓ Content filtering on all devices
- ✓ Cable management in place
- ✓ Screens visible to staff
- ✓ Regular equipment checks

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

- Complete and review risk assessment for this activity
- Brief all staff on key risks and emergency procedures
- Ensure all identified hazards have control measures in place

Environment

- Fire exits clear
- Walkways unobstructed
- Shelving secure
- Lighting adequate

Equipment

- ICT equipment tested
- Step stools safe
- Cables managed
- Furniture stable

Supervision

- Staff present
- Access controlled
- Sight lines clear
- Behaviour monitored

Wellbeing

- Ventilation working
- Quiet zones respected
- Temperature comfortable
- First aid accessible



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