

# Guidelines for Time Bank members



**Remember: if you're not sure it's safe to do – don't do it!**

## General

- 1. Do Agreed Time Bank Tasks Only:** When carrying out a Time Bank task: Only do the task you were asked to do by the Time Broker. Don't do anything you haven't been assigned to do as you will not be covered by our insurance. If you complete a Time Bank task without the permission of the Time Bank you WILL NOT be covered by our insurance. This includes if you need to return to finish the job: the Time Broker must be informed in advance.
- 2. Safe Working:** When you are offered a task by the Coordinator will ask if you wish to carry it out. If you have any health or safety concerns (eg if the task involves lifting and you have a bad back) then please SAY NO!
- 3. Can You Do It?** You should only do a Time Bank task which you are suitable for. For example, for a job involving any equipment (eg a drill) you must have experience or training of safely using this equipment. If you are unsure about a task, or don't know if you have the experience or training to do the task to a good standard please DON'T DO IT!
- 4. Be Aware Of Possible Dangers:** Think about any Time Bank task before you do it. If you feel worried about visiting another Time Bank member on your own, in the dark, or in a particular area, talk to the Time Broker about it. If you feel uneasy about something, don't stay in that situation and tell someone about it.
- 5. Verbal Or Physical Aggression:** if anyone is verbally or physically aggressive (a) leave (b) report the incident to the Time Bank office.
- 6. When You Leave:** make sure you check that you leave any tasks in a safe condition.

## Specialist Tasks

- 1. Tools Or Safety Equipment:** If tools or safety equipment are needed Time Bank members are responsible for saying what is needed to do the task safely and either supplying the necessary equipment or asking for it from the Time Bank office. If you do not feel able to make an assessment LET US KNOW and do not carry out the task until it has been properly assessed.
- 2. Working At Height:** If you need to work at heights, this should be no more than a stepladder height. Make sure you have a suitable stepladder for any tasks. Don't climb on any unstable surfaces.

## Working With Electrical Appliances

- 1. Using Electrical Appliances:** always check the lead and plug on any appliance before using. If there are any wires showing DO NOT USE IT.

## Driving

1. **Check Your Insurance:** Our Time Bank insurance does not cover people using their own vehicle to give someone else a lift. If you are going to be driving people as a member of the Time Bank, you will need to inform your insurance company (this does not usually add to your premium but they must be informed or else you won't be covered)

## Manual Handling

1. Manual handling: avoid any heavy lifting or moving possible. Only do any tasks if you are unlikely to incur or cause injury to yourself or anyone else.

## Working With Children And Vulnerable Adults

1. Only Time Bank members who have a up-to-date enhanced Criminal Records Bureau check and have been cleared by the broker will be able to offer to do tasks with children or vulnerable adults in a one-to-one setting
2. Parents or carers should meet the member who is offering their time before the exchange to ensure that both parties are happy and that any relevant information is shared. If at any stage either party feels uncomfortable, the exchange must be cancelled and the time broker informed.

## Money

1. No money should ever be exchanged between members as we are exchanging time only.
2. If a task involves commodities then the person receiving the help should buy in the materials e.g. if member A is receiving help from member B to paint his hallway, member A should buy in the paint, paintbrushes and anything else that is needed. If member A is unable to get to the shops, the time broker will arrange for a separate exchange for another member to shop for member A.
3. All money exchanged for commodities (e.g. in the case of shopping) should be exchanged with the knowledge of the Time Bank Coordinator

## Emergencies

If there is an emergency while you are carrying out a time exchange:

- Don't hesitate to call 999 if you feel it is urgent.
- If you don't feel it is so urgent and you have the number of a local GP, call the surgery.

If you are unsure of what to do, call 01487 841359 or 07443 619017 to speak to the Coordinator.

Any accidents or damage caused while you are undertaking a time exchange needs to be reported to the Time Bank office as soon as possible.