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

1. **Responsibilities**

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

To ensure health and safety standards are maintained/improved, all volunteers are expected to: –

• Co-operate with the Trustees 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.

1. **Health and safety risks arising from our work activities**

Risk assessments will be undertaken jointly by the nominated Trustees.

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 Management Committee 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.

1. **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 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 information provided to volunteers will be in a form that can be easily understood.

1. **Safety equipment**

The Organisation 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 immediately to any available Trustee.

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

1. **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.

1. **Information, instruction and supervision**

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

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

1. **Competency for tasks and training**

Induction training will be provided for all volunteers by BANES Council.

Training records are kept safely and securely by the Trustee nominated for HR.

Training will be identified, arranged and monitored by the Trustee nominated for HR.

1. **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. The book is kept in Moorland Road Community Library.

The Trustee nominated for HR is responsible for reporting accidents, diseases and dangerous occurrences to the management committee.

1. **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, with initial investigative work undertaken by the Trustee nominated for HR.

The Trustee nominated for HR, is responsible for investigating role-related causes of sickness and the Trustees are responsible for acting on investigation findings to prevent a recurrence.

1. **Emergency procedures – fire and evacuation**

The Trustees are 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.

Smoke detectors are tested by appropriate persons on a regular basis.

Emergency lighting will be tested every week by appropriately trained volunteers and recorded in the designated place.

1. **Emergency Evacuation Procedure**

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

**The Trustees of Moorland Road Community Library have approved this Policy. They are: Elizabeth Hearn (Chair), Jill Carr (Secretary), Alice Boden (Trustee), Anne Swaine (Trustee), Kevin Swaine (Trustee).**

**Date: Review Date:**