

HADDENHAM LIBRARY

7 Station Rd, Haddenham, Cambridgeshire CB6 3XD

Health and Safety Policy

1. General This document is the Health and Safety Policy of Haddenham Library.

- (a) Its policy is to:
 - i. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, trustees and users.
 - ii. Keep the library and equipment in a safe condition for all users.
 - iii. Provide such training and information as is necessary to volunteers and trustees.
- (b) It is the intention of the Trustees of the Library to comply with all health and safety legislation including but not limited to the Health and Safety at Work Act 1974, Fire Precautions (Workplace) Regulations 1997 and Management of Health and Safety at Work Regulations 1999, and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.
- (c) The Trustees consider the promotion of the health and safety of its volunteers at work and those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they will seek to encourage volunteers and users to engage in the establishment and observance of safe working practices.

2. Organisation of Health and Safety

- (a) The Trustees have overall responsibility for health and safety at the Library.
- (b) The Trustee with responsibility for the implementation and monitoring of health and safety policies is: Sally MacEachern, tel 01353 741228
- (c) Other people with specific health and safety responsibilities are:
 - i. First Aid box Sally MacEachern
 - ii. Reporting of accidents: Sally MacEachern
 - iii. Fire precautions and checks: Sally MacEachern
 - iv. Risk assessment and inspections including fire risk and evacuation procedures: Sally MacEachern
 - v. Insurance: Chris Prescott
- (d) All volunteers and visitors have responsibility to take care of themselves and others who may be affected by their activities and to co-operate with the Library in

keeping the premises, including the grounds, safe and healthy.

- (e) Should anyone using the Library come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person named in 2(b) above as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.
- (f) A plan of the Library showing the location of fire exits, fire extinguishers, fire alarm points etc. is at the end of this document.
- (g) A plan of the Library showing the location of fuse boxes, taps, and stop cocks is at the end of this document

3. Arrangements and Procedures

- (a) Fire Precautions and Checks
 - i. A copy of the evacuation procedure and a map showing the fire exits, fire-fighting equipment and assembly point is appended to this policy. This document is available on the Library website and is on the wall of the Library near the exit.
- (b) Procedure in case of accidents
 - i. The nearest hospital is the Princess of Wales Hospital at Lynn Road, Ely, CB61DN It has a minor injuries unit. The phone number is 01353 772500
 - ii. The nearest doctor's surgery is on The Green in Haddenham. The phone number is 01353 740205
 - iii. The First Aid Box is located in the kitchen. If supplies are depleted notify the person named at 2(c)i above.
 - iv. The accident book is in a labelled drawer under the volunteer desk. This must be completed whenever an accident occurs.
 - v. Any accident must be reported to the person named at 2(c)ii above.
 - vi. The person responsible for completing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) forms and reporting accidents is named at 2(c)ii above.
 - vii. The following major injuries or incidents must be reported on RIDDOR forms:
 - ☑ fracture, other than to fingers, thumbs or toes
 - ☑ amputation
 - ☑ dislocation of the shoulder, hip, knee or spine
 - ☑ loss of sight (temporary or permanent)
 - ☑ any penetrating injury to the eye (including chemical)
 - ☑ injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
 - ☑ any other injury leading to hypothermia, heat - induced illness or

- ☐ unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- ☐ unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- ☐ acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- ☐ acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

viii. Examples of reportable dangerous occurrences include:

- ☐ collapse or partial collapse of a scaffold over 5m high
- ☐ unintended collapse of a building under construction or alteration, or of a wall or floor
- ☐ explosion or fire

(c) Safety Rules

- i. All volunteers will be expected to read the Fire Evacuation Procedures which are on the Library wall and website.
- ii. Risk assessments are the responsibility of the person named at 2(c)iv above. This includes risk assessments on hazardous substances and fire. Any additional hazards identified through the risk assessment will be noted and procedures to be adopted in order to minimise risk will be recorded.

(d) Contractors

The Trustees will check with contractors (including self-employed persons) before they start work that:

- ☐ the contract is clear and understood by both the contractors and the committee;
- ☐ they are competent to carry out the work e.g. have appropriate qualifications, references, experience;
- ☐ they have adequate public liability insurance cover.
- ☐ they have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes).
- ☐ they do not work alone on ladders at height (if necessary a volunteer should be present).
- ☐ they have their own health and safety policy for their staff.
- ☐ They know which member of the committee is responsible for overseeing their work is as asked and to a satisfactory standard.
- ☐ any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

4. Insurance

The company providing the Library's Employer's Liability and Public Liability insurance cover is:

Markel <https://uk.markel.com/>

Policy No: CD56021

Date of Renewal: 16/11/24

5. Review of Health and Safety Policy

- (a) The Trustees will review this policy annually. The review date is included in the schedule of regular agenda items.
- (b) Trustees with responsibility for aspects of health and safety will report to the Friends regularly. Their reports will include any accidents, faults, misuse or other matters which could affect the health and safety of users or volunteers.

APPENDIX A

Fire Emergency: What to do

If the fire alarm goes off

- Immediately instruct everyone in the Library to leave. If there are two volunteers on duty, one should check that no one is in the toilet/kitchen while the other guides people to the Assembly Point in the Arkenstall Centre Car Park. Any coats or personal belongings should be left, except if needed for medical or mobility reasons.
- Telephone the Fire Service on 999.
- Ensure that nobody attempts to re-enter the building, unless told that it is safe to do so by an Officer of the Fire Brigade.
- Ensure that no vehicles are moved unless they are obstructing the Fire Brigade or an Officer of the Fire Brigade requires them to be moved.

If you smell anything burning or discover that a fire has started in the Library

- Immediately telephone the Fire Service on 999 at any outbreak of fire, however slight.
- Shout 'fire' and instruct everyone in the Library to leave. If there are two volunteers on duty, one should check that no one is in the toilet/kitchen while the other guides people to the Assembly Point in the Arkenstall Centre Car Park. Any coats or personal belongings should be left, except if needed for medical or mobility reasons.
- Activate the fire alarm to the left of the entrance door as you leave the building.

If the fire is localised, its source is identifiable (i.e. a fire in a waste bin) and it is *safe* to do so, use an appropriate extinguisher to put out the fire.

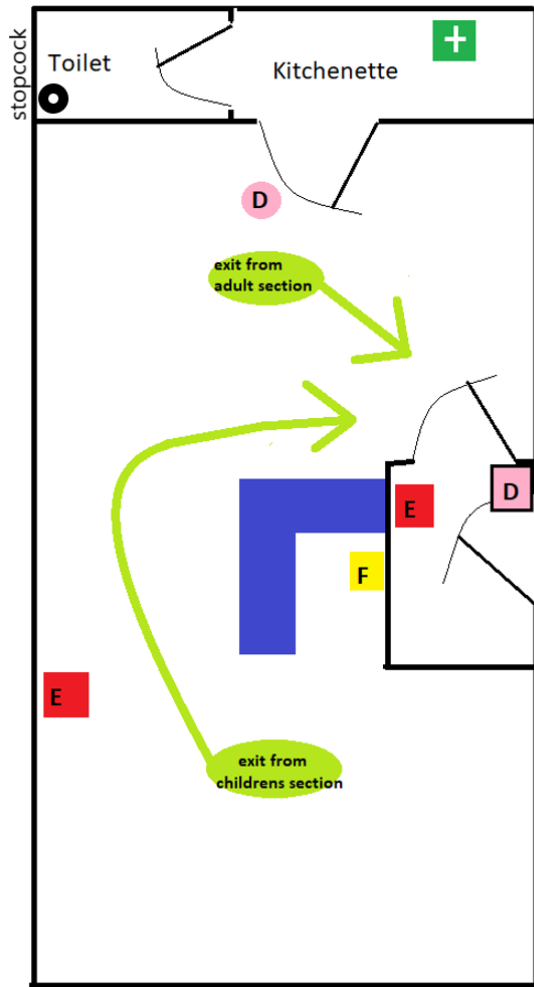
There is a CO2 extinguisher opposite the desk for flammable liquids and electrical equipment (e.g. computers). Do not use on combustible materials such as paper.

There is a water extinguisher for combustible materials (e.g. wood, paper and textiles) in the Library Foyer. Do not use for electrical equipment.

Arrangements and Procedures

A copy of the risk assessment and a plan of the Library showing the fire exit, fire extinguishers, fire alarm, etc. is attached.

The nearest hospital is the Princess of Wales Hospital at Lynn Road, Ely, CB6 1DN. It has a minor injuries unit. The phone number is 01353 652000. The nearest doctor's surgery is on The Green in Haddenham. The phone number is 01353 740205. The First Aid Box is located in the kitchen.



Key

- D = door
- E = fire extinguishers
- F = fuseboxes

09/05/2014