GNOSALL LIBRARY

HEALTH & SAFETY POLICY

The Trustees of Gnosall Library as the "Manager" of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

1. The GLEAN Hub Trustees takes reasonably practicable measures in relation to the management of Gnosall Library to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:-
   1.1. Provide healthy and safe working conditions for all volunteers, users and visitors.
   1.2. Maintain Gnosall Library and equipment in a safe condition for all users.
   1.3. Provide all necessary support and information to users and outside contractors.

2. The Trustees will work in the furtherance of these aims by:
   2.1. ensuring that all Volunteers, Contractors and Users of the Library are aware of the Health and Safety Policy.
   2.2. ensuring that the Health and Safety Policy is fully implemented.
   2.3. monitoring compliance with Health and Safety guidelines.
   2.4. regularly assessing and reviewing risks and recording such risks.
   2.5. keeping an 'Incident Book' in which any incidents or actions that have or might have affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted.
   2.6. taking such action as may be necessary to rectify the problems identified, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action.
   2.7. co-operating with Contractors and Users of the Library in pursuance of Health and Safety requirements.

3. DUTIES
   3.1. all Trustees and Volunteers, Contractors and Users of the Library are expected to recognise and accept their duties:
   3.2. to follow health and safety instructions and to report dangers.
   3.3. to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts and omissions.
   3.4. as regards any duty imposed on the Trustees and Volunteers to co-operate as necessary to enable that duty to be performed and complied with.

4. ORGANISATION
   4.1. General Responsibilities:
      4.1.1. All persons have a responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
      4.1.2. Anyone who observes a practice or potential hazard that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Trustees.
      4.1.3. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately and to draw attention to the Chairman of the Trustees.
   4.2. Contractors are responsible for:
      4.2.1. safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.
      4.2.2. having regard to the safety of Library users and Volunteers when working on the premises and/or in respect of anything left/stored on the premises.
      4.2.3. advising the Trustees/Volunteers on duty of any flammable or toxic substances that may be used in the course of work on the premises.

5. Gnosall Library's appointed Health and Safety person has been delegated to manage the following:
   5.1. First Aid Box Check and replenish stocks at least twice per year. Well stocked and appropriately labelled First Aid Box are situated in the Library.
   5.2. Checking Incident Book/Reports prior to each Trustee meeting or as advised of incidents.
   5.3. Instigate any actions necessary to remove risks e.g. repairs. Report to Trustees at each meeting or as soon as necessary. Ensure any changes to the Risk Assessment are instigated.

6. REPORTING INCIDENTS
   6.1. Minor accidents to be logged. Report to the Trustees at each meeting or as necessary. Ensure any changes to the Risk Assessment are instigated. Both online and pdf forms are available on GLEAN Hub website. Either emailed to hands@gleanhub.org or enclose in an envelope marked 'CONFIDENTIAL' and left on desk addressed to H&S Trustee.
   6.2. information to Contractors
   6.3. Liaise with contractors appointed by GPC (including self-employed persons) before work is started. Gain their acknowledgement that they have read the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.
   6.4. Annual/regular Testing/Safety Certificates undertaken by GPC.
   6.5. Make arrangements with GPC for regular inspections of electrical appliances, fire extinguishers, electrical installations, fire alarms.

7. SAFETY NOTICES
   7.1. Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures.
8. PROCEDURES
   8.1. The Health and Safety policy document will be available to download from the GLEAN Hub website.
   8.2. All contractors will be made aware of the Health & Safety Policy, any identified risks and their responsibilities.
   8.3. The full policy will be reviewed annually, with risk assessments and necessary amendments being made throughout the year. Such amendments will be appended to the policy documents and made known to Trustees, Volunteers, Contractors and Users of the Gnosall Library
9. GENERAL GUIDELINES TO BE ADHERED TO These guidelines are provided to assist all users in fulfilling their Health & Safety responsibilities.
   9.1. Premises
      9.1.1. The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
      9.1.2. Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
      9.1.3. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
      9.1.4. Any floor coverings should lie flat and edges should not be allowed to curl up.
      9.1.5. Spills must be cleared up quickly to prevent slipping.
      9.1.6. Any concerns regarding any electrical installation, plug, lead etc. must be notified to the appropriate person/authority immediately.
      9.1.7. Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
      9.1.8. All volunteers should acquaint themselves with the position of the fuse box/main switch.
      9.1.9. Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
   9.2. Fire Precautions
      9.2.1. Fire extinguishers will be regularly serviced, and all volunteers should fully acquaint themselves with the position and mode of operation of all extinguishers.
      9.2.2. All volunteers and users of the library must make themselves aware of the procedure to follow in the event of fire.
      9.2.3. All Volunteers and users should be aware of the position of Fire Exits and must ensure that these are always kept clear.
      9.2.4. As good practice volunteers should have a method to account for the number of people present during their visit.
      9.2.5. All cleaning solutions etc. must be kept out of the reach of children.

9.2.6. Due care should be exercised in the car park area.

9.3. Equipment

9.3.1. All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.

9.3.2. Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.

9.3.3. All persons should exercise care in storage areas, both while removing and replacing items.

9.3.4. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.

9.3.5. Trustees and Volunteers are responsible for the safety of people on the premises during the period of their visit and should supervise as necessary.

9.4. Working Practices - It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

9.4.1. Do not attempt to lift anything that you know to be beyond your capability.

9.4.2. Ask for help with large, heavy or awkward items.

9.4.3. Where possible lighten the load, separate items so that they are more manageable.

9.4.4. When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary. Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:

9.4.5. Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.

9.4.6. Ask for help if necessary.

9.4.7. Do not work at height, on steps or ladders until they are properly secured, and another person is present. Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

9.5. Hygiene and infection Control - In the interests of health good hygiene practices are essential. The following guidelines should be observed:

9.5.1. Disposable paper hand towels must be provided.

9.5.2. Plastic gloves should be readily available and should be worn at all times when there may be contact with bodily fluids There is a body fluid pack available for these instances.

9.6. Incident Record - Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person has a duty to record such incident on an Incident Form for the attention of the Trustees, GLEAN Hub

9.6.1. The important details to be recorded are:

9.6.2. the name of the casualty
9.6.3. the date, time and place that the incident/accident occurred.
9.6.4. the cause of the accident i.e., what happened.
9.6.5. a brief description of the injury (if any) sustained.
9.6.6. the first aid (or other) treatment administered and by whom.
9.6.7. whether or not medical aid had to be sought.
9.6.8. the name of the person who dealt with the incident.
9.6.9. Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details on the Incident Record for the attention of the Trustees.

10. INVACUATION process/ procedure if lockdown needed – disturbance inside/outside the building.
11. There is no history of any physical violence taking place on this site. There is an SOS alarm plugged in behind the desk. The alarm has a direct link to a watching station.
12. Volunteers are aware that lone working is not permitted. There are always at least 2 volunteers on duty at all times. The library layout is of an open plan design with no slip or trip hazards.
13. Lighting is sufficient both inside and outside the building.
14. Volunteers handling money ensure it is kept out of sight.
15. Volunteers follow GLEAN Hub accident reporting process. SCC arrangements require volunteers to report all accidents that include violent incidents both verbal and physical.
16. Information is also made available to volunteers via the SCC H&S Intranet Site with reference to Lone Working and Management of violence and aggression policies.
17. There is an on-site car park which has lighting.
18. If the threat is from inside the building, volunteers must leave the premises via the main door, Fire exit or through the 'Youth Club' area.
19. If the threat is from outside, the main door can be locked quickly using the bolt.

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