

# Willingdon Community Hub Library

Coppice Avenue, Eastbourne BN20 9PN



## Health and safety Policy for Willingdon Community Hub Library

The WCHL believes that the health and safety of persons within the library is of paramount importance. It is our intention to prevent accidents and where possible eliminate hazards in the library.

The WCHL will ensure that visitors to the library are not subject to avoidable risk to their health and safety. This includes young people, visitors, parents, volunteers, paid staff and WCHL members.

These responsibilities will be achieved by the WCLH implementing arrangements for effective planning, organisation, control, monitoring and review of preventative and protective measures. The WCHL will ensure that adequate resources are identified for health and safety and that the accident book is regularly reviewed at management meetings.

All WCHL volunteers, trustees and agency workers have health and safety responsibilities these are:

- To take reasonable care of their own health and safety at all times whilst at WCLH the and be aware of all policies, procedures and guidance relating to their work activity and working environment and emergency procedures wherever they may be working.
- To consider the health, safety and welfare of other persons who may be affected by their acts or omissions at work. This includes completing risk assessments for events.

### Arrangements Health and Safety

- Volunteers are actively encouraged to participate in the risk assessments and first aid training for their work area/activities. It is vitally important that volunteer's contributions to health and safety are recognised and acted upon where it is reasonably practicable to do so.
- To follow control measures identified in the risk assessments provided on their work activities as these will reduce the risk of injury and/or work-related ill health.
- To only move book stacks in line with the book rack moving procedure, found in the volunteers file in the library.
- To work in accordance with signage information, instruction and training provided and use any equipment in accordance with training or instructions given.
- To refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.

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- Volunteers providing food for cake sales etc. should read and comply (where appropriate) with the food standards agency document on display in the kitchen.
- To use personal protective equipment supplies as required by statute, policy or risk assessment.
- To promptly report any hazardous defects in equipment, any hazardous situations or substandard conditions or any shortcoming in the existing safety arrangements to a responsible person, for example a trustee, without delay.
- To report all incidents to management and seek first aid treatment for any injury sustained in the Hub (which in serious cases may require calling for an ambulance). This means accidents resulting in injury, those that could have resulted in injury and violent incidents, either physical or verbal. **The first aid box is kept on the table in the kitchen.**
- Volunteers should identify from those on duty one person to be first aider for that shift.
- **To record accidents and “near misses” in the accident book which is kept in the top drawer on the left-hand side of the counter.** Volunteers next of kin emergency contact details will be kept in a the same drawer.
- To cease any work activity where it is believed there may be serious or imminent danger to themselves or others
- To cooperate, so far as is necessary, to enable Willingdon Community Hub Library to fulfill any duty or comply with any requirements of current or future legislation

This policy will be reviewed annually and revised as necessary.