



Health and Safety Guidelines for The Snappy Trust Staff and Volunteers

The Snappy Trust is responsible for the health and safety of its employees, the children, young people and young adults who attend the schemes, members of the public who become involved in our activities and its **Volunteers**.

In accordance with Health and Safety Regulations, The Snappy Trust should:

- Take any reasonable steps to prevent risks to all its users and helpers by keeping the premises safe.
- Ensure that any equipment is not dangerous and that the manufacturer's instructions for use are followed.
- Record any accidents in the Accident and Incident book.
- Follow fire precautions. Show you where the emergency exits, fire points and extinguishers are. Carry out a fire drill to practice emergency procedure.
- Provide a first aid box and a first aider or someone who is to be responsible in the event of an accident.
- Tell you where the first aid box is and who the first aider is.
- Keep harmful substances such as medication and cleaning fluids in a secure, locked place.

It is important that we all work together to make the scheme safe for all.

Volunteers can help by:

- Covering any cuts on their hands and other exposed areas with waterproof plasters to prevent cross infection. Plasters will be available on schemes. Regular hand washing reduces the risk of infection.
- Completing a medical consent form so that we can make sure that you get treatment immediately if you have an accident. It also gives us someone to contact in this event.
- Reporting any accidents or incidents that happen either to yourself or the child, young person or young adult you are with, no matter how small or trivial it seems. You should report them either to your group leader and the first aider.
- Clearing up any spillages and any toys on the floor which might get tripped over or slipped on.
- Reporting any broken or dangerous equipment to The Snappy Trust staff.
- Supervising play and activities carefully and never leaving a child or young person alone without an adult. You should be given breaks during the day, which will be arranged by your group leader. If you need to leave the child or young person at other times, please ask first.
- Attending the training session on lifting and handling. Please ask if you have any doubts about lifting a child or young person or how to ensure that a wheelchair or buggy is being used safely.

- Handing in any medication you are taking so that it can be kept in a secure place during scheme time.
- ASKING FOR HELP if you are unsure about anything. Please do not worry about this. No one expects you to know everything and it is much safer to ask than trying to cope alone. The Snappy Trust Staff are here to help you.