

## Great Glen Community Library

### Health and Safety Policy Statement

#### **Health and Safety at Work etc Act 1974:**

This is the Health and Safety Policy Statement of Great Glen Community Library.

Our statement of general policy is:

- 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;
- to ensure all volunteers 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; and
- to review and revise this policy as necessary at regular intervals.

#### **Responsibilities:**

Overall and final responsibility for health and safety is that of management committee of the Library

Day-to-day responsibility for ensuring this policy is put into practice is delegated to **Andrew Tyler**

To ensure health and safety standards are maintained/improved,

All volunteers are expected to:

- co-operate with the person 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; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

#### **Health and safety risks arising from our work activities:**

Risk assessments will be undertaken by Andrew Tyler.

The findings of the risk assessments will be reported to Management Committee.

Action required to remove/control risks will be approved by Management/Committee.

**Andrew Tyler** will be responsible for ensuring the action required is implemented.

The management committee will check that the implemented actions have removed/reduced the risks. Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

### **Consultation with Volunteers:**

The Library will consult with volunteers on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to volunteers 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 will be in a form that can be easily understood.

The Library will consult directly with volunteers in the most efficient way possible.

The Library will allow enough time for volunteers to consider the issues and give informed responses. Volunteers are encouraged to ask questions, raise concerns and make recommendations.

The Library will take volunteers' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

### **Safety equipment:**

The management committee will be responsible for identifying all equipment needing maintenance.

The management committee will be responsible for ensuring effective maintenance procedures are drawn up.

The management committee will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the management committee/or volunteer coordinator immediately.

The management committee will check that new equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances:**

The management committee 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.

### **Information, instruction and supervision:**

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

Health and safety advice is available from **Andrew Tyler** or on the HSE website.

Supervision of young volunteers/trainees will be arranged/undertaken/monitored by **Melinda Ingram**

### **Competency for tasks and training:**

Induction training will be provided for all volunteers by Leicestershire County Council

Training records are kept at the Library by **Melinda Ingram**.

Training will be identified, arranged and monitored by **Melinda Ingram**.

### **Accidents, first aid and work-related ill health:**

Health surveillance is not required in relation to any jobs at the Library.

The first aid box is kept **in the Staff Room**

All accidents, near missed and cases of work-related ill health are to be recorded in the accident book. The book is kept **in the Staff Room**

**Andrew Tyler** is responsible for reporting accidents, diseases and dangerous occurrences to the management committee.

### **Monitoring:**

To check safe working conditions, and ensure safe working practices are being followed, 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.

Andrew Tyler and the Management Committee are responsible for investigating work-related causes of sickness and the management committee are responsible for acting on investigation findings to prevent a recurrence.

### **Emergency procedures – fire and evacuation:**

**Andrew Tyler** 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 month by Andrew Tyler

**Emergency Evacuation Procedure:**

An emergency evacuation should be carried out periodically and the procedure is on display situated by the Fire Extinguishers across the site.

The management Committee will be made available to support **Andrew Tyler** with all tasks due to the legal obligation of the organisation day to day running of the Library.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Review Date: \_\_\_\_\_