

INSTRUCTION 41**Volunteering**

References:

A. Health and Safety at Work Act 1974.

Introduction

41.1 The Health and Safety at Work Act requires employers to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees and others who might be affected by their work activities. "Others" include service users and volunteers as well as the general public.

41.2 The Councils recognise and acknowledge the contribution of volunteers in achieving our goal. As an essential part of our taskforce, the council values and supports its volunteers by providing:

- A safe and supportive environment;
- Adequate resources;
- Appropriate training;
- Experience as a route to other opportunities;
- On-going recognition and feedback.

Definition

41.3 In order to qualify as a 'Volunteer' under the Council's insurance policy no money must be paid by the Council to the person volunteering for the activity they carry out.

Responsibilities

41.4 All managers and supervisors have the responsibility within their own areas to manage and support volunteers, they are to ensure that:

- Volunteers are given a written job description;
- Volunteers are briefed on specific activities to be undertaken;
- Volunteers have been provided with necessary information to enable them to perform these activities in a safe manner;
- Volunteers are fully protected by the council's insurance cover whilst engaged in volunteering work with the council;

41.5 Employees including volunteers also have a duty to take care of their own and others' health and safety, and to co-operate with their employer in doing this volunteers must:

- Cooperate with the Council on all health and safety matters, including the Health and Safety Policy;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own and others health and safety;
- Report all health and safety concerns to an appropriate person.

Volunteers Health and Safety Checklist

<i>Enter your name</i>	Name:
<i>Enter your start date</i>	Start Date:
<i>Enter date you started this checklist</i>	Date:

Areas to be discussed with your supervisor at induction, volunteers are to insert information below;

Who to ask for help.	
Facilities location.	
Staff room location.	
Personal security & valuables.	
People and you/speech/dress.	
No smoking policy.	
Accident & near miss reporting.	
First Aiders & First Aid Boxes.	

Below are the documents you must read, please initial and date each box as you have read the item.

Health and Safety Policy	Initials and date	Site Specific	Initials and date
H & S Policy statement.		H & S Procedures.	
H & S Policy.		Welfare Facilities.	
Fire safety.		Fire Procedures.	
First Aid.		First Aid Procedures.	
Lone Working.		Lone Working.	
Manual Handling.		Manual Handling.	
Risk Assessments.		Risk Assessments.	
Safe place of Work.		Tick bite & Lyme Disease, Toxic Blue Green Algae Bloom, Needle stick injuries, Leptospirosis.	
Working at height, use of Ladders, Steps and Trestles.		Equality & Diversity.	

More information can be found in the Health & Safety Policy.

I confirm that I have read (been read) and understood the information given	
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to me above.	Signed:	Date:
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