



**First Aid**

The first aid stations are in the Main Portakabin kitchen, Small Portakabin, where you sign in and in S10.

**Hand Hygiene**

It is important that you wash your hands well before eating or drinking. The nursery does from time to time have a rodent problem

**Blood and body fluids spills**

Everyone should be aware of their own safety with regards to blood contamination. Surgical gloves must be worn. A clear plastic spillage box is kept in the cleaner’s cupboard to help deal with any cleaning.

**Discipline**

Work safely and be mindful of the safety of others at all times. Anyone found abusing the rules will be disciplined and may be asked to leave the site.

**Volunteer concerns**

Should anything arise that you would like to discuss, any member of the management team would be happy to talk to you on a one-to-one basis. Suggestions, ideas and comments are always appreciated.

**If in doubt don’t do it! If you need help or advice, ask the Duty Manager. If you see something that could be a hazard, please report it.**

After your induction you are required to sign two copies of this form, one for yourself and the other for the nursery.

I have completed the induction training, have read and understand the volunteer induction guidelines and will abide by the site rules

**Signature..... Date .....**  
(Volunteer)

**Print Name.....**

**Signature..... Date .....**  
(Volunteer co-ordinator / Duty Manager)

**Volunteers Induction Guidelines**

Welcome to Poppleton Community Railway Nursery. Thank you for choosing to volunteer with us and we hope that you enjoy your time here. For your own safety, please read the following important guidelines and if you are unsure of anything, please ask us!

**Site Safety**

Please sign in and out in the folder in the Small Portakabin; this is essential for fire safety and to confirm that you are fit to work. For your safety, two people must be on site before undertaking major work. Office work and watering and checking greenhouses can be carried out by one person.

If a blue fence is in place do not go beyond barrier unless this work has been agreed with the Duty Manger.

Always let someone know where you are and if you leave the site please sign out.

Smoking or vaping is not allowed on site except in the designated area between the two main portacabins.

**Confidentiality**

All information which you provide will be stored in a safe place and treated with confidentiality and respect. Information will not be shared unless the safety of an individual is at stake.

**Fire**

The designated fire assembly point is the nursery car park. Familiarise yourself with the extinguishers which are located within the buildings around the Nursery. Only tackle a fire if you can remain safe. The site doesn’t have an automated alarm system, but there are smoke alarms in working areas. If these sound, leave the buildings, report it to the Duty Manager and assemble in the car park. The Duty Manager will take a roll call from the signing in book and send

runners, if it is safe, to find anyone not present. They must then phone the fire brigade from the land line in the Main Portakabin (PC1) office or the mobile nursery phone held by the Duty Manager.

### **The nursery address is:**

Poppleton Community Railway Nursery,  
Station Road,  
Upper Poppleton,  
York. YO26 6QA

### **Glass**

Always be aware of greenhouse glass and report newly fallen glass or any loose panes. Do not pick up any broken glass, but instead report it to the Duty Manager. Do not touch any broken panes unless you are authorised to do the repair. The Duty Manager will organise the disposal of glass in marked boxes. When dealing with glass, make sure you wear leather gloves. Do not enter the greenhouses in extremely windy conditions.

### **General safety**

All tools are to be stored safely and tidily when not in use. When reporting a hazard, inform the Duty Manager and record it in the office diary next to signing in book. If there is an accident or incident report it in the Accident / Incident book in the reception office, giving as much detail as possible. Do not use the Railway Trucks unless you have been trained and authorised to move them.

### **Personal safety**

Non-prescription **drugs** and **alcohol** are banned on site, and mis-use of any drugs on site will not be tolerated. You are welcome to put your **clean** lunch up box in the fridge in the kitchen. Please do not place carrier bags in the refrigerator under any circumstances as they are a hygiene hazard.

### **Personal Protective Equipment**

This must be used at all times when carrying out work around the nursery as required – safety shoes, goggles/eye protection, gloves etc.

### **Use of tools**

Make sure that you know the correct way to use both hand tools and electrical tools. If you are not sure ASK!

Do not use a tool for the wrong purpose as this is when accidents occur.

### **Use of motorised and electrical tools**

Portable Appliance Testing (PAT testing) is done for electrical items, but a visual check must be done before use. If a fault occurs, ensure that it is noted in the nursery diary and a label is attached to warn others not to use it until it is repaired.

Electrical equipment – do not use in wet conditions. Always use Residual Current Device (RCD) if working outside. Don't use any equipment in poor condition.

### **Lifting**

The correct manual handling techniques should be adopted at all times when lifting. You shouldn't be lifting anything heavy on your own.

### **Working at heights**

Only work within your capacity and that of the equipment available. No volunteer should be asked, or attempt to, climb onto roofs without proper checks.

### **Control Of Substances Hazardous to Health (COSHH)**

All substances flammable or hazardous to health are stored in the unit S3,S4 and S11.

### **Viral Infections**

You are asked to not attend the nursery, if you think you have a viral infection.

### **Policies**

These can be viewed in an A4 file above the dishwasher in the mess room.