RISK ASSESSMENT WIZARD



SCHOOL LIBRARY

Safety Guide

School Education

4	16	19
Key Benefits	Control Measures	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
- ✔ Smoke detectors regularly tested
- ✔ Evacuation routes clearly marked
- ✔ Regular fire drills conducted

Shelving Stability

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

Supervision & Safeguarding

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

ICT & Online Safety

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

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

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

Environment

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

Equipment

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

Supervision

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

Wellbeing

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

RISK ASSESSMENT WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
- ✔ Store and update assessments online
- ✔ Add your logo & organization details
- ✔ Reuse and duplicate assessments
- ✔ Works on any device

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