



Friends of Church Stretton Library

Health and Safety Policy

Dated 16th August 2023

Introduction

Friends of Church Stretton Library has overall responsibility for health and safety for events it runs, and for ensuring it fulfils all its legal responsibilities. It recognises that it is the duty of committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

Friends of Church Stretton Library is committed to ensuring that all its activities are safe and it will take all reasonable measures to provide for the health, safety and welfare of all volunteers, members and visitors, ensuring that risks to volunteers, members and visitors are minimised at all times.

This policy will be reviewed annually by the Board of Trustees.

Responsibilities

Ben Warren is responsible for the implementation and monitoring of the health and safety policy and recommending changes where necessary.

All accidents or unsafe incidents will be logged. Incidents will be investigated by the Chair of Trustees or delegated committee member as soon as possible and then reported to the committee at the next available committee meeting.

Event organisers are responsible for

- Carrying out risk assessments to assess the risk to the health and safety of volunteers, members and visitors and identifying what reasonable measures are needed to comply with its health and safety obligations
- Ensuring that venues or vehicles used for trips are safe and without risk to health, including safe ways of entering and leaving
- Ensure that equipment used is safe, well maintained and conforms to necessary legislation
- Providing information, instruction, and supervision to volunteers in safe working methods and procedures as required
- Encouraging volunteers and members to cooperate in ensuring safe and healthy conditions and systems by effective joint consultation
- Making sure attendees are aware of all fire procedures for the venue in which they are working
- Ask volunteers to report all accidents, any near misses (things which could have led to an accident), or any situations which they think might not be safe to the event organiser or another committee member as soon as possible.
- Making sure any accidents or near misses are also reported to the venue manager.

Training

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided when training needs are identified during risk assessments.

Resolving Health and Safety Problems

Any volunteer with a health and safety concern must first tell the event organiser or volunteer coordinator, who must report it to the responsible committee member.

The responsible committee member will report the matter to the Board of Trustees any accidents or near misses, including actions they have taken to correct the problem.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible committee member decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Chair of Trustees. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Board of Trustees.

Volunteers Supporting the Library and Visitor Information Centre

All volunteers will follow Shropshire Library health and safety policy while working in the library and receive training in this from Shropshire Library.

All volunteers working in the library will have a named Friends of Church Stretton Library contact who they can contact if they have any concerns regarding health and safety issues.

The Chair or their delegate will raise these concerns with the library manager.

The Chair or their delegate will advise volunteers not to continue with their work in the library if the problem poses a serious threat to volunteers' safety and wellbeing.

Date agreed: 16 August 2023

Date of next review: August 2024