

## Health and safety induction for Schools Service volunteers

### Introduction

Your safety as an NSPCC volunteer is of paramount importance to us. We want to do everything we reasonably can to keep you safe. To help achieve this, we expect all our volunteers to follow the instructions and important information set out below. Not doing so could put you, your colleagues, our service users or members of the public at risk.

As each volunteer role is different, you will also be given more role specific health and safety information by your area coordinator.

### Health and Safety Policy

The [Health and Safety Policy](#), outlines NSPCC's commitment to health and safety together with arrangements in place for managing health and safety.

### Display Screen Equipment

You can find out more information [about Display Screen Equipment best practice guidance](#) on the Volunteer Information Portal (VIP).

### First Aid

Ask your area coordinator or your contact at the third-party site as to what their first aid arrangements are.

### Accident and hazard reporting

All accidents, no matter how minor or near miss, must be recorded. If an accident occurs or a hazard is identified you must immediately contact your area coordinator. Accidents / incidents which happen at events or sites managed by third-parties, should be recorded by the event organiser or the site where it took place with detail provided to your area coordinator.

If you have a road traffic accident whilst driving on NSPCC business you must immediately contact your area coordinator and complete an accident report form.

### Fire safety

Fires start when three things come together in the right amount at the same time. These three things (known as the fire triangle) are:

- a source of fuel (something that will burn)
- a source of heat (or ignition)
- oxygen (present in the air around us).

### Read the fire evacuation notice

You can obtain the fire evacuation notice from the event organiser or the event site.

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Make sure you are aware of the fire exits and the assembly point location. Use the nearest safe exit when the alarm sounds and follow instructions from the event organiser / site fire marshals.

### **Personal safety**

Occasionally volunteers may need to work alone as part of their role. Volunteers must be familiar with the personal safety lone working guidance. Detail to be obtained from your area coordinator.

### **Cash handling**

Volunteers may be requested by a school to accept a donation and should follow guidance within the Schools Service Cash Handling Policy. Please refer to your area coordinator for this policy.

### **Work-related travel**

Volunteers undertaking work-related travel must be familiar with the guidance to manage the risks associated with the use of vehicles for work-related journey. This excludes the usual commute between home and a permanent place of work. Your area coordinator will have more detail on this for you.

### **Manual handling**

Risks to volunteers from manual handling can be reduced by suitably assessing and understanding how to reduce the risks associated with manual handling. Your area coordinator will have more detail on this for you.

### **Mental health and wellbeing**

Your mental health and wellbeing is so important to us. We want to share with you what we are doing as an organisation, as well as share advice, to help you [look after your own mental health](#).

If you have any questions or queries with any of the above information please raise with your area coordinator.

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