HEALTH AND SAFETY POLICY

Purpose

Hathern Community Library will be a healthy and safe environment to work in and visit.

Policy Statement

Hathern Community Library (HCL) will take all reasonable steps to ensure a safe environment by:

- Complying with all legal and best practice requirements on health, safety and welfare as set out in the *Health and Safety at Work Act 1974* and subsequent amendments.
- Monitoring and reviewing compliance with health and safety policy and legal requirements and taking action where identified.
- Providing appropriate information, training and instruction for volunteers.
- Providing and maintaining safe equipment and safe handling and use of substances.
- Ensuring sensible management and control of risks arising from Hathern Community Library's activities.
- Maintaining safe and healthy working conditions by reducing the risk of accident- and work-related ill-health, and emergency procedures.

Scope and responsibilities

This policy applies to all aspects of activity and locations in which Hathern Community Library operates.

Overall and final responsibility for the Health and Safety Policy is with Hathern Community Library Trustees.

Day-to-day responsibility for the implementation of this policy, and for the provision and maintenance of any necessary safety equipment rests with the Premises Sub-Committee, supported by volunteers.

Volunteers will support Hathern Community Library in its efforts through due regard for the safety of themselves and others who may be affected by their actions. To ensure Health and Safety standards are maintained and improved, it is the responsibility of all volunteers to

- co-operate with the Premises Sub-Committee on Health and Safety matters
- not interfere with equipment provided to safeguard their health and safety
- take reasonable care of their own health and safety.
- report all Health and Safety issues to the Premises Sub-Committee.

Hathern Community Library requires support and co-operation in this from Leicestershire County Council, visitors, contractors and anyone who uses the facilities and premises.

The Health and Safety Policy and associated practices will be reviewed at regular intervals. Hathern Community Library will consult with volunteers on all aspects of Health and Safety, which relate to the introduction of new procedures and/or equipment.

Procedures

Health and Safety Risk Assessments
Health and Safety Risk Assessments will be overseen by the Premises Sub-Committee. The findings of the risk assessments will be reported to the Management team, who will agree the actions to be put in place to reduce or mitigate risk.

Health and Safety Risk Assessments should be completed for all new activities undertaken by Hathern Community Library both on and off the premises.

Reporting Health and Safety-related incidences and accidents
The first aid box is located on the shelf in the store cupboard. The accident should be recorded in the Accident Book located at the counter.

It is the responsibility of volunteers to report accidents, near-misses and

cases of work-related ill-health to a member of the management team, who will carry out regular safety checks and inspections to ensure a safe working environment and take appropriate action.

Emergency and Evacuation Procedures
A Fire Risk Assessment will be undertaken annually by the Premises Sub-Committee.

Duty volunteers should ensure that the exit is kept clear of obstructions at all times.

Fire extinguishers are located by the door inside the library and are maintained and checked annually.

An emergency evacuation is carried out periodically and the procedure is on display adjacent to the fire extinguisher.

A Fire Alarm is (to be) installed.

Safe handling and use of substances
Hathern Community Library does not currently use or store any substances which require COSHH assessment.

PAT Testing
PAT Testing of portable electrical items will be undertaken by an impartial tester on an annual basis.

Water Testing
Water testing will be undertaken monthly and recorded in the Health and Safety manual.

Health and Safety Training
All Trustees and volunteers will receive Health and Safety training as part of their induction. The Premises Sub-Committee is available to provide advice and information which is also available via HSE website www.hse.gov.uk

Supervision of children and young people

Any volunteers under the age of 18 will be under the supervision of the Volunteer Co-ordinator. Hathern Community Library has a Safeguarding Policy and Procedure.

Appendices

1 Health and Safety Risk Assessment Form

2 Fire Risk Assessment Form

3 Health and Safety Action Plan

Related policies and procedures

Safeguarding Policy and Procedures
Evacuation Procedure