

# FRIENDS OF JESMOND LIBRARY



## **Summary of relevant library policies for hirers of any part of the library building**

### **POLICY FOR LIBRARY USERS**

The policy for library users is displayed in the library and can be drawn to users' attention as needed. The policy states that Jesmond Library welcomes all members of the community. The library is intended to be a place where everyone can come and feel safe.

The library is a community service independent of the City Council; it is run wholly by volunteers who give their time to keep it functioning. All our volunteers have been trained in the procedures and policies adopted by the library and are expected to act towards you with courtesy and respect. They all wear Volunteer badges so that they can be readily identified. We likewise expect you to treat our volunteers and other users of the library with courtesy and respect. Refusal to comply with these rules may lead to expulsion from the library and a revocation of membership.

Accordingly we need to set out some rules for library users:

- No animals except guide dogs are permitted in the library;
- No bicycles, skate boards, scooters or roller skates are permitted in the library;
- No smoking is permitted in the library or the area immediately outside the doors;
- No drugs or alcohol may be brought into the library;
- No shouting is permitted in the library;
- Please keep drinks and food in the refreshment area so that the library furnishings are not spoiled;
- All children under the age of 10 must always be accompanied by an adult;
- Please always consider other users of the library (for example by keeping mobiles on silent and taking calls in the lobby).

### **HEALTH AND SAFETY**

In order to ensure a safe environment for both volunteers and library users there is a need for awareness of possible hazards that may be encountered, particularly bearing in mind that children, older people and the disabled may be using the library. Accordingly:

#### **MANUAL HANDLING AND HAZARDS**

Do not lift more than you can manage.

Do not attempt to move the shelves without consultation with one of the library volunteers.

Ensure that there are no trip hazards in the library.

### **PERSONAL PROPERTY**

Ensure your personal property is safely stored while you are in the library

### **ELECTRICAL EQUIPMENT**

All library electrical equipment is tested as required. If you do notice any potential hazard, please switch the equipment off and alert one of the library volunteers present or the events co-ordinators. [No electrical equipment may be brought into the library other than a laptop computer]

### **SAFE WORKING AND SUBSTANCES**

No dangerous substances are permitted in the library.

Ensure that no piles of books or other tripping hazards such as cables are around.

Keep exits clear at all times.

### **ACCIDENTS OR ILLNESS**

First Aid boxes are available and their contents may be offered to library users. The First Aid boxes are located in the Catherine Cookson Room.

Any incident or accident must be reported initially to the events coordinators who will inform both the Volunteer Coordinator and the Building Manager who will record the accident or incident on an accident form

## **FIRE AND EMERGENCY PLAN**

### **PURPOSE**

The purpose of the Emergency Plan is:

- To define the responsibilities of individuals in the event of a fire
- To safeguard all persons on the premises from death or injury in the event of a fire
- To ensure all persons on the premises know what to do in the event of a fire
- To ensure the premises can be safely evacuated

## **FIRE PROCEDURES**

### **When the Library is open (i.e. Volunteers are in attendance)**

#### **If you discover a fire:**

1. Operate the nearest fire alarm call point immediately. These are located as follows:

(i) One beside the fire control panel in the rear lobby

(ii) One in the main library to the right of the inner double doors (closest to the Catherine Cookson meeting room)

(iii) One at the top of the stairs outside the kitchen closest to the Sid Chaplin meeting room)

2. Alert the Volunteers on duty who will dial 999 to call the Fire Brigade, and inform them of the location of the fire.

3. Everyone should evacuate the building as quickly as possible. Volunteers will assist anyone who is less able to evacuate the building. The assembly point is on the corner of Sunbury Avenue and St George's Terrace.

4. No-one should re-enter the building until advised it is safe to do so by the Fire Officer.

NOTE: No-one should attempt to tackle the fire.

**If you hear the fire alarm:**

1. Leave the building by the nearest fire exit and assemble at the assembly point on the corner of Sunbury Avenue and St George's Terrace. Volunteers will assist anyone who is less able to evacuate the building.

2. No-one should re-enter the building until advised it is safe to do so by the Fire Officer.

NOTE: No-one should attempt to tackle the fire.

**When an event is being held outside of library opening hours (ie no volunteers are in attendance)**

**Responsibilities**

The Event Organiser is responsible for ensuring s/he is aware of the location of manual call points, fire exits, exit routes for the meeting room booked, fire extinguishers, assembly point and the fire procedures.

The Event Organiser is responsible for ensuring all attendees understand the Fire Procedures in the event of a fire, including the closest Fire Exit and the Assembly Point.

The Event Organiser is responsible for ensuring s/he is aware of anyone attending the event who may need additional assistance in the event of a fire, and for making appropriate arrangements.

The Event Organiser is responsible for ensuring everyone attending the event has evacuated the building.

**If you discover a fire :**

1. Operate the nearest fire alarm call point immediately. These are located as follows:

(i) One beside the fire control panel in the rear lobby

(ii) One in the main library to the right of the inner double doors (closest to the Catherine Cookson meeting room)

(iii) One at the top of the stairs outside the kitchen (closest to the Sid Chaplin meeting room)

2. The Event Organiser should dial 999 to call the Fire Brigade, and inform them of the location of the fire.

3. Everyone should evacuate the building as quickly as possible using the designated fire exit, and assemble at the assembly point. The Event Organiser should ensure people requiring additional assistance are helped to evacuate.

3. The Event Organiser should liaise with the Fire Brigade regarding the exact location of the fire (if known) and if any persons are left in the building.

4. The Event Organiser should only allow people back into the building when advised it is safe to do so by the Fire Officer.

**If you hear the fire alarm:**

1. Everyone should evacuate the building as quickly as possible using the designated Fire Exit, and assemble at the Assembly Point. The Event Organiser should ensure people requiring additional assistance are helped to evacuate.

2. The Event Organiser should liaise with the Fire Brigade regarding any persons left in the building.

3. The Event Organiser should only allow people back into the building when advised it is safe to do so by the Fire Officer.

### **Contacting the Fire Brigade**

To contact the Fire Brigade, dial 999 and ask to be contacted to the Fire Service. When connected, inform them of a fire at :

**Jesmond Library  
St George's Terrace  
Jesmond  
Newcastle upon Tyne  
NE2 2DL**

### **Fire Alarm Details**

The fire alarm warning is a continuous sounding of a siren.

It is activated when a manual call point (break glass) is broken, or when smoke is detected by the smoke detection system which is provided throughout the Library, or when heat is detected by the heat detection system in the kitchen.

### **Means of Escape Routes**

Exit routes are indicated with Emergency Exit signs.

Two fire exits are provided:

1. Main entrance doors: to exit from the main area of the Library, including the Catherine Cookson meeting room
2. Rear exit door: to exit from the rear part of the ground floor, and from the upper rooms including the Sid Chaplin meeting room

As the rear exit does not open in the direction of travel, the maximum number of visitors in the upstairs rooms should not exceed 20 at any one time.

### **Fire Notices**

Fire notices describing what to do in the event of a fire are located throughout the library.

### **Special Arrangements**

People 'at risk' in the library include children and less able people (which includes but is not limited to restricted mobility, restricted sight and restricted hearing).

To ensure the safe evacuation of children, they must be accompanied by an adult at all times.

To ensure the safe evacuation of less able people, on arrival the Event Organiser should enquire if any special assistance will be required, and will act accordingly in the event of an evacuation.

### **Assembly Point**

The assembly point for the Library is on the corner of Sunbury Avenue and St George's Terrace.