

School Risk Assessment Information

Our Commitment

We are committed to providing and maintaining a safe and healthy workplace, free from harm for all our workers and clients. The health, safety and wellbeing of our workers and clients is a priority and fundamental to the delivery of our community purpose.

All members of State Library of Queensland, including community, employees, contractors, volunteers and clients, have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness. A shared commitment and a combined effort between leadership and community are essential to ensure effective risk management and the provision of a safe, purposeful, healthy, inclusive and respectful workplace that aligns with our strategic plan's enduring values and strategies.

The following information is provided to assist teachers/chaperones when preparing their own risk assessment for a visit to State Library.

Find further information on our Work Health, Safety and Wellbeing policy and commitment statement at [State Library of Queensland policies and guidelines](#).

SUPERVISION

Conduct

While at State Library, teachers/chaperones are responsible for:

- Supervising and monitoring the conduct of students, for their own safety and the safety of others. Inappropriate behaviours include running, shoving, play fighting, using furniture for purposes other than design, and yelling.
- Ensuring their school group does not block entrances, exits and pathways.
- Ensuring students maintain a walking pace and take care when on stairs and wet surfaces.
- Reading signs and instructions carefully.
- Remaining with the group. In the event of students breaking into smaller groups, such as when undertaking a Research Experience or Treasure Hunt session, teachers/chaperones are to remain in a supervisory role onsite, and to provide clear instructions on a time and place to regather, as well as a meeting plan if a student becomes lost. Lost students can seek assistance at service desks on levels 1 through 4 and at The Edge.
- Understanding the specific behavioural or medical conditions of individual students and having an aide/parent where needed.

Ratio

To minimise risk due to lack of supervision, appropriate numbers of teachers/chaperones should accompany each group. The recommended minimum adult to student ratio for State Library is as follows:

- Prep – 1:5
- Primary school – 1:5
- Years 7 to 10 – 1:15
- Years 11 to 12 – 1:20

Additional supervision may be recommended depending on the activity and make-up of the student group.

FIRST AID

State Library has trained first aid officers available to assist visitors, and defibrillators on-site. Visiting school groups are encouraged to conduct their own first aid risk assessment and ensure teachers/chaperones carry an appropriately stocked first aid kit tailored to their group's needs, including allergy medications. If a group member requires first aid, please notify State Library staff immediately. A teacher/chaperone must remain with the sick or injured individual at all times.

FIRE SAFETY AND EMERGENCY EVACUATION

State Library Emergency Wardens have the authority to direct visitors and staff during emergency situations. Teachers/chaperones are responsible for directing their group members in accordance with Warden instructions. They should assist students to follow Warden directions to ensure the smooth operation of the emergency procedures, including if evacuation of the building or a shelter in place is deemed necessary. Clearly marked emergency exit signs are located throughout State Library. Emergency alert tone and evacuation alarm systems are in place. Lifts should not be used in a fire emergency. Teachers/chaperones should inform State Library, prior to any visit, of any issues that may hinder their groups' safe and timely evacuation.

GENERAL

- **Food and drink / gathering spaces / weather**

To protect our collections, food and drink is not permitted inside collection areas on level 2, 3 and 4. Food may be kept in bags when visiting levels 2 and 3. Bottled water is permitted in State Library reading rooms on all levels and water fountains are located on levels 1 to 4. Food may be consumed on level 1, at The Edge and on balcony areas. Further information is available at [Food and facilities](#).

The Library Café and The Brink (located at The Edge) are open daily. Please be aware there may be waiting times for large groups and events.

There are some wet weather/protected areas for groups to eat their lunches. These spaces are not guaranteed and may be restricted during large events. Possible hazards for lunching outside include wet weather and over exposure to the sun. Schools are advised to be aware of changes to the weather and prepare accordingly. Students should be equipped with suitable clothing and footwear, as well as sunscreen, appropriate sun protection and water.

- **Storage of bags**

Groups are responsible for their belongings and must not leave bags unattended. State Library's cloakroom is generally not suitable for school groups' bag drop-off.

- **Accessibility**

State Library is wheelchair accessible and toilet facilities, including accessible toilets, are located on all levels of the Library.

- **Public Liability Insurance**

State Library maintains public liability insurance. If you require a copy of the Certificate of Currency, please contact learning@slq.qld.gov.au.

In the event of delayed arrival please contact Schools Engagement team on 07 3840 7768.

We look forward to welcoming you and we hope that you enjoy your visit.