

Library and Archives Service Policy Statement, Organisation and Arrangements for Health and Safety

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Library and Archives Service

HEALTH AND SAFETY POLICY STATEMENT

Library & Archives Service will comply with both the spirit and requirements of the University's Health and Safety Policy and will ensure, so far as is reasonably practicable, the health, safety and well-being of all members of staff, whilst at work, and the health and safety of students, contractors, visitors and others who may be affected by the Services activities. This will be achieved through the implementation of a Health and Safety Management System and by risk assessments and risk control.

As the Head of Service, I have overall responsibility for all aspects of health and safety within the department, including seeking to ensure the provision of appropriate resources and the implementation of suitable structures, as are necessary, to safeguard the health and safety of individuals.

An important consideration in the implementation of this policy is that staff are involved and encouraged to accept personal responsibility for promoting, adopting and developing good standards of health and safety practice and awareness.

The Service is also committed to promoting and supporting the health and well-being of staff.

It is essential that I and all members of the Service show commitment towards health and safety. The communication of health and safety information and the subsequent co-operation of staff within the department is imperative if health and safety standards are to be assured, promoted and continually improved.

The implementation and effectiveness of this policy will be reviewed **annually** in consultation with stakeholders, or earlier if there is a change in circumstance that may necessitate a review. Changes will be brought to the attention of all staff as appropriate.

Signed (Head of Service):

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Date:

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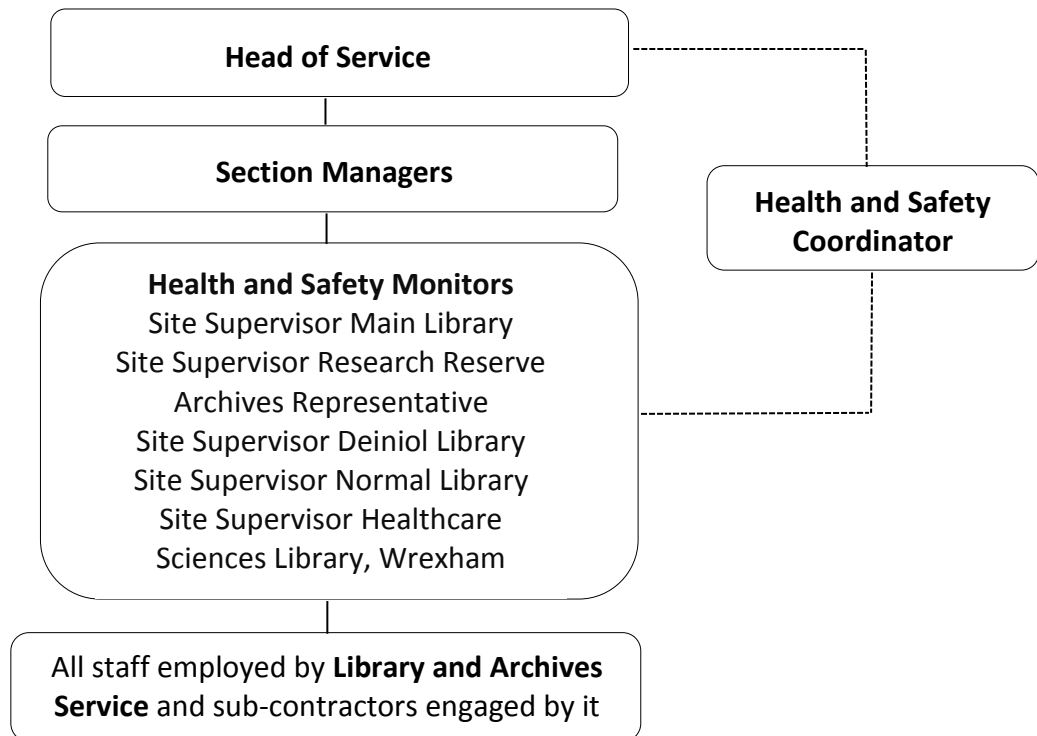
Date of Next Review:

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INDEX	PAGE
1. ORGANISATION FOR HEALTH AND SAFETY	
1.1 Organisational and Reporting Chart for Health and Safety	4
1.2 Roles and Responsibilities	4
1.3 Communication of Health and Safety Information	6
1.4 Consultation on Health and Safety Matters	7
1.5 Competence of Staff and Training	7
2. ARRANGEMENTS FOR HEALTH, SAFETY AND WELL-BEING	
2.1 Department Risk Assessment	7
2.2 Accident / Incident Reporting	8
2.3 Alcohol and Drugs	8
2.4 Buildings and Asbestos	8
2.5 Chemicals and Hazardous Substances	8
2.6 Children and Young Persons / Vulnerable Adults on Department Premises	9
2.7 Display Screen Equipment (DSE) / Personal Computers	9
2.8 Disabled Persons	9
2.9 Disposal of Waste	9
2.10 Electrical Safety	10
2.11 Emergency Evacuation Procedures	10
2.12 Environment	11
2.13 Events	11
2.14 Expectant and New Mothers	11
2.15 Fire Safety	11
2.16 First Aid	12
2.17 Food Hygiene	12
2.18 Health and Well-being (Including Stress & Counselling)	12
2.19 Lone Working / Out of Hours Working (see Personal Safety 2.24)	12
2.20 Machinery and Equipment	12
2.21 Manual Handling	13
2.22 Overseas Travel	13
2.23 Personal Protective Equipment (PPE)	13
2.24 Personal Safety (Including Violence)	13
2.25 Safety Signs and Symbols	14
2.26 Sickness Absence	14
2.27 Slips, Trips and Falls / Housekeeping	14
2.28 Smoking	14
2.29 Travelling	14
2.30 Vehicle and Driver Safety	15
2.31 Visitors and Contractors	15
2.32 Volunteers, Work Placement Students and Interns	15
2.33 Welfare, Heat, Light, Ventilation, Drinking Water and Toilets	15
2.34 Working at Height	16
3. RECORDS	16
4. HEALTH AND SAFETY MONITORING AND AUDITING	16
5. FURTHER INFORMATION	17
6. EQUALITY IMPACT ASSESSMENT	18

1. ORGANISATION FOR HEALTH AND SAFETY

1.1 Organisational and Reporting Chart for Health and Safety



1.2 Roles and Responsibilities

Head of Service

The Head of Service is responsible for implementing and monitoring an effective health and safety management system that complies with the University Health and Safety Policy and other relevant policies and procedures to ensure all significant hazards and risks are suitably assessed and controlled.

The Head of Service cannot delegate overall responsibility for health and safety, so retains general responsibility for the Services activities. Day-to-day duties, responsibilities and functions can be delegated as necessary and in line with managerial practice.

To meet these responsibilities the Head of Service has:

- Established the Services Policy Statement, Organisation and Arrangements for Health and Safety and Overview Risk Assessment.
- Nominated staff across the Service to support health and safety.
- Implemented procedures which ensure, so far as is reasonably practicable, that the Service complies with applicable safety legislation and other practices required by the University.
- Established annual reviews of the Policy Statement, Organisation and Arrangements for Health and Safety, the Overview Risk Assessment and structures and procedures relating to the Services health and safety.

- Ensured suitable and sufficient assessments of the risks to the health and safety of staff, students and others affected by the Services activities are carried out, with appropriate controls put in place to mitigate risk.
- Ensured the Service has an annual programme of health and safety inspections and assists with the Health and Safety Services (HSS) Annual Health and Safety Evaluation.
- Receives reports on inspections, audits, accidents etc. discussing these within the Library Management Team or other relevant body and taking action where necessary.

Departmental Health and Safety Coordinator and Safety Monitors

The Head of Service appoints a Health and Safety Coordinator and Health and Safety Monitors to undertake delegated health and safety tasks. The Coordinator and Monitors monitor health and safety for the areas under their control, taking action where necessary to safeguard the health and safety of the Services staff and others affected by its activities.

The Coordinator also liaises with HSS and monitors the HSS website to capture relevant changes in University Policy Standards etc. to reflect in the services own health and safety Policy Statement, Organisation and Arrangements.

The Departmental Health and Safety Coordinator role is to:

- Assist the Head of Service in all aspects of health and safety.
- Liaise with HSS and act as the point of contact for health and safety for the Service.
- Monitor the HSS website to ensure the Service remains informed of University Health and Safety Policy Standards and information.
- Ensure a Service Overview Risk Assessment is completed with additional risk assessments carried out as appropriate e.g. events, projects.
- Ensure Risk Assessments and controls are communicated with staff and others affected.
- Assess staff health and safety training needs, facilitating as required.
- Ensure appropriate staff health monitoring systems are in place and ensure support is offered where required.
- Communicate health and safety information to staff and others as required.
- Consult with staff and others on health and safety matters as required.
- Carry out Service H&S Inductions for new staff, with records kept.
- Facilitate recorded H&S Inspections of library areas with action taken if required.
- Ensure Accident and Incident Forms are completed, with investigations carried out as appropriate and records kept of these.
- Ensure staff complete the online Display Screen Equipment (DSE) User course and on-line DSE Self-Assessment Form, with the actions recorded and monitored.
- Ensure a suitable schedule of Portable Electrical Appliance testing implemented with a Register of Portable Electrical Appliances maintained as part of this.
- Ensure First Aid arrangements are in place and maintained with staff informed of these.
- Ensure appropriate records held for the Services drivers and vehicles.
- Undertake an annual review (with the assistance of the Head of Service) of the Services Policy Statement, Organisation and Arrangements for Health and Safety and Overview Risk Assessment.

The Departmental Health and Safety Monitors role is to:

- Continually monitor for health and safety problems, informing the H&S Coordinator of any problems which cannot be rectified locally.
- Identify equipment / machinery that requires specific training and ensure only staff and students with the necessary training use the items.
- Carry out twice-yearly H&S Inspections of their areas using the Health and Safety Inspection Form with completed Forms sent to the H&S Coordinator.
- Follow up on actions identified by the annual Health and Safety Inspection, confirming with the H&S Coordinator actions are complete.
- Ensure good housekeeping across their areas, with emergency exit routes, fire equipment and isolation points kept free from obstacles.

Business Support

The Business Support staff role is to:

- Keep central staff training records.
- Report any faults associated with the building structure to Property and Campus Services (PACS).
- Arrange Portable Appliance Testing of all portable electrical equipment with a Register maintained as part of this when requested by the H&S Coordinator.
- Record and monitor sickness absence statistics to be reported to and be analysed by the Management Team.
- Maintain records for Service owned vehicles e.g. MOT, tax, insurance and maintenance.
- Carry out annual checks of relevant drivers and maintain records as per the requirements of the Driver and Vehicle Safety Policy.

All Library and Archives Service Staff

All staff have a role is to:

- Take reasonable care of their own health and safety and others if affected by their actions / inactions.
- Comply with the University Health and Safety Policies, procedures etc. and the Services Policy Statement, Organisation and Arrangements for Health and Safety.
- Work in a manner, safe to themselves and others.
- Perform health and safety duties as delegated by the Head of Service.
- Report all accidents and incidents.
- Report faulty items of equipment / machinery and label them so others do not use them.
- Not misuse / interfere with anything provided in the interests of health and safety.
- Follow any instruction / training given to ensure their health and safety.
- Complete and / or assist with health and safety risk assessments as required.
- Correctly use work items, including the wearing of personal protective equipment in accordance with any training or instruction.

1.3 Communication of Health and Safety Information

There is a dedicated health and safety page on the library staff wiki. This contains a list of useful contacts and holds all relevant documentation. Health and safety information is also

communicated to staff via email. Health and safety is a standing item on the Management Team and Site Supervisors meeting agenda.

All new, permanent staff receive the University Health, Safety and Well-being Handbook and attend the University Induction. In addition, the Services general H&S Induction covers the staff procedures specific to the department.

1.4 Consultation on Health and Safety Matters

Staff are consulted on and informed of health and safety matters via e-mail, the library staff wiki, team meetings, one-to-one sessions or training. This can be at a departmental and / or University level.

Health and Safety is included as an agenda item at the Management Team meetings and monthly Site Supervisors meetings. Meeting minutes kept and communicated to staff via the wiki as required. In addition, health and safety concerns can be raised with the H&S Coordinator, trade union representatives (UCU, Unite, and Unison) or HSS.

1.5 Competence of Staff and Training

All new, permanent staff must attend the University's Induction arranged by Human Resources. The H&S Coordinator (or representative) gives staff a Library and Archives Service H&S General Induction within the first week of their employment or if the location of their employment within the Service changes.

Further training is arranged for staff with health and safety duties and / or if identified as a need during their Performance Development Review / Risk Assessment process. Examples of training include first aider, DSE assessor, manual handling, risk assessor and portable appliance tester.

The H&S Coordinator and H&S Monitors will be supported to undertake additional training (in-house and external) to support their specific health and safety roles e.g. IOSH Managing Safely.

The Business Support section maintains central health and safety training records for staff.

The H&S Coordinator will facilitate health and safety refresher training when required.

2. ARRANGEMENTS FOR HEALTH, SAFETY AND WELL-BEING

2.1 Department Risk Assessment

The Service has an Overview Risk Assessment that details the hazards associated with the department's activities and the arrangements, which reflect University Policies and Procedures, operated by the Service to control any risk. A copy is available on library staff wiki.

Additional risk assessments may also be required for a specific hazard, activity or a vulnerable person. For example, person(s) with disabilities, young persons, use of high stepladders and large one-off events.

The H&S Co-ordinator facilitates the risk assessment process and ensures that risk assessments are reviewed and updated if a change in activity / process necessitates. Staff may be asked to assist in this process for those activities they are involved in.

The H&S Coordinator communicates risk assessments (including amendments) to relevant persons and Departments, verbally, through email or library staff wiki.

Staff can attend Risk Assessment training if required.

2.2 Accident / Incident Reporting

Staff must complete an Accident / Incident Reporting Form for all accidents / incidents arising from the Services activities. The form is available on the library staff wiki or HSS website.

NOTE: Serious incidents must be reported immediately to HSS on **01248 383847** or out of hours University Security on **01248 382795 / 333**.

- Completed Accident / Incident Report forms should be given promptly to the H&S Coordinator (individuals may also keep copies for their own record).
- To prevent a reoccurrence, the H&S Coordinator will investigate all accidents and incidents with the person(s) involved and relevant line manager.
- The H&S Coordinator will send a copy of the Accident / Incident Reporting form, including action taken to HSS within 7 days of the event, with the original placed on record.

Note: For accidents occurring on hired / leased premises or during externally organised courses / conferences etc. staff should follow the host's reporting procedure, keeping a copy of the report and the University's reporting procedure.

2.3 Alcohol and Drugs

Staff should not come to work or be at work after taking alcohol or drugs if they feel it could affect their or others health and safety. Staff who feel they have a possible alcohol or drugs related problem should talk to (whoever they feel most comfortable with) their line manager, Human Resources (HR) or HSS.

2.4 Buildings and Asbestos

Staff should not disturb any structural materials or interfere with building services. If disturbance is required this must be arranged through PACS and following a suitable risk assessment.

Any faults or problems associated with the building structure and services should be reported to the Business Support and / or the Site Supervisor who will notify the PACS Helpdesk.

2.5 Chemicals and Hazardous Substances

Chemicals used within the Service are general office products, used and disposed of in accordance with the manufacturer's instructions or product label.

2.6 Children and Young Persons / Vulnerable Adults on Department Premises

Although discouraged, it is accepted staff, students and visitors may sometimes need to bring their children into the library buildings. Those bringing children onto departmental premises are required to supervise their children at all times to avoid disruption and must comply with local Site Library rules to manage any hazards associated with the Services activities / location.

The H&S Coordinator will ensure a risk assessment and appropriate arrangements are in place for all library events in which children will participate. Staff working with children / vulnerable adults on University related business should refer to the HR website for information on Disclosure and Barring Checks (DBS) checks.

The Head of Service must approve all requests for work experience with approved placements registered with HR. Where children are invited to undertake work experience, the H&S Coordinator will prepare a specific risk assessment and ensure appropriate arrangements are in place to support the placement e.g. supervision.

2.7 Display Screen Equipment (DSE) / Personal Computers

All staff are required to read the online DSE information found on the HSS website and then complete the on-line DSE Self-Assessment form. Once completed, the DSE Self-Assessment form automatically emails the department's DSE Assessor (H&S Coordinator) who reviews the Self-Assessments, identifying and prioritising any actions, tracking them until completion. The H&S Coordinator will review DSE Self-Assessments regularly, or as change necessitates e.g. increased use of DSE, an office move. Records of all DSE Self-Assessment forms kept by the H&S Coordinator.

Staff are provided with information about the University's Policy regarding the provision of eyesight tests and the purchase of corrective appliances at their University Induction, with information also available on the intranet and library staff wiki. Line managers must approve Eye Test forms.

2.8 Disabled Persons

Individuals with any disability (temporary / permanent) that could affect their health and safety at work are encouraged to inform the H&S Co-ordinator as soon as possible. The Service can then carry out a risk assessment to ensure their work is not putting their health at risk and establish appropriate emergency evacuation procedures. In addition, staff can raise concerns with (whoever they feel most comfortable with) their line manager, HR or HSS.

2.9 Disposal of Waste

Waste bins that are coloured coded and labelled to identify the type of waste are provided in all libraries, with waste collections arranged through PACS. To prevent injuries, individuals disposing of sharp waste (e.g. glass) must ensure the item is suitably wrapped (placed in a box) before being placed in a bin.

Anyone finding sharps such as needles should not handle them but should contact Security on 2795 / 333 to arrange collection and disposal.

2.10 Electrical Safety

Electrical problems can cause fires, burn and even kill. The following controls implemented to manage risks associated with its use:

- Business Support arrange for an approved contractor to carry out inspections and tests (PAT Testing) of portable electrical equipment at an appropriate frequency, with a Register of items produced as part of this.
- Staff must visually check electrical equipment before first use and then at regular intervals.
- Faulty equipment should be notified to the Site Supervisor / line manager who will assess the equipment and if necessary and safe, remove the item from service. The Site Supervisor / line manager will then contact the supplier direct or inform Business Support to arrange a repair or replacement.
- Staff must not interfere with any fuse box, circuit breaker, socket, electrical equipment etc. unless there is imminent danger, in which case staff (if safe to do so) may isolate / switch off the electrical supply / appliance.
- Staff must not bring personal electrical equipment to work unless inspected and PAT tested first.
- Adaptors should have power surge protectors and be used appropriately e.g. coiled extensions fully unwound, adaptors not overloaded. Only use two pin plugs with a CE marked adaptor.
- Staff must remember to turn off items such as laminators and heaters before leaving the office.

2.11 Emergency Evacuation Procedures

In the event of a fire, fire alarm or gas leak on library premises, staff, students and visitors must:

In a **FIRE**:

- **Sound the Fire Alarm and make people aware of the situation.**
- Dial **333** (internal phone for Security Bangor site) or **999** to call the Emergency Services.
- Evacuate by the nearest safe exit (**never use the lift**) and proceed to the assembly point.

On hearing the **FIRE ALARM**:

- Switch off potentially dangerous electrical and gas appliances.
- If safe to do so, close all doors on leaving.
- Leave the building by the nearest available safe exit (**never use the lift**).
- Report to the assembly point.
- **Do not take risks.** Do not return to the building until authorised to do so.

In the case of a suspected **GAS LEAK**:

- Turn off all gas appliances. Extinguish all naked flames, heat sources and cigarettes.
- **DO NOT** turn electric switches ON or OFF.
- If safe to do so, open external windows / doors and close all doors leading onto a staircase.

- If the gas smell is very strong or is in the whole building, the entire building **must** be evacuated.
- Notify Security **333** (internal phone for Bangor) or **01248 382795**. If any difficulties call **TRANSCO on 0800 111 999**.

2.12 Environment

Staff are encouraged to make every effort to protect the environment whilst at work e.g. use recycling bins, switch off electrical appliances when not in use.

2.13 Events

All events such as open days, exhibitions and library tours are risk assessed with appropriate controls put in place in good time before and during the event.

2.14 Expectant and New Mothers

Women who are expecting are encouraged to inform their line manager as soon as possible so the Service can carry out a risk assessment to ensure their work is not putting their or their child's health at risk. In addition, they are encouraged to raise concerns with (whoever they feel most comfortable with) their line manager, the H&S Coordinator, HR or HSS.

2.15 Fire Safety

Staff receive information at their local induction (given by the H&S Coordinator) of the location of fire doors, fire exits, fire extinguishers, fire alarm call points and safe refuge points.

Staff identified from risk assessments or with identified roles such as Fire Marshalls will be offered appropriate training (where possible provided by HSS).

Site Supervisors carry out regular inspections to ensure emergency exit routes are free from obstacles and that fire equipment and isolation points remain accessible.

Fire Alarm Safety Tests

Main Library, Archives and Special Collections and the Music Library

The predominant building occupier (College of Arts and Humanities) ensures weekly alarm tests undertaken. Fire drills are carried out at least twice per academic year. Records of tests / fire drills are recorded in Building Fire Log.

Deiniol Library

The predominant building occupier (IT Services) ensures weekly alarm tests are undertaken. Fire drills are carried out at least twice per academic year. Records of tests / fire drills recorded in Building Fire Log.

Normal Library

The Normal Library Site Supervisor ensures weekly alarm tests undertaken. Fire drills are carried out at least twice per academic year. Records of tests / fire drills recorded in Building Fire Log.

Healthcare Sciences Library, Wrexham

The predominant building occupier (School of Healthcare Sciences) ensures weekly alarm tests undertaken. Fire drills are carried out at least twice per academic year. Records of tests / fire drills recorded in Building Fire Log.

Research Repository

There is no fire alarm in the Research Repository.

Note: Call PACS on ext. 2775 / 2783 for the University Fire Safety Officer.

2.16 First Aid

The Service provides trained first aiders in all libraries with contact details displayed at each Customer Service desk and available on library staff wiki. In addition, all Security Staff are first aiders (ext. 333 / 2795).

Site Supervisors will check first aid boxes regularly to ensure the contents is suitable and in date.

2.17 Food Hygiene

Catering on University premises is sourced from Commercial Services. Staff kitchens are available in all libraries, where staff can cook and store pre-prepared foods. Staff must clean up after themselves.

2.18 Health and Well-being (Including Stress & Counselling)

Support is available to all staff who feel their work may be affecting their health. If a member of staff feels this, they are encouraged to, in the first instance, inform their line manager to resolve the issue. If they feel unable to discuss the matter with their line manager, they can talk in confidence with HR or HSS.

In addition, staff experiencing difficulties, can access the University's free, independent and confidential counselling service. Details are available on the HSS and HR website.

2.19 Lone Working / Out of Hours Working (see Personal Safety 2.24)

At a University level, staff are discouraged from working long hours or to work out of normal office hours, considered to be 08.00 - 18.00 Monday to Friday. However, library operational hours differ to standard University hours and these hours are currently a maximum of 24 hours, seven days per week. Procedures have been written on lone working and out of hours working.

2.20 Machinery and Equipment

The following items, held in the Archives Conservation Room (room 121, R142) and are identified as higher risk. Before first use of these items, staff must receive training from a senior Archive staff member.

- Guillotine
- Press
- Laminating press
- Cleaning table

- Folding machine
- Corner cutter

Site Supervisors / line managers will identify any equipment / machinery that require specific training and ensure only staff / students with the necessary training use the items.

Staff must immediately report any faulty / damaged items of work machinery and equipment to their Site Supervisor / line manager who will remove the items from service and arrange necessary repairs.

2.21 Manual Handling

The nature of Library and Archives means manual handling is a routine part of work for most, if not all staff e.g. moving book trolleys, shelf work. All staff receive basic manual handling instruction during their local H&S Induction. The majority have also attended Manual Handling Training provided by HSS.

Staff should use trolleys provided, and stack and arrange loads so they are stable making sure loads do not exceed their own physical ability. If staff find a defective trolley, they must label it 'defective' remove it from use and inform their Site Supervisor / line manager.

2.22 Overseas Travel

All overseas work travel must be authorised by the Head of Service and undertaken in accordance with the University's Overseas Travel Policy. This includes, prior to travel, completing the on-line Travel Insurance form and associated risk assessment checklist (available on the Finance Website).

2.23 Personal Protective Equipment (PPE)

Due to the potential contact with dust and dirt from books, the library provides overalls, gloves and dust masks when required. Staff should wear these, obtaining replacements from their Supervisor as required.

2.24 Personal Safety (Including Violence)

The nature of library work means staff deal with staff, students and the members of the public on a daily basis. In some instances, staff may have to deal with customers who become verbally abusive. In rare cases, customers could threaten staff physically.

Staff are trained to deal with 'difficult customers' and to report incidents of abuse. All reports are investigated by the H&S Co-ordinator and/ or HSS. If the incident necessitates, Security are called and possibly even the Police.







As handling money has a higher risk, staff are trained in Cash Handling and Reconciliation Procedure for dealing with payment transactions. Security assist with taking cash to the bank.

Other arrangements are also put in place, e.g. CCTV, SALTO systems to restrict access to staff and students at certain times, dedicated Library Security Officers (out of normal working hours).

Procedures have been written on lone working and out of hours working.

2.25 Safety Signs and Symbols

The following emergency signs found at the University. Staff must comply with these:

	Fire signs (RED & BLUE) e.g. fire procedure signs		Fire signs (RED & BLUE) e.g. fire procedure signs
	Prohibition signs (RED) e.g. no smoking		Mandatory signs (BLUE) e.g. must wear personal protective equipment
	Warning signs (YELLOW) e.g. wet floor		Safe area signs (GREEN) e.g. location of fire exits

2.26 Sickness Absence

Staff who are absent from work due to sickness must notify their line manager (or nominated deputy) no later than 30 minutes after the start of their normal working day and follow the HR Attendance Management Policy.

On their return to work, line managers must carry out a Return to Work Interview and complete the Return to Work form, liaising, where required with the H&S Coordinator and HSS to assist a return to work.

Business Support circulates sickness absence information to the Management Team.

2.27 Slips, Trips and Falls / Housekeeping

Slips and trips are one of the most common causes of injuries at work. To help prevent these staff must maintain good housekeeping and keep walkways / office floor areas clear of trip and fall hazards.

Signage is provided to remind students not to leave trailing cables when using laptops within the libraries.

2.28 Smoking

Smoking is not permitted within any building, within 5 metres of any University building or within any vehicle owned, hired or leased by the University.

2.29 Travelling

Staff are encouraged to use public transport where possible and consider overnight accommodation if travelling long distances or travel involving a late night or very early start.

2.30 Vehicle and Driver Safety

The Service currently has one vehicle which is used to collect and deliver between University sites and other library premises. Designated staff (contracted to drive as part of their Terms and Conditions of Employment) drive these vehicles and participate in health surveillance as required.

Staff who drive the Services vehicle and / or who hire a vehicle for University related business must present their driving licence each year to Business Support. Business Support checks the details, authorises the person to drive using the Driver Authorisation Form and issues a copy of the completed form and the Driver and Passenger Safety Handbook.

Staff must never drive under the influence of alcohol or drugs and must report points, DVLA reportable medical conditions (or other condition that could cause sudden ill health or affect vision, consciousness or concentration) affecting their ability to drive to their line immediately.

If using their own vehicles, staff must ensure the vehicle is roadworthy, fit for purpose, MOT, taxed and insured for business use. **Note:** payments for 'mileage allowance' are made on the proviso that suitable business use insurance is held.

In addition, staff should carry out their own user checks before taking vehicles on the road. The Library and Archives Service van drivers carry out and maintain records of Weekly Vehicle Inspections of the library van. Business Support keep other library van records e.g. MOTs, tax, insurance and maintenance.

Minibuses: Staff do not drive minibuses as a routine matter of work. Staff wishing to drive a minibus must ensure that they have the appropriate category on their licence and undertake MIDAS training. All minibuses driven on University business must display a valid 'Small Bus Permit'.

2.31 Visitors and Contractors

On arrival, all invited visitors and contractors must report to the Customer Service desk. PACS will be contacted on ext. 2783 / 2775 if there is a concern regarding the competence or behaviour of a building contractor.

2.32 Volunteers, Work Placement Students and Interns

All volunteers, work placement students and interns will be required to attend a basic induction with the H&S Coordinator. They will also be required to read the online Manual Handling Booklet and read the DSE guide and complete the self-assessment form.

All paperwork relating to induction and training of volunteers, work placement students and interns will be kept by Business Support.

2.33 Welfare, Heat, Light, Ventilation, Drinking Water and Toilets

The Service is committed to providing a safe and healthy place in which to work. Staff should report concerns relating to heating, lighting, ventilation, drinking water, toilets etc. to their line

manager / Business Support who will inform the PACs Helpdesk. Out of office hours, staff will inform the Security Team who will contact on call staff to assist.

2.34 Working at Height

All library staff may be required to undertake tasks that involve work at height, for example, the use of kick-stools and small platform stepladders to re-stock shelves. All such equipment is purchased from specialist library suppliers so is designed to allow ease of use and access.

Kick-stools and stepladders are visually inspected (as a minimum annually) with a label affixed to indicate this has been undertaken. Staff are also required to check the equipment before use, and if any defects found to stop using it, remove it from use and report it to their line manager.

General instruction regarding the safe use of footstools and stepladders given during the H&S Induction.

3. RECORDS

The following records are held:

Form	Responsible	Format	Frequency
Accident and Incident Forms	H&S Coordinator	Paper	Ongoing
DSE Self-Assessment Forms	H&S Coordinator	Online	Ongoing
H&S Inspection Checklists	H&S Coordinator	Wiki	Ongoing
HSS Evaluation Reports and Audits	H&S Coordinator	Wiki	As required
Risk Assessments	H&S Coordinator	Wiki	As required
Driver Authorisation Form	Business Support	Paper	Ongoing
Library Vehicle Maintenance Information	Business Support	Paper	Ongoing
Portable Electrical Appliance Register	Business Support	Electronically	Every 2 Years
H&S Training Records	Business Support	Electronically	Ongoing
Sickness Reporting / Monitoring	Business Support	Paper and Electronically	Ongoing
Vehicle Inspection Checklists	Library Attendant	Paper	Weekly

4. HEALTH AND SAFETY MONITORING AND AUDITING

All staff have an obligation and responsibility to follow the procedures contained within this document and generally monitor their areas of work, taking action and / or reporting concerns which cannot be handled locally to the H&S Coordinator.

Health and safety is a standing agenda item at the Management Team meetings and Site Supervisors meetings. The H&S Coordinator will communicate information arising from these to staff as appropriate.

The H&S Co-ordinator and HSS formally inspect Bangor based libraries each year, with a report provided by HSS following this. **Note:** Alternative arrangements are in place to inspect the Healthcare Sciences Library based in Wrexham. In addition, H&S Monitors inspect their areas every six months using the H&S Inspection form, with completed forms forwarded to the H&S Coordinator. H&S Monitors must ensure the H&S Coordinator is aware of actions they cannot deal with locally so the H&S Coordinator can raise the issue with others as appropriate. The findings of these inspections is recorded on the library staff wiki and actions monitored until completion.

In addition, HSS undertake periodic management system audits to review the effectiveness of the H&S Policy and procedures. HSS will discuss the results of these audits with the H&S Coordinator and other Library Managers as required. HSS may also ask the Service to contribute to specific tailored topic or system reviews.

The H&S Coordinator communicates amendments to Library working practices and documents arising from such audits, inspections etc. to staff as necessary.

5. **FURTHER INFORMATION**

- Health and Safety Services webpage:
<http://www.bangor.ac.uk/hss/>
- Human Resource webpage:
<http://www.bangor.ac.uk/humanresources/>
- PACS webpage (environmental issues):
<http://www.bangor.ac.uk/eo/index.php.en>
- Finance Office webpage (overseas travel and other insurances):
<http://www.bangor.ac.uk/finance/index.php.en>

6. **EQUALITY IMPACT ASSESSMENT**

The University is committed to embedding its Equality Action Plan into its policies, procedures and practices. This policy has been equality impact assessed in accordance with the Equality Action Plan.