



**LGS Volunteer Taster sessions
August 2023
Welcome!!**

Thank you for volunteering your time today. The plan has always been to build the LGS out of the things and people in our community, and we're really happy you're here right at the beginning of that process. Whether or not you decide to continue on in a regular role, we're grateful that you're here.

Because these are Taster sessions, the focus is on our potential volunteers getting a sense of the place and what the regular roles would involve. We're going to leave the more in depth training for later, for the people who decide to continue, so today you won't be using the till systems, and we won't be going through the full health and safety or safeguarding policies. Get comfy and read through the short versions below.

Health and Safety

01/08/23

Potential risk	Risk Level	Measures Notes
1. Stairs - trip/ fall hazard	Low	All staff are made aware of stairs at induction, and made aware of handrails on either side.
2. Shelves with heavy objects on them - being hit by falling object hazard.	Medium - there are storage shelves in both the storage and reception areas, some with heavy objects on them.	All items reserved for pick up are already collected and arranged on the pick-up shelves by the counter.
3. Stock items with blades and serrated edges - Cuts and lacerations hazard	Medium - there are many items, but all have guards.	All bladed items are kept in the storage area away from the main public area. Only nominated people (NPs) are authorised to move or touch the items in the storage area.
4. Heavy items - muscle strain hazard.	Medium - there are many items over 15 kg.	NPs will be briefed in manual handling guidelines, and only NPs are authorised to move items over 15kg.
5. Stock items in the main passways - trip hazard.	High - as the LGS sets up, the placement of stock, furniture, refurb equipment etc is still in flux.	All staff are made aware of current location of items on the floor in the major passways, and positions to be found for these items as a matter of priority.

Safeguarding

01/08/23

Essentially, Safeguarding is '*.. people and organisations working together to prevent and stop both the risks and experience of abuse or neglect*'.

In an organisation like ours, that means making sure everyone who volunteers feels **safe**, **comfortable** and **respected**, as well as keeping an eye out for any signs of potential abuse or neglect in the people who visit the Shed. As this first month is just taster sessions, however, we're going to focus on your experience being a positive one (volunteers who decide to continue on in regular roles will receive safeguarding training).

Firstly, it's good just to say it - it's really important to us that everyone, including our volunteers, feels safe, comfortable and respected when they're in the Shed. If you feel unsafe, uncomfortable or disrespected in any way, we want to hear about it. If it's about members of the public, our procedures or another volunteer, tell Angela you'd like to talk about a safeguarding matter. If your concern is about Angela, you can contact Mark Cruise on mrhairyman@gmail.com, : 07914723367.

