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Policy Distribution

Who for	Provided via
New Colleagues	Direct to copy on University Library and Collections MS TEAM in the Health and Safety Channel in the Policy folder.
Students, visitors & existing staff	Available via a link to the University Library website
A paper copy is retained by the Library Administration Team	

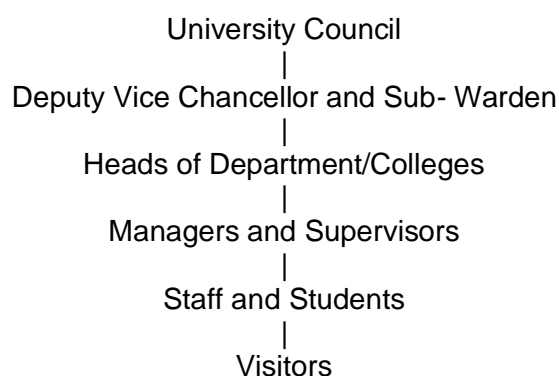
Policy Statement

As Head of the Library and Collections Department

Organisation and Responsibilities

Introduction

The Library and Collections Department occupies buildings and facilities based at the Bill Bryson, Business School, Leazes Road, Palace Green, Ushaw, and the International Study Centre Libraries, and at 5 The College, the World Heritage Site Visitor Centre, the Oriental Museum, Observatory Cottage, Old Fulling Mill and Elvet Hill House.



It is the responsibility of all members of staff of the Department to ensure that they are fully familiar with the safety policies and particularly statements which affect their own working areas.

Departmental Responsibility for Health and Safety

See Appendix A for a H & S Organogram for the Library and Collections Department

Health and safety is the responsibility of everyone. The Library and Collections Department

Management Arrangements

PLAN

A Leadership

The University Health and Safety policy can be found on the Health and Safety Service website.

<https://www.dur.ac.uk/resources/healthandsafety/OccupationalHealthandSafetyPolicyStatementandArrangements2019-20.pdf>

Management commitment and engagement within the Department are explained within the policy statement and the organisation and responsibilities section of this policy.

The Library and Collections Department has a Hazard and Risk Register and a Risk Profile document which informs the risk assessment process and risk based priorities. The departmental risk profile identifies areas of risk for each site within the Library and Collections Department which in turn informs the content of the Library and Collections Health and Safety information held on the S drive and on Smartie.

B Planning for Emergencies

There is a University Management Standard on Emergency Planning and Management. Information on emergency planning can be found at

<https://www.dur.ac.uk/healthandsafety/local/homepage/emergencyplanning/>

The Library and Collections Department has three plans to manage critical incidents and procedures for immediate response / recovery.

The **Critical Incident Plans** (CIPs) are maintained and updated

A contractor is anyone who is outside of the employment of Durham University who conducts a work activity at the request of the University.

Most external contractors are appointed by Estates and Facilities who have detailed procedures to ensure contractor activities are appropriately planned, executed and supervised.

<https://www.dur.ac.uk/healthandsafety/local/office/guidance/c/controlofcontractors/>

Electricity (including PAT testing)

It is a mandatory requirement to remove from the service any clearly unsafe equipment, e.g.

The Library and Collections Department uses the tools published by the Health and Safety Service and all risk assessments are authorised by senior managers within the teams to which they apply. Where teams within the department identify the need for more detailed controls for their own staff specific to a particular hazard, arrangements are outlined within the Library and Collections manual.

The Department has risk assessment procedures for sites and activities and these are kept in the University Library and Collections MS TEAM in the Health and safety channel. Changes to risk assessments are communicated to relevant staff by the individual who updated them following reviews or updates, using email to direct colleagues to the Risk assessment folder in the Health and Safety channel in the UL&C MS TEAM.

Display Screen Equipment (DSE) Assessment

If you use display screen equipment in your work, a display screen equipment self-

There is a University Management Standard on Training and Competence.
<https://www.dur.ac.uk/healthandsafety/local/office/homepage/trainingcompetancy/V2.1pdf>

Training needs for Health &



Appendix A

Responsibilities are defined by the <https://www.dur.ac.uk/resources/healthandsafety/local/HealthSafetyPolicy2018-19.pdf>

H&S Organogram for Library & Collections

Appendix B

Fire Wardens:

We do not have named fire wardens at Palace Green Library, 5 The College, and Bill Bryson Library. Instead staff follow instructions on fire cards during a building evacuation.

Fire wardens at the School of Education and the Business School are responsible for evacuating Leazes Road Library and the DUBS Library respectively.

Named fire wardens are

Oriental Museum: Craig Barclay, Mel Smith.

Ushaw Library: Jonathan Bush, Sarah Cleeve.

ISC Library: Provided by Study Group and onsite security. List available on Smartie

<https://smartie.dur.ac.uk/display/HID/Fire+Wardens+-+Queen%27s+Campus>

