

Health and Safety Guidance for AVP Facilitators

These guidance notes summarise the key points in the AVP Britain Health and Safety Policy that relate to the running of workshops. They are designed to give Facilitators easy to understand guidance to help them carry out their health and safety duties.

If in doubt, please refer to the full policy for further guidance.

General Requirements

All staff and volunteers are required to:

- comply with all health and safety policies relating to their work for AVP.
- take reasonable care for the health & safety of themselves and of others who may be affected by his or her acts or omissions.
- not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the health and safety policy and rules (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through AVP Britain's disciplinary procedure.
- co-operate with management on health and safety matters.
- report all health and safety concerns to line management.

Where a workshop is being held in premises managed by other organisations, the facilitation team must familiarise themselves with such elements of that organisation's health and safety policy that have a bearing on AVP's work, and know who to contact in case of problems. In particular, when facilitating in a new venue, facilitators must ensure that they know the fire procedures and who the health and safety contact person is at the host venue in case of emergency. A risk assessment of premises must be undertaken before facilitating in any venue (see below).

Accidents and emergencies

The Lead Facilitator must report to their regional coordinator all incidents which resulted (or nearly resulted) in personal injury to themselves or others. They must make sure the accident is recorded in the Accident Book. It is the responsibility of the regional health and safety coordinator (RHSC) to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.

The national health and safety coordinator (NHSC) is responsible for reporting incidents, which come within the reporting of injuries, diseases & dangerous occurrence to the local environmental health department. The following incidents should be reported:

- fatal accidents
- major injury accidents\conditions
- dangerous occurrences
- accidents causing more than 3 days incapacity for work
- certain work-related diseases.

Fire

Where premises of another organisation are used by AVP, facilitators must ascertain what fire regulations govern the use of such premises and act in accordance with those and the general policy of AVP.

When running workshops, it is the facilitation team's responsibility to familiarise itself with the location of the fire exit routes, including key pad numbers where necessary, assembly points and location of firefighting equipment. All participants must always be informed of the fire drill instructions at the start of all workshops. During every workshop 'opening talk', the lead facilitator must ensure that the participants are informed of what to do in the event of a fire. At the start of every session the lead facilitator must ask participants to sign a register. In the event of a fire, the lead facilitator must take the register with them. Once assembled in the assembly points the lead facilitator must take a quick register to ensure that all the group is together in the safe point.

Risk Assessment

All AVP Britain risk assessments will be completed using the AVP Britain risk assessment guide and pro forma.

A risk assessment shall be completed for each new workshop activity taking place by those responsible. There will be common features for most AVP workshops, and regional groups may develop a template risk assessment for workshops, but each organiser and workshop team should consider whether there are any special features which need extra attention before every workshop. In the first instance a risk assessment shall be completed by the regional coordinator preparing for a workshop, and it shall be reviewed by the workshop team during team building to ensure any safeguards required are put in place.

Food Hygiene

When providing food for AVP Britain workshops and events the following guidelines must be followed. When supplying food always purchase food from a reputable supplier (whether a caterer or supermarket) where food will have been prepared in a way that meets health and safety regulations and by someone who is qualified in food hygiene and preparation. In this case, if a participant was to be ill as a result of the food, as long as you had stored and served the food appropriately (as outlined below), then the responsibility would lie with the supplier and any compensation claims would go directly to them. When serving or storing food for AVP workshops/events, please ensure staff/volunteers follow these simple guidelines:

Personal hygiene: Wash your hands thoroughly using warm water and liquid soap, rinse and dry using a clean towel or a hand drier before handling any food. Wear clean clothes and an apron or protective garment. Cover any cuts or sores with waterproof dressing and avoid wearing jewellery or false nails which might fall into the food.

Food handling: If you are receiving food from a supplier, check it is what you ordered and that the packaging is undamaged.

Temperature control is essential to keep foods safe: Chilled food must be kept at or below 8°C and hot food must be kept above 63°C.

You must **store food** correctly to keep it safe. Do not overload the fridge as this will hinder the circulation of cool air. Ensure that ready to eat food is separated from any raw food and ensure everything is stored in a sealed container. Never serve any food at a workshop that is past its use by date. Contamination can easily occur during **food preparation**. Observe good personal hygiene and ensure that your equipment and surfaces are cleaned thoroughly before use. Where possible, avoid unnecessary handling of food, using tongs or plates instead.

Manual handling

AVP Britain employees and volunteers should avoid manual lifting where at all possible. However, they may occasionally be required to manually lift and handle loads. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury. Aids which are available to reduce the risk of injury, e.g. sack trolley, lifts, should be used. No one should put themselves at risk by attempting to lift heavy loads which could be divided into smaller quantities. The assistance of other employees or volunteers should always be sought for moving large quantities or for lifting heavy and awkward loads. When lifting in a team, take instructions from one person only. Anyone feeling a strain should stop immediately and record the incident in the accident book. To continue may result in more serious injury.

Dealing with dangerous situations

If you find yourself in a potentially violent situation, what can you do? Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.

- Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.
- Do not be aggressive back - this is how anger can escalate into violence.
- Are you the best person to deal with this situation? Going to get someone else is often helpful particularly if they can solve a problem that you can't.
- Get on the same level as the aggressor. If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.
- Keep your balance and keep your distance.
- Do not touch someone who is angry.
- Don't let your escape route be blocked. Keep yourself between an escape route and an aggressor so you can still get away, without blocking the other person's escape.
- If the situation is dangerous, then get away as fast as you can. Try not to remain alone with an actively violent person.
- If you cannot get away, use the panic alarm if there is one or shout for help.

Reporting and recording

All incidents of aggression or violence should be reported to management and recorded in the accident book.