

Safety during facilitation

Thanks for working with Fall into Place. Here is our safety guidance while you are leading a group:

Risk management and safety of participants

Please follow the guidance below:

- On entry ensure the room looks safe, clear and well lit with no wires on the floor or trip hazards.
- If taking off shoes/bags/coats, ask children or participants to leave them in a quiet corner of the room to avoid tripping
- Ensure all toys, games etc are tidied away before new activities start
- If using scissors or glue, give children careful instructions regarding closing these items after use to avoid accidents and spills.
- We do not allow footballs to be kicked around the indoor space, unless carefully managed by a facilitator
- Avoid letting the door slam shut - encourage participants to close the door carefully behind them to avoid trapped fingers
- Do not allow young children to use the kettle or make hot drinks, and where possible supervise / assign a trusted volunteer to make/distribute hot drinks as needed
- Remind attendees to be mindful of where they place hot drinks before changing activities or moving chairs to avoid spills and scalds
- Avoid leaving boxes or other items in doorways and always leave fire doors clear of chairs or other items
- For older or less mobile participants ensure chairs with sturdy arm rests are available and let attendees know they are welcome to sit down any time they need to. You may need to hold the door open for some individuals on entry and exit.
- If outdoors, be mindful of the strength of wind and adjust activity as needed. Always check for any broken glass or sharp debris in the area before starting, and clear it if safe to do so.
- Ensure all electrical equipment looks safe (e.g. no exposed wires) before use. Avoid any games/activity close to the kitchen area and do not leave cups out on the edge of surfaces where they are liable to fall.
- Some 'exciting' games, such as running or rushing to find a chair, could present a higher risk of injury. Instruct participants to still take care before an 'active' game, and be mindful of other people's safety.

This list is not exhaustive, just the most common hazards we encounter. Please use your own common sense and judgement to ensure the environment is as safe as possible at all times.

Manual Handling

If you need to lift heavy items for play resources or to move tables/chairs, please use the following guidance:

- Check your route is clear with no trip hazards or slippery floors.
- Lift with you knees, keep your back straight and your feet firmly planted on the floor
- Keep the load close to your body and make sure you have a firm grip before moving
- If the item is heavy or an awkward shape ask someone to help you
- Avoid lifting items over your shoulder height
- If an item looks damaged or likely to break, avoid moving it and inform your manager.

Please see this video to view correct handling:

<https://www.youtube.com/watch?v=J3-5DPWQj8&t=24s>

If you are worried or have any injuries or a condition that may worsen with manual handling, please let your manager know immediately.

Storage

- Only store light weight items on high shelves and heavier items on the floor in the cupboard.
- Ensure any sharp objects are stored away safely.
- Ensure all items (including any private information on registers etc) is stored away correctly and the room is clear and tidy after your session.

Cleaning

Should you need to clean away any debris:

**There is a dustpan and brush and a hoover in the cupboard.
Cleaning products are on top of the main shelving unit in the cupboard.**

First Aid

IMPORTANT: All staff who work alone in facilitation should have an up to date First aid certificate (less than three years old). If this is not the case, let your manager know immediately.

First Aid kit is located **in the kitchen area on top of the fridge.**

Our accident book is located in the cupboard on top of the first set of drawers towards the right as you enter.

Our nearest defibrillator is located: **St Richards Church, Ramshead Hill, Seacroft, LS14 1BX.**

If any first aid kit is used it MUST be logged in the accident book and the health and safety lead must be notified as soon as possible.

The safety lead is Sarah Shaw - sarah@fallintoplace.co.uk

Accident book

If any first aid is given it MUST be logged in the accident book. This includes giving out plasters.

Please ensure you ask about allergies before giving out plasters. If they say they don't have an allergy, write 'X stated they did not have a plaster allergy'.

Also tell the individual / parent/carer if under 16, if they are concerned, to seek further medical advice, and write that you stated this on the accident form.

Refresher Videos:

Child CPR - <https://www.youtube.com/watch?v=0aV9NS0ogiM>

Choking - <https://www.youtube.com/watch?v=PA9hpOnvtCk>

The recovery position - <https://www.youtube.com/watch?v=GmqXqwSV3bo>

Severe bleeding - <https://www.youtube.com/watch?v=NxO5LvqqZe0>

There are lots more short videos on St John Ambulance youtube channel -
<https://www.youtube.com/c/stjohnambulanceorg/videos>

Worried about something? Report it.

If you have any concerns around safety, please let the Safety Lead know immediately. Even if it's just a small thing, please do let us know.