Management Team

Current Chair: Nadine Underwood

Premises Officer: Annette Harper

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 Management Team, 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 Management Team 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, and
- report all Health and Safety issues to the Management Team.

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 Management Team. 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 incident or accident should be recorded in the Accident Book located at the counter. If an incident or accident results in a serious injury (a permanent injury and an injury with hospitalisation within 24 hours and for 24 hours) it will be reported by the Management Team to the Health and Safety Executive using a RIDDOR report (http://www.hse.gov.uk/riddor/report.htm)

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 not required for this building under current regulations. This position will be reviewed as part of the planned development work to the building.

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 a regular basis. Class 1 items will be tested annually and class 2 item every 48 months in accordance with PAT testing guideline.

Water Testing

Water testing will be undertaken monthly and recorded in the Health and Safety manual, and details retained within the library (Section 8 of 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.

This has been delayed for the new Trustees in 2020/21 due to COVID-19 restrictions and will be carried out at the earliest possible safe opportunity.

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.

SAR-CoV-2 (COVID-19)

Due to the on-going and varying precautions relating to SARS-CoV-2 (COVID-19), HCL will endeavour to follow appropriate local guidelines from Leicestershire County Council as and when published to ensure the safety of its volunteers and members.

Appendices

1. Health and Safety Risk Assessment Form
2. Fire Risk Assessment Form
3. Health and Safety Action Plan

Related policies and procedures

1. Safeguarding Policy and Procedures
2. Evacuation Procedure