

Health and Safety Policy

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of The Ratby Library & Community Group and Ratby Community Library.

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.

Responsibilities

Overall and final responsibility for health and safety is that of the Trustees of the Ratby Library & Community Group.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Volunteer Coordinator.

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.
- 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 jointly by the Volunteer Coordinator and the Secretary.

The findings of the risk assessments will be reported to the Trustees at their monthly management meetings.

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

The Volunteer Coordinator, supported by the Secretary 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 every six months or when the work activity changes, whichever is soonest.

Consultation with Volunteers

Ratby Library & Community Group 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.
- Information given 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.

Ratby Library & Community Group will -

- Consult directly with volunteers in the most efficient way possible.
- Allow enough time for volunteers to consider the issues and give informed responses. Encourage volunteers are to ask questions, raise concerns and make recommendations.
- 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 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, in the first instance to the Volunteer Coordinator or in his absence the Secretary or any other available Trustee immediately.

The Trustees 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 and that they are accompanied by the appropriate COSHH documents relating to their use and dangers and stored properly.

Information, instruction and supervision

The Health and Safety Law poster is displayed in Ratby Community Library.

Health and safety advice is available from the Volunteer Coordinator or the Secretary or on the HSE website.

Supervision of young volunteers / trainees will be arranged / undertaken / monitored by the Volunteer Coordinator.

Competency for tasks and training

Induction training will be provided for all volunteers by Leicestershire County Council. Training records are kept at (Ratby Community Library, Administration Desk) and by the Volunteer Coordinator).

Training will be identified, arranged and monitored by the Volunteer Coordinator, supported by the Secretary.

Accidents, first aid and work-related ill health

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

The first aid box is kept adjacent to the Administration Desk in Ratby Community Library.

All accidents, near missed and cases of work-related ill health are to be recorded in the accident book. The book is kept behind the Administration Desk in Ratby Community Library.

The Volunteer Coordinator 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 Trustees are responsible for investigating accidents, with initial investigative work undertaken by the Volunteer Coordinator, assisted by the Secretary.

The Volunteer Coordinator, assisted as required by the Secretary, are responsible for investigating role-related causes of sickness and the Trustees are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The Volunteer Coordinator 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 week by shift leaders and recorded.

Emergency Evacuation Procedure

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

Sufficient numbers of Trustees will be available to support the Volunteer Coordinator with all tasks due to the legal obligation of the organisation day to day running of Ratby Community Library.

The Trustees of the Ratby Library & Community Group

All trustees have approved this Policy. They are: Mr Ken Hunnybun (Chair), Mrs Avril Hunnybun (Secretary), Nathan Dickman (Treasurer), Mr Daniel Green (Youth Trustee), Christine Reid (Trustee), Adrian Russell (Trustee).

RESPONSIBLE OFFICERS	DATE
MR KEN HUNNYBUN	27 / FEB / 2017
MRS AVRIL HUNNYBUN	27 / FEB / 2017

Review Date - Monday, 08 January 2018