

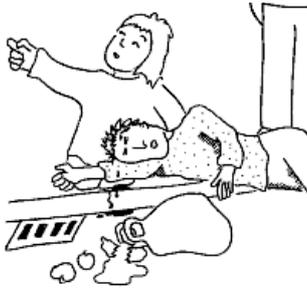
Health and Safety Guidelines

(you know it makes sense!)



**SoLO
Life
Opportunities**

Embracing Disability,
Empowering Lives



None of us want an accident to happen and most health and safety procedures are commonsense. Below are some pointers (not exhaustive!) of things to consider when running a project

- Are all the staff/volunteers properly trained for what they are doing? e.g. coping with epilepsy, first aid, lifting etc.
- Have all staff and volunteers gone through the Project Induction Checklist and is it signed off?
- Have **you** consider the risks that a new activity may pose - have **you** taken steps to lessen those risks? e.g. a craft activity using small items that could be a choking hazard.
- Do you have all of the necessary information on your members - phone numbers, medication etc.
- If you use your vehicle for SoLO Life Opportunities work, is it roadworthy and does your insurance cover you for what you are doing?
- Have all the volunteers on your project gone through the SoLO Life Opportunities reference checking system?
- Does everyone know where the fire exits are and what to do in the event of a fire?
- Are you using electrical equipment - has it been checked?
- **Do you know the dangers of the substances you are using and do you store them in a safe place?**
- Do you record any incident or accident?
- Do you know where the first aid box is?

If you think there are other areas we need to consider - then contact your Project Manager and we will add them to the list.

Show this list to any new volunteers or staff so that they can think about safety issues and make sure that we take every effort to avoid accidents (think of that awful long wait in Casualty!)