Umbrella Sussex

Supporting the Sharing Economy in Hastings and Rother

Opening Statement

Umbrella Sussex is a collective of non constituted wealth sharing projects who work together to support and maintain sharing economy projects for the benefit of the communities of Hastings and Rother.

Sharing Economies focus on building community wealth and working cooperatively to overcome problems caused by poverty, or lack of access to things. In the sharing economy emphasis is on fair access to things rather than owning things. Sharing economy projects try to avoid transactional relationships, and obligations are social rather than financial.

At present, Umbrella Sussex is formed of its 2 founding projects, Make and Mend Bexhill and Beyond, and Hastings Library of Things.

Health and Safety for Volunteers, Members and Visitors

Umbrella Sussex is a community interest company, with an asset lock, which operates on cooperative principles to support community sharing projects.

We recognise that even as an informal and member led group we have responsibilities towards members, visitors and volunteers and that they will develop over time. This document lays out the main areas we have considered, what we will do and what expect of library members, volunteers, visitors, stakeholders and partners.

Umbrella Sussex aims to appoint a volunteer with specific responsibility for Health and Safety, including arranging briefings and training and for keeping the policy up to date.

Volunteers, members and visitors should be proactive in raising any concerns they have by emailing info@umbrellasussex.org.uk

The Health and Safety policy will be reviewed at least every 2 years

1st review: June 2024

Reporting

Any accident or injury, however small must be reported to a Director, lead volunteer or employee of Umbrella Sussex

First Aid and Accident Reporting

We maintain a first aid box and accident book in the library store.

We work our landlords to identify first aid and fire marshals

Covid 19

The Covid section of the policy is intended to lay out obligations and expectations for volunteers, members and visitors in light of the Covid19 risk.

This policy will be applied in times of high risk and suspended at other times.

Ventilation is an important aspect of a covid safe environment, so windows and doors should be left where ever possible.

We will

- Comply with all directions from the building manager in relation to Covid19 and any other health and safety directions.
- Comply with current legal directives in respect of Covid19
- Follow and regularly review the Covid19 risk assessment
- Regularly review if the control measures in place are effective
- Regularly review with volunteers, members and visitors their understanding and commitment to the control measures

Volunteers, members and visitors must

- Wash hands before entering the building and before eating
- Wash hands before leaving the office building and on arrival at home
- Be mindful of touch surfaces such as printers and door handles and use wipes/ wash hands before and after use
- Visitors should check in using the NHS app or by competing the Covid register
- Face masks should be worn in communal parts of the building unless exempt

Lone Working

At times people may be on their own in the building or when out doing collections. Everyone has a responsibility to keep themselves safe and be aware of risks relating to

"lone working".

Collections and Deliveries

SEE VOLUNTEER RIDERS HANDBOOK

Lone working in the library

We do not encourage it, but volunteers may find themselves in the building, or the only person on their floor. The building which is mixed use, and their may be other building users or visitors. There is no formal register of occupants.

Volunteers are required to check if they are the only person on their floor and let another building user know they are present. Volunteers are advised to keep a phone or other device with them and keep personal belongings close to hand so they they can leave quickly if necessary.

Volunteers are requested not to use the lift if they are the sole person in the building unless they are unable to use the stairs. There is an emergency alert for the lift.

Lifting and Carrying

Some of the libraries "things" are heavy and could cause injury if mishandled.

The library will arrange training for volunteers who do regular lifting and carrying. Training may be verbal, formal or informal.

Volunteers are required to follow safe lifting and carrying practices, to say if they have personal limits on what they can carry as these may not always be obvious to others.

Working with tools and electrical items

The library has tools and devices for fixing, testing and checking lendable items. Only competent persons may use the tools and devices.

The library may offer formal or informal training to volunteers and librarians are encouraged to ask for training or demonstrations.

Competent Person- Someone who has the necessary skills, experience and knowledge

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Risk Assessment

Risk Matrix

			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very Likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

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Risk Assessment

Hazard	Risk	Control measures	Residual Risk	Persons at risk
Covid Risks				
Traveling to Library	3x3=9	Minimize the frequency and amount of time using public transport. Wear a mask unless exempt. Avoid touch surfaces.	1x2=2	Volunteers, members and visitors
Catching covid from other volunteers, members or visitors	2x3=6	If a members, volunteer or visitor develops a high temperature or a new, persistent cough they should: Return home immediately, avoid touching anything. Self isolate for a period of 10 days Advise the building manager immediately	2x2=4	Volunteers, members and visitors
Coming in and out of the library	2x3=6	Visitors and members must make an appointment to come to the library. Volunteers, members and visitors must “check in” using the NHS track and trace app or by filling in the registration form. Volunteers, members and visitors must wash their hands regularly (20 seconds) or use hand sanitiser when entering/ leaving the building	2x2=4	Volunteers, members and visitors
Using the library and checking things in and out	2x3=6	Social distancing (2m or 1 m) to be maintained or masks worn where that is not possible Regularly clean common contact surfaces particularly during peak flow times Encourage use of stairs over lifts Posters displayed to remind people to follow covid secure measures Sanitiser and hand-washing made available Spare masks made available People encouraged to use own or disposable	2x2=4	Volunteers, members and visitors

		cups Keep windows and doors open to improve air flow Ensure suitable and sufficient rubbish bins for hand towels with regular removal and disposal.		
Checking and maintaining the things	2x3 =6	Volunteers should keep good hand hygiene when checking in and cleaning things, using hand washing or sanitiser gel and or gloves as appropriate Gloves and gels, towels and bins to be supplied and volunteers to advise if stocks are getting low	1x2 =2	Volunteers
Borrowing things	3x3 =9	Residual virus on touch surfaces Current guidance on safety of touch surfaces to be maintained. Users to be advised if things cannot be fully sanitised before use. Things that can't be sanitised will be quarantined for 24 hours	1x2 =2	Members
Managing and attending				
Use of display Screen Equipment (DSE) to manage borrowing	3x3 =9	Use of DSE has been linked to musculoskeletal problems and eye strain. Volunteers should take regular breaks away from the screen with regular stretching Volunteers should set up their space to avoid on screen glare or needing to sit for long periods Self DSE assessments should be undertaken- advice to be given Volunteers should say if they are having problems so changes can be made	3x1 =3	Volunteers
Checking and maintaining the things: Risk of fire, electric shock, injury from use of tools and equipment	2x3 =6	Electrical items will be given a visual check before being lent and regular PAT testing undertaken by trained “competent persons”. Nothing to be left plugged in/ switched on overnight	1x2 =2	Volunteers

Lifting and carrying: risk of injury or accident	3x4 =12	The library will offer training for volunteers who do regular lifting and carrying. Training may be verbal, formal or informal. Safe lifting posters will be displayed in the library store room. A variety of trolleys and other equipment will be made available to volunteers to lessen impact, and weights of items will be given so a sensible assessment can be made. Volunteers are required to follow safe lifting and carrying practices, to say if they have personal limits on what they can carry as these may not always be obvious to others.	2x2 =4	Volunteers
Slips, trips and falls	3x4 =12	Walkways to be kept clear Wires to be tidied away or clearly marked	3x2 =6	Volunteers, members and visitors
Fire	2x5 =10	We will work with the building manager to follow fire safety measures which will include fire and smoke alarms, fire exits, signage and evacuation procedures for people with mobility needs.	2x2 =4	Volunteers, members and visitors
Lone working in the building	4x3 =12	It is more possible that volunteers could be working alone or be the only person on their floor or in the building. Volunteers should maintain the ability to call for help- to be able to call or text Volunteers working alone must ensure that others know they are in the building and provide a contact number or arrange a “check in” system with another library member or a relative or friend Do not use the lift if you are the sole building occupant unless you must	4x1 =4	Volunteers
Risk of accident or attack	2x5 =10	The building is open access. Users must be vigilant of potential risks, for example if a visitor appears to be acting erratically for any reason. Users should put their own safety first, and leave and or call 999 if they feel there is a risk without engaging the other person.	2x2 =4	Volunteers, members and visitors
Stress	1x4	Volunteers should never feel under pressure to	1x2	Volunteers

	=4	take on too much or expected to cope with abuse from other volunteers, members or visitors. We will foster a safe environment where people understand they can speak out if people are abusive or discriminatory. Volunteers will have another volunteer member they can speak to if they have problems. Awareness of self help aids, such as technology apps that can assist with stress to be maintained Mental health first-aider support to be secured if possible	=2	
Working at height: falls or other injury	1x4 =8	If it is necessary to work at height, for example to put up decorations, proper ladders or steps must be used. Do not climb on furniture or overstretch	1x3 =6	volunteers
Burns and scalds and chemical burns or injury	1x3 =3	From hot water, kettles, tea urns Hot water taps will be marked as such Kettles etc to only be used in the designated kitchen area and by adult users First aid measures to be organised by the building manager Cleaning materials to be locked away and only used as intended	1x1 =1	Volunteers, members and visitors
Collections/ Deliveries				
Lone Working	3x4 =12	Ensure another person knows where you are going and that you can “check in” with them when you have finished	2x2 =4	Volunteers
Lifting and Carrying	2x4 =8	The library will arrange training for volunteers who do regular lifting and carrying. Training may be verbal, formal or informal. Safe lifting posters will be displayed in the library store room. A variety of trolleys and other equipment will be made available to volunteers to lessen impact, and weights of items will be given so a sensible assessment can be made.	2x3 =6	Volunteers

		Volunteers are required to follow safe lifting and carrying practices, to say if they have personal limits on what they can carry as these may not always be obvious to others.		