

LEYBURN TOWN COUNCIL

Statement of general policy and arrangements for Leyburn Community Library

Leyburn Town Council (LTC) is committed to the health and safety of volunteers, library users and the groups who hire our library and have developed this policy and associated procedures as follows:

Statement of General Policy	Action/ Arrangements including reference to associated documents
Prevention of accidents and cases of volunteer-related ill health by managing the health and safety risks in the library	Relevant library risk assessments completed and actions arising from these are implemented. (Risk assessments reviewed every year or earlier if volunteering habits or conditions change). Safe Systems of Work are in place for hazardous processes identified through risk assessment. Event risk assessments completed prior to each event. Food safety guidelines in place.
Provide clear instructions, information and adequate training, to ensure volunteers and employees are competent to carry out roles.	Volunteers are given induction and H&S training, including manual handling, working at height etc Instruction manuals, safe systems of work and safety data sheets (if required) are available.
Engage and consult with volunteers on day-to-day health and safety conditions. <i>Working with NYCC Library Supervisors.</i>	Volunteers consulted on health and safety matters as they arise, by email and at volunteer get-togethers.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Escape routes well signed and kept clear at all times. Evacuation plans and fire alarms are tested from time to time, recorded and updated as necessary. Volunteer emergency contacts register. Groups hiring advised about procedures and safe use of library. Also see: <ul style="list-style-type: none"> • Fire risk assessment • Maintenance Log Book
Provide and maintain a safe and healthy working environment and facilities, including equipment and machinery. Ensure safe storage/use of substances.	Toilet, washing facilities and drinking water provided. System in place for routine checking of premises, facilities and equipment and for ensuring that action is promptly taken to address any defects. Also see: <ul style="list-style-type: none"> • COSHH register • Display Screen Equipment (VDU) assessment • PATS testing register and certification • Building Inspection and maintenance plan, including gas and mains electric mains electric check, fire extinguisher check, fire alarm check, gas boiler servicing, legionella procedure (asbestos survey completed: no asbestos present) • Smoking and e-cigarettes
Guidelines in place for 'Dealing with Conflict'. No lone working.	Training and induction. Noticeboards.
Health and safety law poster is displayed:	Library Workroom and Town Clerk's office

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First-aid box and accident book are located: Accidents and ill health reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	In the kitchen		
	Date:	April 2018	
Subject to review, monitoring and revision:	Every:	Two Years	or sooner if activity or the law changes.