



# Willingdon Community Hub Library

Coppice Avenue, Eastbourne BN20 9PN

## **WCHL Safety Policy statement for moving Book Rack Furniture Version 3 Jan 2026**

### Willingdon Community Hub Library – Book Rack Furniture- Moving and Handling Safety Statement

The Willingdon Community Hub Library Moving and Handling Safety statement has been developed, using the underpinning principles of the East Sussex County Council Moving and handling Policy Statement.

We are committed to the safety of the volunteers and users of the library community hub. Our practices and procedures aim to ensure that all members of our community are aware of how to move the library book stacks safely. We make every effort to ensure that members of the community are aware of how to move the book racks safely and without harm to themselves or others.

When the movable book racks are needed to be moved the following procedure must be followed:

- A visual check of the books stacks must be undertaken to ensure books are securely positioned on the racks before moving them.
- A minimum of 2 people (adults over 18 years of age) will move the book racks together. If the racks prove too heavy additional people must be involved. The person who is running the activity is responsible for moving the book racks. This person will be in charge of calling the directions of movement and all other persons will follow their instructions.
- The brake on the book rack wheels are released and the racks are carefully manoeuvred according to the person responsible for calling the directions.
- When the racks have been repositioned the wheel brakes must be re-applied.
- A visual check of the books stacks must be undertaken to ensure books are still securely positioned on the racks after moving them and where necessary made secure.
- The Willingdon Community Hub Library is not responsible for any injuries incurred, whilst in the library and as a result of not following these procedures.