Health and Safety Training Checklist for Volunteers – created August 2025

Volunteer's Name _____ Library Gnosall _____

CSO's Name_Helen Farr_____

Category and Key Messages	Date
Fire Safety	
What to do if the fire alarm goes off and awareness of the Fire Evacuation Plan.	
Location of fire extinguishers and fire exits. Ensure they are never blocked.	
Asbestos	
Read the Asbestos Management Plan Summary and take a copy of the Asbestos Factsheet.	
Location of any asbestos in the building and the Asbestos Register red folder.	
Manual Handling	
Read the 8 Principles of Manual Handling and the Risk Assessment.	
Do not carry crates or boxes, take items out. Know your limits.	
First Aid	
There are no trained first aiders - give the first aid kit or phone for an ambulance	
Location of first aid kit, sharps box and body spills kit.	
Accident and near miss reporting procedure.	
Evacuation / Lockdown Procedures	
Plans for evacuation or lockdown.	
SOS Alarm locations and use.	
Risk Assessments	
Please read the Library Risk Assessments and know where they are kept.	
Safeguarding	
What to do if you are concerned about a child or vulnerable adult https://www.staffordshire.gov.uk/Advice-support-and-care-for-adults/reportabuse.aspx https://www.staffordshire.gov.uk/Care-for-children-and-families/Childprotection/First-Response.aspx	
Emergency Information	
Awareness of Emergency Information Poster for gas, water, fire information	
Location of phone numbers for key library staff, Property Surveyor, out of hours building support, IT problems, etc.	
Top Things to Know	
Please read and take a copy of the Top H&S Things to Know.	

Volunteer Signature_____ Date Completed_____