

Dunchurch Parish Council Community Library Risk Assessment April 2013

RISK ASSESSMENT	DUNCHURCH COMMUNITY LIBRARY	
<b>Establishment: LIBRARY</b>	<b>Assessment by: P M Knowles</b>	<b>Date: March 2017</b>
<b>Reviews Ongoing throughout the year as appropriate</b>	<b>Approved by: Dunchurch Parish Council</b>	<b>Date:</b>

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>[to take account of local/individual circumstances]</i>
				In Place	Adequate	
<b>Familiarity with building and fire exits</b>	all	L	<ul style="list-style-type: none"> <li>• All Volunteers and anyone attending events or meetings should be made aware of fire exits and be made familiar with other amenities within the building</li> <li>• Events and meetings with over 60 attendees need the second fire exit opened and signed plus the rear gate needs to be unlocked</li> <li>• All fire exits to and from the building must be kept clear at all times. Under no circumstances are items to be left on the floor in the Library foyer</li> <li>• Maximum occupancy for the Library Building is 80 people in-line with the Fire Audit</li> </ul>	Y	Y	<p>Volunteers to be made aware of all items by The Clerk</p> <p>People attending events or meetings should be made aware of all these items by the person responsible for organising the event</p>
<b>Defective flooring / Slips Trips Falls</b>	all	M	<ul style="list-style-type: none"> <li>• Inspection of flooring</li> <li>• Prompt maintenance of defects</li> <li>• No trip hazards to be left on the floor as per Fire Audit</li> <li>• Any spills to be cleaned immediately</li> <li>• Ensure external lighting is on once light begins to fade</li> </ul>	Y	Y	<p>Volunteers to report problems to The Clerk immediately</p> <p>Events or activities organiser to ensure any accidents are noted in the accident book and all incidents reported to The Clerk as soon as possible.</p>

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<b>Falling objects / Injury</b>	all	M	<ul style="list-style-type: none"> <li>Secure bookshelves to wall where possible             <ul style="list-style-type: none"> <li>Shelves not overloaded</li> </ul> </li> <li>Storage to be organised with heavier items at lower levels</li> <li>Mobile shelving, bulky or heavy items not to be moved unsupervised and only then using prescribed handling methods</li> <li>See separate leaflet – Manual Handling – a Guide published by HSE</li> </ul>	Y	Y	<p>No lone working on the premises</p> <p>Volunteers to report problems to The Clerk immediately</p> <p>Events or activities organiser to ensure any accidents are noted in the accident book and all incidents reported to The Clerk as soon as possible.</p>
<b>Reaching high shelves / Falls, strains</b>	all	M	<ul style="list-style-type: none"> <li>Appropriate steps, kick stools etc. provided to reach high shelves</li> <li>Store heavy items on lower levels</li> </ul>	Y	Y	<p>No lone working on the premises</p> <p>Volunteers to report problems to The Clerk immediately</p> <p>Events or activities organiser to ensure any accidents are noted in the accident book and all incidents reported to The Clerk as soon as possible.</p>
<b>Trailing electrical cables / Trips, Falls</b>	all	L	<ul style="list-style-type: none"> <li>Avoid use of extension leads             <ul style="list-style-type: none"> <li>Ensure sufficient sockets                 <ul style="list-style-type: none"> <li>Cable covers</li> </ul> </li> </ul> </li> </ul>	Y	Y	
<b>Electrical equipment &amp; sockets</b>	all	L	<ul style="list-style-type: none"> <li>Portable appliance testing</li> <li>Fixed Installation testing</li> </ul>	Y	Y	<p>Testing carried out annually</p> <p>5 yearly last tested 31/10/11</p>
<b>Radiators / Burns</b>	Young children	L	<ul style="list-style-type: none"> <li>Low surface temperature radiators where young or special needs children are present</li> </ul>	Y	Y	<p>Low level heaters have warning notices</p> <p>Volunteers on shift to inspect play area to ensure nothing in front of heater – Volunteers to report problems to The Clerk immediately</p>

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<b>General Illness or Accidents</b>	All	M	<ul style="list-style-type: none"> <li>A first aid box is available in the back office together with an accident book which must be completed for any incidents. Telephone emergency services if required</li> </ul>	Y	Y	Accident Book to be completed for any incidents. The Clerk should also be informed of any problems as soon as possible
<b>Windows / Falls</b>	all	L	<ul style="list-style-type: none"> <li>Opening limiters fitted to windows above ground floor</li> </ul>	Y	Y	Narrow high level windows are operated from ground level

<b>Kitchen/ Cloakroom</b>	All	M	<ul style="list-style-type: none"> <li>Hot water taps</li> <li>Care should be taken when serving hot refreshments</li> </ul>	Y	Y	Hot water taps are labeled
<b>Automatic Doors</b>	All	L	<ul style="list-style-type: none"> <li>Automatic opening outer door and inner door</li> </ul>	Y	Y	Doors can be operated manually Automatic doors serviced twice yearly
<b>Air Conditioning unit malfunction</b>	All	L	<ul style="list-style-type: none"> <li>Air Conditioning units serviced twice yearly</li> </ul>	Y	Y	In case of emergency switch off units and advise The Clerk to call out engineers
<b>Fire Equipment &amp; Training Drills</b>	All	L	<ul style="list-style-type: none"> <li>Fire extinguishers serviced annually                             <ul style="list-style-type: none"> <li>Fire exits clearly marked</li> </ul> </li> <li>Staff aware to call 999 in case of fire</li> <li>Fire Safety Training and Drills to be carried out at least every six months</li> <li>Automatic doors to be in use at all times</li> </ul>	Y	Y	Fire Action notices in place – fire safety training and fire drills are included at Volunteer Meetings - written records to be kept plus entry into Fire Action log book  People attending events or meetings should be made aware of all these items by the person responsible for organising the event
<b>Water Contamination</b>	All	L	<ul style="list-style-type: none"> <li>Hot and cold water tested twice per year</li> </ul>	Y	Y	

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<p><b>Adequate space between book shelves for disabled access in addition to this clear passage from all areas must be maintained at all times</b></p>	<p><b>People requiring disabled access</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Shelving must be arranged to allow disabled access at all times</li> <li>in addition to this clear passage from all areas must be maintained at all times</li> </ul>	<p>Y</p>	<p>Y</p>	<p>Volunteers to monitor and report problems to The Clerk immediately</p> <p>People attending events or meetings should be made aware of all these items by the person responsible for organising the event</p>
<p><b>Monies Collected</b></p>	<p>All</p>	<p>H</p>	<ul style="list-style-type: none"> <li>All monies collected from activities within the Library must be passed to the PC for banking with a description of the activity and details of income, expenditure and number of people attending. No monies to be taken from the building.</li> </ul>	<p>Y</p>	<p>Y</p>	<p>Anyone organizing fundraising events is responsible for ensuring this procedure is followed and for ensuring no monies are passed over to other organisations without a Parish Council resolution having been passed at a full council meeting.</p>
<p><b>Inappropriate or aggressive behavior</b></p>	<p>All</p>	<p>M</p>	<ul style="list-style-type: none"> <li>Persons behaving inappropriately should be asked to leave the building if any problems are experienced call the police</li> </ul>	<p>Y</p>	<p>Y</p>	<p>A report should be submitted to The Clerk if any incidents occur</p>
<p><b>Policies to be followed</b></p>	<p>All</p>	<p>M</p>	<ul style="list-style-type: none"> <li>All Volunteers must sign that they have read and understood all policies applicable to the Library as contained in the Volunteer Handbook</li> </ul>	<p>Y</p>	<p>Y</p>	<p>Spreadsheet showing compliance to be submitted to PC every 3 months</p> <p>Events or activities organiser to ensure they are familiar with the policies to be followed in the Library</p>
<p><b>Insurance cover for Fundraising and Social Events</b></p>			<ul style="list-style-type: none"> <li>No fundraising or other social events are to be held without prior approval from the Parish Council.</li> <li>Each event must also have the correct insurance cover in place this is to be verified in writing with a copy of certificates etc. sent to The Clerk.</li> <li>Event and Meeting organisers must sign to confirm their acceptance of the Parish Council's terms and conditions</li> </ul>	<p>Y</p>	<p>Y</p>	<p>The Clerk to ensure all applications for events and meetings are appropriate and insurance cover is in place</p> <p>A copy of this risk assessment is to be followed by anyone organizing events or meetings they are required to acknowledge their acceptance of the PC's terms and conditions.</p>