



## Handling Guidelines

We hope that you enjoy using our reminiscence boxes. To ensure the safety of the objects and the individuals handling them, please follow the guidelines below.

Please keep objects locked in a safe and secure place when not being used.

**Always** ensure that a member of staff supervises handling sessions.

Be careful with objects which may have sharp edges, could trap fingers or could be swallowed.

Do not use objects if you think there could be any risk to your group.

To keep objects safe it is best to place them on a table so they cannot be dropped or damaged.

Please handle objects carefully and when possible hold with two hands rather than one.

When finished with the boxes, use the checklist provided to check that all the objects are present. Please repack them in the correct way and report any damages on return.

**Falkirk Community Trust  
Callender House, Callendar Park  
Falkirk, FK1 1YR  
01324 503780**