

Visits to Education Library Service: Information for Schools

The Education Library Service welcomes visitors and this may include small groups of pupils. The following information is intended to help schools produce their own risk assessment for their visit to ELS.

It is essential that you make an appointment to visit ELS if bringing pupils.

Location

ELS is located on the outskirts of Reading, close to Junction 11 of M4. See ELS website for a map and directions under "Contact Us".

<http://www.berkshire-els.gov.uk>

Opening Hours

ELS is open throughout the year with the exception of Bank Holidays

Monday – Thursday 9.00 – 5.30

Friday 9.00 – 4.30

Opening hours may vary outside the school term. Please check on website or phone 0118 901 5989 for latest information.

Parking

There is limited parking at ELS.

Events: If you are visiting for an event, staff will be asked to drop pupils at ELS and then will be requested to park in the overflow car park which is approximately 10 minutes walk. It is therefore important that pupils are accompanied by sufficient adults to meet requirements for supervision during this period and that sufficient time is left to park and return to the building for the event.

During events ELS staff will be available in the car park to direct cars and minibuses to a place to off load pupils close to the pavement which leads to the ELS main entrance. Staff will also be available at the overflow car park to direct visitors to appropriate parking places.

Other Visits: It may be possible to park a car in the ELS car park at other times. Schools will need to ensure that pupils are supervised when crossing the car park onto the pavement which leads to the ELS main entrance. Schools visiting with a minibus are likely to need to use the overflow car park after having dropped pupils off (see above).

Building Security

The main entrance is locked and operated by an intercom call system. Visitors will need to gain access via this system and then sign in at Reception. It is the responsibility of the school to bring a list of pupils visiting Education Library Service and to hand this to the receptionist. Adult visitors will be given a badge including information about evacuation of the building in the event of an emergency. The evacuation point is outside the perimeter railings close to the car park entrance and is clearly signed.

Wheelchair access

Wheelchair access is gained via the main entrance to the Reading Borough Council offices. Visitors requiring access through this route should first speak to the

Receptionist via the call system at the ELS main door and arrangements will be made to escort visitors to the appropriate entrance.

Loading Bay

Visitors with boxes to be returned should first report to the main Reception (as above) and then ELS staff will arrange access through the loading bay door to bring boxes into the building using a trolley.

Library

The ELS library is designed for teachers and library staff, i.e. adults, and so many of the shelves are higher than recommended for children. Visitors should bear this in mind when directing pupils to select stock. Book trolleys are available, but should be loaded evenly on both sides (there are signs to remind visitors about this)

Facilities

There are male and female toilets, including a disabled toilet. There is a water machine and hot drinks machine, but no other facilities for food. There is a meeting room which can be booked by schools for use during their visit, although any belongings left in this room are left at the owner's risk.

If further information is required please contact

ELS Helpline

Tel: 01189015989