

**First Aid**

The first aid stations are in the Main Portakabin kitchen, under the hand washing sink, and in S10 on the back wall.

There is a list of first aiders on the notice board in the kitchen

**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 cleaning cupboard to deal with spills.

**Volunteer concerns**

If you want to discuss anything that arises or have any ideas or suggestions you can talk to any member of the management team on a one-to-one basis. Or if you would prefer there is a box in the Kitchen where you can submit your ideas, concerns and comments.

New suggestions, ideas and comments are always appreciated.

**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)

**Agreed at management meeting on: 08.01.2025**

**Review date: January 2027**



**Volunteer Induction Guidelines**

Welcome to Poppleton Community Railway Nursery. Thank you for choosing to volunteer with us. For your own safety, please read the following guidelines and if you have any questions please ask!

**Site Safety**

On arrival please sign in in the folder in the Small Portakabin; this is essential for fire safety and to confirm that you are fit to work.

Two people must be on site before undertaking major work. Office work, watering and checking greenhouses can be carried out by one person.

Do not go beyond any barriers in place unless it is agreed with the Duty Manger.

There are many trip hazards around the site, please be aware.

Always let someone know where you are working.

At the end of the day or If you leave the site please sign out.

**Confidentiality**

All personal information provided 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 fire assembly point is the nursery car park.

Fire extinguishers are located in the PC1/kitchen, signing in cabin, S10, S8, S5 and outside the toilets, please familiarise yourself with these locations. BUT 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 nursery 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**

Please be aware of any newly fallen glass or loose panes.  
Do not pick it up or try to secure it but report it to the Duty Manager who will organise the disposal of glass using leather gloves and dispose of it in safe boxes.  
Do not enter the greenhouses in extremely windy conditions.

**General safety**

When reporting a hazard, inform the Duty Manager.  
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.  
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.

**Discipline**

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

**Personal safety**

It is important that you wash your hands well before eating or drinking to avoid contamination from the soil, compost, chemicals and possible rodents!

You are welcome to put your clean lunch up box in the fridge in the kitchen, but no carrier bags please

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

All non-prescription **drugs** and **alcohol** are banned on site, and anyone deemed to be under the influence of drugs or alcohol will be asked to leave.

**Control of Substances Hazardous to Health (COSHH)**

All flammable or substances hazardous to health are stored in units S3 and S4.

**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**

All tools are to be stored safely and tidily when not in use. Always tidy up after yourself, make sure the area and equipment is clean and put back in its designated place

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, up ladders without proper safety checks.

**Nursery Policies and Procedures**

Paper copies of policies and procedures are kept in a folder on the kitchen worktop which is available for anyone to view or you can read them on the Nursery website [www.poppletonrailwaynursery.co.uk](http://www.poppletonrailwaynursery.co.uk)