



Rivergate Christian Community

Safety Training for Leaders

First Aid box

This will be found with in the John Poole Hall kitchen.

Body fluids

All human blood and body fluids are to be treated as potential sources of infection. Avoid needle-stick or injury from glass or other sharp objects (sharps injury). Sharps must be handled with extreme caution. Dispose of sharps safely into an approved sharps container (often found in public toilets).

Avoid contact with blood and other body fluids. Wear disposable gloves whenever contact with blood or other body fluids is envisaged. If there is a risk of splashing or spraying blood or body fluids, wear safety glasses, goggles or face shield and protective clothing preferably closed at the front.

Lifting

Do you have to lift? Can you do the task a different way? If possible, use safer actions, mechanical assistance or arrange team lifting.

Provide and use mechanical handling equipment such as wheeled trolleys, patient lifting devices etc.

Plan the lift, determine the best lifting technique

Get a secure grip

Hold the load close to your body.

Keep your back straight

Bend the knees, not the back

Wear secure, not slip footwear and, if necessary, wear gloves.

Violent people

Good communication, inter-personal skills and familiarity with the client will help to avoid most problems.

When confronted by a violent person:

- Stand still, do not make any sudden moves. Stand slightly side on to the aggressor and avoid staring (be submissive). Do not touch them.
- Within reason, obey the aggressor's instructions.
- Remain calm and quiet. Avoid shouting or provoking the aggressor.

When dealing with people with a history of violence, work in pairs.

Report aggressive client behaviour to the church office.

Working at height

Do not stand on anything not specifically designed to facilitate working safely at height.

Ensure the ladder is in good repair. If the ladder is an A frame ladder, ensure it has an adequate restraining chain holding the two sides of the ladder in place.

Always have someone else holding the base of a ladder when a ladder is in use.

Do not climb a ladder unless you are fit and well.

Ensure the ladder is placed clear of hazards such as electrical wires.

If the ladder is a single section (lean-to) ladder, tie the top securely in place as soon as possible.

Spills

Avoid contact with skin unless you are sure of the substance that has been spilt.

If you are unsure of the substance spilt, make the scene safe by place a warning notice in place e.g. by making a large temporary notice on a piece of paper stuck to a chair – and ring for help from the police using the non urgent number 13 1444.

If you are sure of the substance, e.g. spilt water or milk, place a chair with a notice warning of wet spill, whilst you fetch cleaning materials.

Wear gloves and clean up, if possible, using only water. (Soap is slippery.)

Clean and dry the area as best you can. Place a “Caution, wet floor” notice on a chair over the wet area.

Fire

All leaders should be familiar with where the fire extinguishers are.

Your first priority is to move people well outside in the car park. Close (but do not lock) all doors behind you. People should not stop to gather up personal belongings. Instruct people to stay in the centre of the car park until everyone is accounted for and the designated leader gives permission for people to go home.

If the fire can be safely brought under control quickly, and you feel confident you know how to smother a fire with an asbestos blanket or operate a fire extinguisher, (using the right sort of fire extinguisher for the right fire type), do so.

If the fire is not brought under control in two minutes, sound the fire alarm and call for help. If there is any chance that the fire will not be brought under control even in two minutes, sound the alarm and call the fire department (ring 000).

The types of fire-fighting equipment commonly on site are:

1. portable fire extinguishers;
2. fire hydrants; and
3. fire blankets.

1) PORTABLE FIRE EXTINGUISHERS

The table below sets out types of extinguishers that may be encountered & their uses.

It is recommended that:

- all employees and voluntary workers should be asked to make themselves familiar with these extinguishers and their uses;
- the possibility of providing some basic training for people be sought from the Metropolitan Fire Service.

Type of extinguisher	Colour	Type of Fire				
		Wood, Textile, Paper, Cloth.	Fat, Petrol, Oil.	Live electricity	Motor vehicles	Comments
Water	Red	Yes	No	No	Yes	Dangerous if used on electrical fires.
Foam	Blue	Not very suitable	Yes	No	Yes	Dangerous if used on electrical fires.
Carbon dioxide	Red with black band	Not very suitable	Yes	Yes	Yes	Not specially suitable outdoors
Vaporising liquid	Yellow	Not very suitable	Yes	Yes	Yes	Can be toxic in confined spaces. Ventilate well after use.
Dry chemical powder	Red with white band	Not very suitable	Yes	Yes	Yes	Can cause serious damage to sensitive equipment.

2) FIRE HYDRANTS

External and internal hydrants are for use only by the Fire Service or a qualified fire fighting team. They must not be used by unqualified people.

3) FIRE BLANKETS

These are suitable for use on small fires contained in pans, trays etc. they are ideal for use in kitchens for fat fires and the like. They are also ideal to suppress flames when wrapped around a person whose clothing has caught on fire. Blankets work by depriving the fire of oxygen.

Electricity

No one must change a fuse or effect any electrical repairs unless they are a licensed electrician.

Reporting accidents

All injuries and accidents must be reported in order that (a) suitable measures can be put in place to prevent any recurrence of the incident, and (b) the incident is put on record for future reference if needed, i.e. if there are some future health consequences. See: Rivergate accident report form available from the church office. This should be filled in and given in to the church office.

Key elements of first aid. Remember DRABC:

- 1) D = Danger. Protect the scene. If possible without injury to yourself, make the scene safe so that no one else will be hurt.
- 2) R = Response. Check the casualty is conscious and can respond to questions
- 3) A = Airway. Check for breathing (see chest rising and falling, hear breathing, feel breath on your hand). Is there an airway blockage? Turn casualty on their side, tilt their head back and slightly down, remove blockages (foreign objects, swallowed tongue, dentures).
- 4) B = Breathing. If there is no breathing and no blockage, apply mouth to mouth, now called EAR (expired air resuscitation).
- 5) C = Circulation. If there is no breathing and no heart beat, (no pulse in the carotid artery?) do mouth to mouth (2 breaths in 4 seconds); then do CPR (15 compressions in 10 seconds). Continue at 4 cycles per minute until medical help arrives.
- 6) If the person is breathing and has a heart beat, and if they can be moved without risk to their spine, put them in a coma position (also called the “stable position”).
- 7) Do an orderly check for broken bones or excessive bleeding. If there is bleeding, apply a pad and pressure.
- 8) If at all possible, stay with the casualty to reassure them and keep them safe. Send someone else to ring for an ambulance. If no one else is available, you ring for the ambulance, telling them:
 - Your location
 - The nature of the accident
 - The condition of the casualty

Be aware of the symptoms of a stroke

If someone stumbles and staggers to one side, they may be having a stroke. A stroke occurs when a blood clot in an artery cuts off blood supply to the brain. Check for signs of a stroke by using the first three letters of the word STROKE, i.e. STR

- S = Speak. Ask them to smile. Check that the smile is not lop-sided.
- T = Talk. Ask them to speak an intelligible sentence.
- R = Raise both arms. Ask the person to raise both arms.

If a person has trouble with any of these, call an ambulance immediately. Speed is of the essence.

Record of Health and Safety Training for Leaders

Date	Group being trained	Location	Trainer
12/11/05	Leadership retreat	Hosannah Heights	Nick Hawkes
5/2/07	Leadership meeting	39 Burnbank Grove	Nick Hawkes