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| **“Tud Buds” – North Tuddenham Community Library**  **RISK ASSESSMENT for Volunteers Checking the Safety and Integrity of the Phone Box Library, Mill Road, North Tuddenham** | | | | |
| **Hazard** | **Risk** | **Risk – Low, Medium, High** | **Existing control measures** | **Additional Action Required (by whom and completion date)** |
| **Inadequate inspection** | Potential injury to users | H | Clear guidance given to validated volunteers undertaking checks, and check sheets supplied to assist | Volunteer to report back to Clerk if there appears an emerging need for further training/support or an inability to perform the **monthly** check  Volunteers never to put their own safety at risk |
| **DAMAGE/RISK TO SAFETY**  **Broken Glass Panes**  **Danger of shutting fingers in door**  **Danger of falling books etc or injury when attempting to climb shelving, or shelving toppling**  **Danger of collision by passing vehicles**  **Theft and Vandalism**  **Damage to AED (Housed Externally)** | Danger/risk to health and safety of users and volunteers  All users  All Users  Members of Public/Users/Volunteers  All users  All Users  All users – risk of injury or death | H  L  L  M  L/M  H | Glass is toughened to prevent shattering - to BT specification  Ensure that volunteer wears footwear suitable for inspection purposes ie no open toe shoes, and if necessary, PPE gloves etc  Inspection to be suspended if there is danger/risk to Volunteer  Undertake regular inspections to ensure that hinges are functioning effectively and maintain a ‘slow close’ effect to ensure the risk is minimised.  Upper shelves only to be loaded with lightweight material, ie dvds. Heavy weights to be stored on lower shelves. Surplus books stored elsewhere to keep weight on shelves under control.  The box stands on a grass verge and is clearly evident with no visibility issues for passing traffic; the box is lit electrically at night to increase visibility.  Donations are left at own risk; built-up neighbourhood should prevent likelihood of theft/vandalism.  If structural damage evident, phone box to be closed for use until repairs can be made  ANY DAMAGE TO AED, AED HOUSING/FIXINGS/SUPPORT TO BE REPORTED TO CLERK asap IF IN BETWEEN DESGNATED INSPECTION PROGRAMME FOR DEFIBRILLATOR | Library to be closed if glass is broken and damage reported to Clerk to arrange repair and/or boarding up  Regular review of stock levels to prevent overloading/ excess stocking  Volunteer to notify Clerk asap if there is any damage to the box or indication of vandalism  Shelving to be fixed where possible given the physical environment of the BT Box: maintenance checks to include assessing: **Are the fixing bolts strong enough so that someone can climb on, or hang from them without risk?** Shelving to be no higher than 1.3m from the ground in order to facilitate disabled access. Ensure notice is displayed with number to call for assistance for those wishing to access the facilities but unable to do so.  Ensure monthly check includes inspection for external damage and functionality of the lighting  Inspections revealing any issues to be reported to the Clerk asap |

**Volunteers’ Guidelines**

* **Tud Buds acting as an umbrella group of community volunteers under the auspice of the North Tuddenham Parish Council; one of the functions is performing monthly checks on the former BT call box, now acting as a community library and supporting the housing for the AED in North Tuddenham (Please see separate Risk Assessment for AED maintenance)**
* **The aim of the inspections is to ensure safety is maintained for all users and that checks are recorded via completion of a specific check sheet.**
* **Check sheets to be completed and retained by North Tuddenham Parish Council each month**
* **Volunteers of the group are thanked in advance for their efforts**
* **If a volunteer requires PPE supplies, please let the Clerk know and these can be supplied; in the absence of such a request it will be assumed that the volunteer will supply their own for use**
* **Volunteers using their own vehicle whilst undertaking tasks for “Tud Buds” should advise their Car Insurance provider that they are undertaking voluntary work to ensure you are fully covered at all times; there is generally**

**no increase in premium for such notifications. It remains the responsibility of the volunteer to undertake this provision**

* **It is the responsibility of the volunteer to read this Risk Assessment specific to this task and only carry out the task if they are 100% comfortable with the situation based on this Risk Assessment. If, for any reason, the Risk Assessment does not cover the potential risk involved, please report back to the Clerk so the Risk Assessment can be updated/adapted**
* **It is vitally important that volunteers should NEVER put their selves at risk of danger; always wash hands with soap for 20 seconds before and after checking the library and wear PPE if appropriate, following all current Government advice**
* **Please read this Risk Assessment in conjunction with North Tuddenham Parish Council’s Lone Worker Policy and the Volunteer Policy.**

**I have read, understood and agree to adhere to the above**

**Signature …………………………………………………….**

**Name (print) …………………………………………………….**

**Date signed …………………………………………………….**

**Thank you so much for your help and for the support of your community.**