

## Health and Safety Guidelines

### **Preventing a Fire**

Much of the control of fire risks revolves around the principle of keeping things that will turn them away from sources of heat, so please ensure that you

- Return items to their appropriate storage space
- Keep escape routes clear
- Never use landings and stairways as storage areas
- Do not allow rubbish to accumulate next to a building, to reduce the risk of arson
- Report any issues to a member of staff – e.g.: fire doors or fire extinguishers that are damaged

### **Fire extinguishers**

Staff and volunteers should not attempt to use a fire extinguisher, for which they have not received training.

If you discover a fire or hear the fire alarm, the following should be adhered to

- Inform others in the building if it is safe to do so
- Do not stop to get personal belongings or finish tasks
- Leave the building by the nearest exit
- Close all doors/windows behind you
- Go to the assembly point
- Await instructions from the person in charge

### **Safe Handling and Moving**

While volunteering at Havens Hospices you may lift, pull, push or carry. We need to make sure that you are safe when you are doing this.

If you are not comfortable with carrying out this type of task, please speak to the Event Organiser.

To prevent injury, think **AARR**

**Avoid, Assess, Reduce, Review**

#### Avoid

- Does the item have to be removed?
- Is there a safer way to move the item?

#### Assess

- Task – Where is the start and finish point?
- Individual – The factors affecting the handler's capability: training, footwear, health
- Load – The shape and weight of the object being handled, stairs and slopes

#### Reduce

- Can equipment be used, e.g. use of a trolley to transport a load?
- Can the weight be divided into smaller sections?
- Can another person assist you?

#### Review

- The task should be reviewed regularly or when any element of the assessment has changed

#### Good techniques for lifting

- Plan the manual handling activity
- Where is the load going to? Consider distance, route, obstructions etc.
- Can you use equipment? Consider is it available, suitable, well maintained etc.
- Do not lift more than can be easily managed according to your ability
- Do you need help? - If unsure, seek help or advice
- If lifting with others, use 'Ready, Steady, Go' to coordinate the manoeuvre

#### Keep the load close

- Where possible loads should be held close to the body, between hip and shoulder high
- Avoid handling loads at arm's length
- Store loads on shelves between hip and shoulder height for easy access
- Wear clothing that allows movement and footwear that is stable

#### Secure Hold

- If possible, hug the load into the body, this may be better than tightly gripping with only your hands
- Start in a good posture back in a natural upright position
- Slight bending of the back, hips and knee is preferable to stooping or squatting at the start of a lift
- Do not flex the back further while lifting

#### Avoid Twisting

- Twisting or leaning should be avoided, particularly if the back is bent
- Do not twist whilst lifting, use feet to turn
- Shoulders should be level and face in the same direction as hips

#### Keep the head up when handling

- When the load is securely gripped look forward not to the back
- Move smoothly, jerking or snatching the load can increase the risk of injury or loss of control of the load

#### Put down then adjust

- When lowering the load, it should be put down with the same technique as it was picked up
- Avoid lifting the load to the back of surface/shelving or over obstacles
- Avoid changing grip during the move, put it down to re-adjust

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