



# Health and safety for trainees

## an introduction

This is a short version of the complete health and safety policy, which can be read, at the headquarters of Nansen Highland at Redcastle station.

This version is meant to be for the trainees at Nansen.

If you have questions about it, go to the director, who is the responsible person for health and safety. He will explain and/or go through the whole policy if you want to.

The most important parts of the main policy as far as the trainees are concerned are the following :

- 1- *the safety checklist for tool stores and workshops*
- 2- *the safety checklist for conservation and renovation work*
- 3- *the safety checklist for setting fires (on camping trips)*
- 4- *the fire regulations*



## **SAFETY CHECKLIST**

### **Toolstores and Workshop**

- *Ensure that tool storage areas and workshop space are kept separate whenever possible.*
- *Keep all tools in properly constructed storage racks and boxes when not in use. Don't leave tools lying about the workshop space.*
- *Protect all sharp edged tools while in store.*
- *Do not store hazardous substances including fuel in the tool store or workshop. They must be stored separately.*
- *Provide the correct size of first aid kit in the workshop.*
- *Provide the correct type(s) of fire extinguisher(s) required for the contents of the workshop.*
- *Always leave floor spaces clear to avoid accidents and allow escapes routes.*
- *Make sure that when using any power equipment the right safety equipment. such as goggles, breathing masks and gloves are used. (Only under supervision of a member of staff)*
- *The tool store or workshop must have signs showing fire exits, potential hazards, and health and safety requirements (e.g. hard hat area, location of first aid kits, and fire extinguisher).*
- *Always carry out any work involving paint, oil, thinners or other solvent-based materials in a well-ventilated workshop, or outdoors.*



## **IN CASE OF EMERGENCY / FIRE**

- 1. DO NOT PANIC*
- 2. DIAL 999 AND DESCRIBE THE  
PROBLEM (FIRE, FLOOD,...)  
THE ADDRESS IS*

**NANSEN HIGHLAND  
REDCASTLE STATION  
MUIR OF ORD  
KILLEARNAN  
IV 6 7RX**

- 3. TURN OFF THE LIGHTS*
- 4. SHUT THE DOORS WHEN YOU GO  
OUT AND DO NOT LOCK PEOPLE  
IN A ROOM !!!*
- 5. GO TO THE ASSEMBLY POINT AND  
STAY THERE*
- 6. DO NOT GO IN THE BUILDING TO  
GET PERSONAL STUFF*
- 7. A STAFF MEMBER WILL CHECK IF  
EVERBODY IS PRESENT*
- 8. DO NOT OBSTRUCT THE  
EMERGENCY SERVICES*



## **Health & Safety Questionnaire.**

### **General**

- *Who should you phone if an accident happens?*
- *Name the 3 services you can talk to if you phone 999.*
- *What is the emergency phone number?*
- *What things should you tell the emergency services?*

### **First Aid**

- *Should you put insect cream on a sting?*
- *Which way should you pull out a splinter?*
- *For at least how many minutes should a burn be placed under running water?*
- *How do you clean a cut?*
- *Could you use cotton wool to cover a burn?*
- *Who may you have to see if a cut is deep?*
- *What does "sterilise" mean?*
- *If you have something in your eye do you rub it out, pick it out with tweezers or wash it out?*
- *To relieve pain and swelling of an insect bite do you put a hot or cold cloth onto the bite?*
- *Mention 3 materials that splinters can be made of.*
- *Where is the First Aid kit in Redcastle Station?*
- *What do you give to some one who has a sting in their mouth?*
- *Do you remove an insect sting with scissors, tweezers or a needle?*
- *List the things you would find in a First Aid kit.*
- *Draw the First Aid sign? What colours can it be?*
- *What shouldn't you do with a blister?*

### **Electrical**

- *Where should you put the kettle when it is on?*
- *Why should you be careful not to mix water and electricity?*
- *Could you ever put anything onto a heater?*

### **Hygiene**

- *Why should you always wash the cups properly?*
- *What should you carry in your pocket when you have a cold?*
- *On what occasions should you wash your hands?*
- *Why should you be careful with the water from the hot tap?*
- *What should you do with used tissues?*



## **Tools**

- *How should you get the attention of someone using the strimmer?*
- *Should you hit the nail hard or soft while you are holding it with your fingers?*
- *What things should you do when you have finished working with tools?*
- *Why should you keep your hands clear when you are sawing wood?*
- *If you are in the workshop, should you wear a baseball cap, a helmet or a wig?*
- *Why shouldn't you throw soil over your shoulder when you are digging?*
- *What should you wear on your feet when you are digging in the garden?*
- *What does a boiler suit protect?*
- *Why should your gloves be waterproof when you are using wet cement?*
- *If you ever need something done by a power tool what should you do?*
- *If someone is up a ladder and you are nearby what should you do?*

## **Vehicle safety**

- *Should the doors ever be locked whilst travelling?*
- *On which roads can you walk whilst listening to your walkman?*
- *What should you wear over your clothes when it is dark or misty?*
- *Which side of the road should you walk upon?*
- *Should you wear a seatbelt if the car is only going a short distance?*
- *What should you always do before crossing a road?*

## **Lifting**

- *What are the important things to do when you lift something?*
- *Should you keep your legs straight when you lift?*
- *Should you lift with your back or your legs?*
- *Should your back be bent when you lift?*

## **Fire Safety**

- *What should you do if you find a fire?*
- *Why shouldn't you smoke near flammable liquids?*
- *What should you do if someone is smoking near something flammable?*
- *Write down as many flammable liquids as you can.*
- *Draw the sign you would see over a door for use in a fire.*