



Health and Safety Policy for the University Library

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1. Policy Statement

1.1 The Library will follow the statement of intent from the [University Health and Safety Policy](#) and accept their statutory duty to ensure the health, safety and welfare of all staff under their direct control and students or other persons who may be affected by the work activities of their Unit.

Signed: 

Date: 5/12/18

Director of Academic Services and University Librarian

2. Organisational Responsibilities

2.1 Unit responsibilities

The [University Health and Safety Policy](#) details the health and safety responsibilities of the Heads of Units, principal investigators, managers and supervisors, staff and students and unit/ school safety officers.

2.2 Staff Holding Other Health & Safety Roles

Staff holding other health and safety roles should be appointed by their Head of Unit. The name and contact details of these staff is detailed in Appendix 1. Roles for the University Library include:

- Library Safety Officer
- Fire Marshalls
- Fire Wardens
- Display Screen Assessors
- First aiders

The functions of the above roles are described in further detail in an OHSS guidance document entitled '[Roles of Staff Holding Safety Related Posts](#)'.

3. Organisational Arrangements

3.1 Health and Safety Management Standards

The organisational arrangements are documented in a series of [Health and Safety Management Standards](#) which set out what the University expects to be achieved for each individual health and safety topic. The arrangements define the standards required to ensure that the necessary health and safety controls are in place for specific topics and further describe the responsibilities of those required to ensure that the standards are met. These arrangements are to be considered as University policy and must be complied with at all times.

3.2 Local Arrangements

Health & Safety Management Structure

The Librarian is directly responsible for the overall management of health and safety in the University Library. S/he carries responsibility for ensuring that safe practices are adopted, resource issues and training needs in relation to health and safety are identified and addressed, safety inspections are performed and appropriate follow up action taken.

The Library Safety Officer, with the assistance of the Health and Safety Management Group, is responsible for the day to day management of health and safety within the University Library. Members of the Group must ensure that risks are minimised, safety instructions followed and hazards reported to the Library Safety Officer.

All members of staff have responsibility for the health and safety of their own work. This includes observing fire precautions, reporting accidents and defects to the building fabric, fixtures and fittings, which would compromise the health and safety standards set out in these instructions.

The Library Safety Officer is responsible for providing advice and guidance to all staff on all health and safety matters; investigating accidents, incidents and complaints, carrying out safety inspections, taking remedial action and making necessary reports.

Fire Emergency Procedures and Fire Wardens

The Library maintains detailed fire emergency procedures, and a team of designated fire wardens is trained and equipped to manage emergency evacuations. Regular fire drills are held to ensure that evacuation plans are tested and refined.

Local Incident Plans and Business Continuity Plans

Comprehensive LIP and BCPs are maintained and regularly updated in order for the Library to be able to prevent, respond to, and manage incidents. Supplies of equipment and materials are kept so that the Team can respond appropriately to incidents that arise.

First Aid

The Library is committed to maintaining appropriate first aid provision for its staff and customers. Opportunities are made available for staff to be trained to provide an appropriate number of First Aiders, and provision is made in the Library's operational budget to maintain adequate supplies of first aid materials.

Staff induction and developmental training

All new members of staff are introduced to the principles of safe working, local health and safety arrangements, and emergency evacuations, as part of their induction programmes.

Staff induction also includes an introduction to safe manual handling practice in view of the significance of manual handling in library operations.

Records are kept of all staff undertaking induction training.

General staff training needs, which may include matters relating to health and safety, are identified in the Library's Performance and Development Review (PDR) process. Additionally, training activities that apply to all staff (such as manual handling training), or for specific groups (fire warden training, first aid training) are coordinated and arranged by the Safety Officer and the Library's Health and Safety Management Group.

Risk assessments

A programme of risk assessments is undertaken to identify and manage significant workplace risks, both general and specific. A risk assessment approach is used to inform and support general health and safety inspections of buildings and premises.

Self-assessment forms for DSE assessment are provided as part of the general staff induction materials.

Manual handling risk assessments are used to manage manual handling work operations, and to inform the content of systematic manual handling training programmes.

Accident reporting and investigation

All members of staff are required to report accidents and dangerous occurrences, details of which are then passed on to the University's Safety Office.

Accident report forms are monitored by the Library's Safety Officer who is responsible for ensuring that accidents are investigated and remedial action taken where necessary.

3.3 Unit Health and Safety Committee

Health and Safety Committees are organised on a Unit, Faculty and University wide basis. This ensures good corporate governance and enables effective two way communication, both top down and bottom up. The terms of reference for the University Library health and safety committee are provided as Appendix 2.

Policy Author	Joan Hulme / Jenny Campbell
Approved by	
Approval Date	
Review Date	3 years

Appendix 1 Staff Holding Health and Safety Roles

Safety Role	Name	Contact telephone	Email
Safety Officer			

Appendix 2 Terms of Reference for University Library Health and Safety Committee

Constitution and Terms of Reference

Membership

The committee shall be composed of management representatives, Safety Officer and safety representatives. The Occupational Health and Safety Service (OHSS) will be invited to attend the committee when specialist expertise is required. The representatives are as follows:-

- Safety Officer
- Chair (member of Library Strategy Group)
- Representatives of different units
- Committee Secretary

Terms of Reference, Objectives and Functions

The objective of the health and safety committee will be to:-

Provide a forum for discussion and communication between management, key safety representatives to facilitate resolution of health safety issues, improved consistency of standards and the development and sharing of best practice.

The functions of the committee will be to:-

- Provide a forum to discuss health and safety matters
- Consider the implications of new OHSS guidance in the relevant areas
- To consider matters raised through Safety representatives
- Contribute to the development and sharing of best practices
- Review accident and incident statistics and make recommendations for action
- Have the power to institute working parties, as required, to address particular issues of safety and to make recommendations for action
- Make where required reports to the Faculty Safety Committee on any matters of serious concern

Procedures

Frequency of meetings

Committee meetings will normally be three times per year. However, the frequency of meetings may be altered by agreement if the need arises.

Chair

The chair is the member of LSG in attendance. If absent, then the Library Safety Officer will act as chair.

Agenda

The agenda shall be issued to each member of the committee one week prior to the meeting.

The agenda and minutes shall be the responsibility of the management representative. Minutes shall be circulated as soon as possible after each meeting.

Urgent business other than that on the agenda may be introduced and discussed by agreement of the Chair, although every endeavour shall be made to give prior notice of the matter involved. Health and safety issues must be raised with line management and school safety officers when they arise and shall not be left until such a time a safety committee convenes.

Administration

Meetings of the committee shall be convened and minuted by the Committee Secretary.

Membership of the committee will be reviewed on an annual basis. Appointed members shall be eligible for re-appointment.

Reports to:

Library Strategy Group