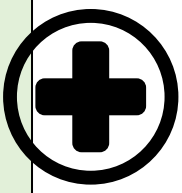
H&S TOP THINGS TO KNOW!

Know the location of your Library's Emergency Information Poster for information on the location of gas and electricity cut offs, stop taps etc

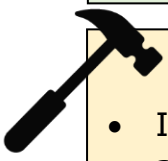
Accidents and First Aid



- Know the location of the Library's First Aid Risk Assessment

- Know the location of the Accident Book / Accident Forms and the First Aid Kit.

- Record all accidents and incidents, and report to your H&S Trustee so they can be investigated.
- Give the customer the first aid kit or call 999.

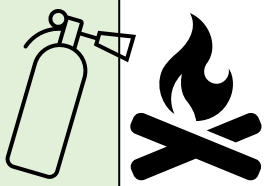


Contractors

- If Contractors turn up without prior knowledge, you can turn them away.
- Be aware when Contractors arrive and leave your Library.

Know the location of your Library's Risk Assessments

Fire Safety



- Know the location of the Library's Fire Risk Assessment.

- Know the emergency exits at your Library.

- Know the location of fire extinguishers at your Library.

- Know the Library's Fire Emergency Plan and where it is.

- Participate in a fire drill.

Lockdown

- Know the location of the Library's SOS Alarm.

- Read the invacuation plan.

Manual Handling



The 8 Principles of Manual Handling are:

- Plan and prepare
- Keep the load close
- Ensure you have a stable position
- Keep a moderately flexible back, hips and knees
- Use a secure hold
- Avoid twisting
- Lead with the head
- Move smoothly