



HEALTH AND SAFETY POLICY

General statement of intent

Our policy is to provide and maintain safe and healthy operating conditions for all our volunteers and clients and to provide reasonable levels of information, training and supervision to assist them in the execution of their tasks.

Responsibilities

Overall responsibility for Health and Safety for Good Neighbours CARE in Haywards Heath Cuckfield and Lindfield resides with the Trustees. The person responsible for the monitoring of this policy is the Chairman.

The responsibility of all volunteers in relation to Health and Safety is to:

- Co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on Good Neighbours CARE business
- Report all incidents, injuries, and near misses as soon as possible to the Duty Officer
- If during a task a client falls then the volunteer must contact the emergency services immediately for assistance. The volunteer's duties at this time are restricted to making the client comfortable

The following **must not be carried out** by volunteers when executing a task:

- Work at heights more than six feet above floor level or use any ladder without another capable person being at hand
- Move or lift any heavy objects which might involve the risk of injury.
- Undertake any duties whilst under the influence of drink or drugs

Training and qualifications

- All volunteers must complete a volunteer induction with the Volunteer Secretary
- Duty Officers will be trained in the operation of relevant procedures by the Duty Officer or Section Leader

- Volunteer drivers will have their driving licence checked when they are registered. The Volunteer Secretary will also check that their insurance covers for carrying passengers on a voluntary basis.
- Volunteers will be issued with a High Viz waistcoat and encouraged to wear it on transport jobs. Volunteers for Visiting and Light Help in the Home will receive their Volunteer Induction by the Visiting Section Leader
- DBS clearance will be obtained for all those volunteers as the law requires.
- All volunteers will need to provide two referees before being accepted

Health and Safety Arrangements

Electrical Safety

- PAT testing of portable electrical equipment (sound system, projector etc.) should be carried out every three years by a qualified person.
- Adaptor sockets must not be used
- Extension leads are acceptable as long as they do not constitute a trip hazard or fire risk.

These rules apply only to Good Neighbours Care supplied equipment. Domestic appliances provided by clients are exempt. If the Volunteers feel that such equipment is unsafe, they should notify the Client immediately and refrain from using the equipment.

Risk Assessments

Risk Assessments are conducted to cover specific situations which arise in the course of volunteers' activities. These include the driving of clients to medical appointments, taking them shopping locally, or doing the shopping for housebound clients, visiting clients in their own homes and light help in the home.

Copies may be obtained from the Secretary on request.

Vulnerable Adults

A separate policy exists for vulnerable adults

Policy Review

The policy will be reviewed annually at the first meeting of the incoming Executive Committee after the Annual General Meeting. It will also be reviewed in response to changes in relevant legislation, good practice or in response to an identified failing in its effectiveness.

October 2019