



Health & Safety Policy

1. Introduction

This is the Health and Safety Policy Statement of Moorland Road Community Library (The Organisation).

The Organisation's Trustees are fully committed to the health, safety and welfare of its volunteers and visitors, recognising health and safety management as one of its highest priorities. The Organisation views health and safety as a core function, fundamental to many of its activities. The Organisation will adhere to the Health and Safety at Work Act 1974

Our statement of general policy is to: –

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with all on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for volunteers
- Ensure all volunteers are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

2. Responsibilities

2.1 Organisation

Overall and final responsibility for health and safety is that of the Trustees of Moorland Road Community Library.

2.2 Volunteers

All volunteers are expected to: –

- Co-operate with the Trustees on health and safety matters
- Adhere to all Covid measures in place. See Addendum for Covid Risk Assessment (revised August 2021).
- 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.

3. Risk Assessments

Risk assessments will be undertaken jointly by the Chair and Secretary of the Trustees .

The findings of the risk assessments will be reported to the Trustees on a regular basis.

Action required to remove/control risks will be approved by the Trustees.

The Trustees will be responsible for ensuring the action required is implemented.

The Trustees will check that the implemented actions have removed/reduced the risks.

4. Consultation with Volunteers

The Organisation 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 resourcing competent people to help satisfy health and safety laws
- Information given to volunteers on the risks to health and safety arising from their work, measures to reduce or eliminate 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 information provided to volunteers will be in a form that can be easily understood.

5. Safety equipment

The Organisation will be responsible for identifying all equipment needing maintenance. This includes the following fire safety equipment:

- Foam fire extinguisher
- Water fire extinguisher
- CO2 fire extinguisher
- Safety blanket

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 immediately to any available Trustee.

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

BANES Council is responsible for maintenance of the following safety equipment:

- Emergency lighting
- Building Alarm
- Panic Alarm

BANES Council is also responsible for the maintenance of the automatic door and water testing.

6. Safe handling and use of substances

The Organisation will check that new substances can be used safely before they are purchased and that they are accompanied by the appropriate COSHH documents relating to their use and dangers and stored properly.

7. Training and Information

Health and safety advice is available from the Trustees or the HSE website.

Training records are kept safely and securely by the Trustees.

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

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

Health surveillance is not required in relation to any duties/roles at Moorland Road Community Library.

The first aid box is kept in Moorland Road Community Library.

All accidents, near misses and cases of work-related ill health are to be recorded in the accident book which is kept in Moorland Road Community Library.

All accidents, near misses and cases of work-related ill health will be discussed at every Trustees meeting.

9. Monitoring

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

The Trustees are responsible for investigating accidents and role-related causes of sickness to prevent a recurrence.

10. Emergency procedures – fire and evacuation

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

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

An emergency evacuation should be carried out periodically; the procedure is on display situated by the fire extinguishers in the building.

This policy has been approved by the Trustees of Moorland Road Community Library.

Date: 1 September 2021

Review Date: 1 September 2024

MOORLAND ROAD COMMUNITY LIBRARY OPENING TO THE PUBLIC – RISK ASSESSMENT

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|----------------------|---|-----------------|---------------------------------|-----------------------|-----------|
| Date | 24/08/21 | Location | Moorland Road Community Library | Assessment by: | Liz Hearn |
| Work Activity | Opening the library to the general public to return and borrow books only, Browsing shelves from our Council Book stock and our Own Yellow Sticker Books Stock. No events are currently planned – revise Risk Assessment before reopening events. | | | | |

Who may be affected by the activity? Trustees / Volunteers / Members of Public

~~One off activity~~ or Recurring activity (delete as appropriate). If recurring, provide date for next review of this risk assessment: Review 3 monthly: **due Nov 2021**

| Hazard | Who might be harmed and how | Current control measures (precautions) | IMPACT /Likelihood = RISK | Additional control measures required |
|---|--|--|---|--|
| <p>Covid 19 infection:</p> <p>Proximity of people from different households – airborne vapour droplets from breath.</p> <p>Infection picked up from surfaces including surfaces of books</p> | <p>Any person in the library: Volunteer, Trustee, Member of the public, might become infected with Covid-19 or transmit the disease.</p> | <p>If you have symptoms of Coronavirus do not come into the library.</p> <p>If you (or a member of your household) have been advised to shield or self-isolate, follow current Government Advice.</p> <p>If you or your fellow volunteer show symptoms and become ill during a shift:</p> <ul style="list-style-type: none"> • Close the library immediately. • Call for medical assistance if required. • Make safe arrangements for both volunteers to return home immediately • Engage with Track and Trace. • Telephone Trustees who will organise a thorough clean and decide when to reopen. • Trustees to report incident under RIDDOR. <p>VaccinationVolunteers are strongly encouraged to take up the vaccination if not medically exempt. Additional measures in place for those who are not double vaccinated.</p> | <p>MAJOR / Unlikely = YELLOW</p> | <p>Remind volunteers of current covid secure operation requirements and measures in place.</p> <p>Include a strong recommendation that volunteers are double vaccinated. Additional measures in place for non vaccinated. Recommendation included in H&S Policy, Volunteer Policy, Agreement and Application Form.</p> |

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| | | <p>HANDS</p> <p>Volunteers are advised to wash hands regularly (20 second rule using hot water and soap) and are equipped with alcohol hand sanitiser.</p> <p>Hand sanitiser is available, and visitors are encouraged to use it when entering the Library and browsing the books</p> <p>Clean work areas at the start and end of every shift</p> <p>Toilet – no public access. Hand soap and hot water provided. Hand towels replaced with blue paper towels. Bin emptied daily. Hard to clean fabric toys and public fabric seating removed.</p> <p>Quarantine of books: books are no longer quarantined as they are now considered to be a very low risk for transmission.</p> <p>FACE</p> <p>All volunteers and visitors – unless exempt for medical reasons - are expected to wear facemasks. Children do not need to wear facemasks.</p> <p>SPACE</p> <p>Volunteer computer desks are separated by a plastic screen in a shared area.</p> <p>Volunteer desks are separated from customers by plastic screens</p> <p>Number of people in the library at any time is limited to:</p> | | |
|--|--|---|--|--|

| | | | | |
|--|--|---|--|--|
| | | <p>2 volunteers and either 2 adults or 1 family at any one time</p> <p>Lone working has been discounted as it introduces too many other risk factors.</p> <p>Advise all visitors to maintain 2m social distancing using posters inside and outside the library.</p> <p>Volunteers arriving and leaving to be careful about social distancing.</p> <p>Shift handover – no time overlap. Time together has been reduced to 5mins.</p> <p>Ventilation: leave the door fully open, open windows.</p> <p>Do not switch on de-stratification fans but DO switch on extractor fan onto sucking air out of the building.</p> <p>All group activities: Lego Club, Book Club, Storytime, Mindfulness walking, Sing and Sign are suspended until it is safe to meet.</p> | | |
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Moorland Road Community Library Risk Assessment Table

Risk “Heat Map”

| Impact/ Likelihood | Remote | Unlikely | Possible | Probable | Highly Probable | |
|-----------------------|--------|----------|----------|----------|-----------------|---|
| Extreme/ Catastrophic | YELLOW | RED | RED | RED | RED | Red – high Yellow – medium Green – low Blue – very low |
| Major | YELLOW | YELLOW | RED | RED | RED | |
| Moderate | GREEN | YELLOW | YELLOW | RED | RED | |
| Minor | GREEN | YELLOW | YELLOW | YELLOW | YELLOW | |
| Insignificant | BLUE | BLUE | GREEN | GREEN | GREEN | |