

Health and Safety Policy

1. Policy statement

The policy statement of Barrow upon Soar Community Library is as follows:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with all on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for volunteers (including members of the management committee)
- to ensure all volunteers (including members of the management committee) are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The Management Committee will support the Coordinator of Volunteers with all tasks due to the Library's legal obligations for the day-to-day running of the Library.

2. Responsibilities

Overall and final responsibility for health and safety is that of the management committee of the Barrow upon Soar Community Library.

The Library's Health and Safety Officer is Keith Butler.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the maintenance team and the Coordinator of Volunteers.

To ensure health and safety standards are maintained/improved, all volunteers (including members of the management committee) are expected to:

- co-operate with the persons named above on health and safety matters
- not interfere with any equipment provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

3. Health and safety risks arising from our work activities

All risk assessments of our activities are carried out, as appropriate by the Coordinator of Volunteers or the Maintenance Team.

There is no need to engage with the committee on any aspect of this work, unless the nature of the risk relates to any of the risks on the Library's risk register.

4. Communicate with Volunteers (including members of the management committee)

The Chair or the Coordinator of Volunteers will, as appropriate, communicate with volunteers (including members of the management committee) on the following where the need arises:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- the information we give to volunteers (including members of the management committee) on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to volunteers (including members of the management committee) will be in a form that can be easily understood.

5. Safety equipment

The Maintenance team is responsible for all of the following, subject to the team's terms of reference and the Library's policy on financial management and controls:

- identifying all equipment needing maintenance
- ensuring effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented
- resolving problems with equipment or replacing equipment when required, ensuring that the Coordinator of Volunteers is sighted on this
- checking that new equipment meets health and safety standards before it is purchased.

6. Safe handling and use of substances

The maintenance team or Coordinator of Volunteers, as appropriate, will check that new substances can be used safely before they are purchased.

The Library does not currently use or store any substances which need a COSHH assessment, other than commercial cleaning materials.

7. Information, instruction and supervision

The Health and Safety law poster is displayed in the Library.

Health and safety advice is available from the Chair of the Committee or on the HSE website <https://www.hse.gov.uk/>

Supervision of young volunteers/trainees will be arranged/undertaken/monitored by the Coordinator of Volunteers.

8. Competency for tasks and training

Training will be identified, arranged, and monitored by the Coordinator of Volunteers.

Induction training will be provided for all volunteers by our Volunteer Trainers.

Training records are kept at the Library by the Coordinator of Volunteers.

9. Accidents, first aid and work-related ill health

Health and Safety surveillance is not required in relation to any roles at the Library.

The first aid box is kept in the kitchen in the cupboard designated by the appropriate sticker.

All accidents, near misses and cases of work-related ill health must be recorded in the accident book. The book is kept in the same kitchen cupboard as the first aid kit. Accident reporting poster on wall in kitchen.

The Coordinator of Volunteers is responsible for reporting accidents, diseases and dangerous occurrences to the management committee.

10. Monitoring

To check safe working conditions, and ensure safe working practices are being followed, a member of the management committee will carry out regular site inspections and investigate any accidents, near misses that occur.

The management committee is responsible for investigating accidents.

The committee is responsible for investigating work-related causes of sickness and for acting on investigation findings to prevent a recurrence.

11. Emergency procedures – fire and evacuation

The maintenance team is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes should be checked daily by anyone on site for obstructions and cleared if blocked.

Fire extinguishers are maintained and checked by appropriate person/s every year.

Alarms are tested every week by a designated member of the committee plus a designated volunteer.

12. Emergency Evacuation Procedure

An emergency evacuation should be carried out periodically.

The procedure is on display in the Library.

Approved by Library Management Committee: September 2024

Review Date: September 2025