



# Bilton & Woodfield Community Library Group

## Information for schools

Bilton and Woodfield Community Library has recently completed its second year in the library building on the Woodfield School site.

The services on offer to the community have rapidly expanded and this sheet explains what we can offer schools in the Harrogate Area.

### Reception and Key Stage 1

Wednesday mornings during the Autumn and Spring Terms are closed to the public and are set aside for schools to book visits for this age children. These sessions are led by experienced volunteers who will talk to the children about the library and share a selection of books. These sessions last 45 mins and can be tailored to meet the teachers need.

### Year 3

We are able to facilitate visits by Year 3 children. This would include a finding out about the library research and talk followed by a short story session. This would be led by an experienced library volunteer. These sessions range from 45 mins-1 hour.

### Assembly Talk

An experienced volunteer is available to come into school. This talk is aimed at encouraging children to join and use their local library.

#### Contact and further information.

To arrange a visit contact:

Richard Whiteley on mob: 07711844808

or email: [rhwhiteley@btinternet.com](mailto:rhwhiteley@btinternet.com)

[www.biltonandwoodfield.org.uk](http://www.biltonandwoodfield.org.uk)

The children`s section is very well stocked with both fiction and non-fiction books of excellent quality. The library works in partnership with N.Y.C.C. library services.

BWLG is a registered charity.no.1148291

## Bilton and Woodfield Library

### Risk Assessment for visiting groups.

Area of Risk	Risk	Precaution to be taken	Level of Risk
Exit and entry doors.	Young people leaving the library unaccompanied.	<ul style="list-style-type: none"> <li>• External doors to be closed.</li> <li>• Party leaders to be aware of risk.</li> </ul>	LOW
Toilet	Requirement for a child to use the toilet.	<ul style="list-style-type: none"> <li>• Visiting party should toilet before visit.</li> <li>• Child to be accompanied by a member of the <b>visiting group</b> supervisory staff.</li> <li>• Library volunteers must <b>not</b> accompany the child.</li> </ul>	LOW
Furniture and display stands	Tripping, falling, bumping and collision.	<ul style="list-style-type: none"> <li>• Children should be told to walk around the library by visiting party leader.</li> <li>• Furniture should be rearranged appropriate to the size of the visiting party.</li> <li>• If required, electric leads should be covered.</li> </ul>	LOW
Fire	Need to evacuate the building in case of fire or emergency.	<ul style="list-style-type: none"> <li>• Library staff will direct visiting group to evacuation point through appropriate exit.</li> <li>• Party leader to take register at assembly point.</li> </ul>	LOW
Car Park	Vehicle movement.	<ul style="list-style-type: none"> <li>• Party leader should brief children to be aware of vehicle movement in the car park.</li> <li>• Party leader should assemble groups away from main parking area.</li> </ul>	LOW
Craft sessions	Cut, use of glue, handling small items.	<ul style="list-style-type: none"> <li>• Leader to warn children to be careful in handling these items.</li> <li>• Encourage supporting helpers to be aware of risk.</li> </ul>	LOW

n.b. The library has a first aid kit but not a duty first aider.

The library has a land line in case of emergency.