



Health & Safety Policy Statement¹

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of Kegworth Community Library (KCL).

We are committed to:

- Providing adequate control of health and safety risks arising from our library activities.
- Consulting on matters affecting volunteer's health and safety.
- Providing and maintaining safe plant and equipment.
- Ensuring information, instruction and supervision for volunteers.
- Ensuring all volunteers are competent to do their tasks, and to give adequate training.
- Preventing accidents and cases of work-related ill health.
- Maintaining safe and healthy working conditions.
- Reviewing and revising this policy as necessary.

Responsibilities

Overall and final responsibility for health and safety is that of the trustees of KCL. Day to day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer (HSO), Nicola Mullins 07812 114001. To ensure health and safety standards are maintained/improved, all volunteers are expected to:

- Cooperate 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 safety.
- Report all health and safety concerns to an appropriate person.

Health and safety risks arising from our work activities:

- A health and safety audit will be undertaken and written by the HSO.
- The findings of the audit will be reported to the Trustees.
- Risk assessments written by the HSO to remove/control risks will be approved by the Trustees.
- The HSO will be responsible for ensuring the action required is implemented.
- The Trustees will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed regularly or when the work activity changes.

¹ March 2019

Consultation with volunteers

KCL 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 or 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 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.

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

KCL 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.

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

Safety of equipment

The Trustees will be responsible for identifying all equipment needing maintenance.

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

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

Any problems found with equipment should be reported to the Trustees/Volunteer Lead immediately.

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

Safe handling and use of substances

The Trustees will check that new substances can be used safely before purchase. KCL does not currently use or store any substances which need a COSHH assessment. The Trustees will ensure that manual handling training and working at height training is delivered to all volunteers as necessary.

Information, instruction and supervision

The 'Health & Safety Law' poster is prominently displayed in the library workroom.

Health and safety advice is available from the HSO or on the HSE website (www.hse.gov)

Supervision of young volunteers/trainees will be arranged and monitored by the Trustees.

Competency for tasks and training

Induction training will be provided to core volunteers by Leicestershire County Council and then cascaded to other volunteers.

Training records are kept at KCL and on KCL's 3rings volunteer management site.

Training will be identified, arranged and monitored by the Trustees.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs or activities at KCL.

The first aid box is kept in the workroom on the shelf.

All accidents, near misses and cases of work-related ill health are to be recorded in the accident book.

This book is kept next to the first aid box.

The HSO is responsible for reporting accidents, diseases and dangerous occurrences to the Trustees and, where necessary, to the HSE.

The HSO is responsible for checking that the first aid box is complete and in-date at least monthly and/or after a recordable incident.

The HSO is responsible for keeping a digital log of all accidents, near misses and work-related ill health on 3rings.

Emergency procedures - fire and evacuation

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

Escape routes are clearly marked and should be checked at the beginning of each shift for obstructions and cleared if blocked. The log, which is kept by the first aid box, should be completed following each check.

Fire extinguishers are maintained and checked by appropriate person/s annually and a log kept.

Alarms are tested monthly by the HSO and a log kept.

Emergency evacuation procedure

An emergency evacuation should be carried out at least twice a year and the procedure is on display close to all fire extinguishers.

The Trustees will support the HSO with all tasks due to the legal obligation of KCL for the day to day running of our organisation. This will include, but is not limited to, a regular item on the agenda and an annual review.

This Policy will be reviewed regularly.