



# Peacehaven Town Council



## Health & Safety Policy For Volunteers

## **Health and Safety Statement**

Our Organisation is committed to the Health and Safety of our volunteers.

We carry out risk assessments, which we act upon to lower any risk. This includes a risk assessment of:

- The areas in which we operate
- The organisation's activities
- The roles carried out by volunteers

We will provide volunteers with any information, training or equipment they need to remain safe whilst carrying out their volunteering tasks.

Volunteers are expected to remember their duty of care towards the people around them, and not act in a way that might endanger those around them.

Our Health and Safety Policy also includes:

- Risk assessments
- Dealing with difficult situations and people protocols

The policy is based on the Health and Safety at Work Act 1974 and is in three parts:

The Statement, Responsibilities and Arrangements

## **1.0 Our statement of general policy is:**

- 1.1 To provide adequate control of the health and safety risks arising from our work activities.
- 1.2 To consult our volunteers, members and partners on matters affecting their health and safety.
- 1.3 To provide and maintain safe work environments, plant and equipment.
- 1.4 To ensure safe handling and use of substances, i.e. weed killer.
- 1.5 To provide information, instruction and supervision for volunteers, members and partners.
- 1.6 To ensure all volunteers, members and partners are competent to do their tasks, and to give them adequate training.
- 1.7 To prevent accidents and cases of work related ill health.
- 1.8 To maintain safe and healthy working conditions, in particular to prevent, where practicable, the use of substances which are environmentally toxic.

## **2.0 Responsibilities**

Overall and final responsibility for health and safety is that of the membership, led by the Health and Safety Officer: .....

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Peacehaven Volunteer Officers.

To ensure health and safety standards are maintained & improved, the following people have responsibility in the following areas:

.....for core areas of work.

Members, volunteers, partners and contractors for projects.

All Town Volunteer Officers and volunteers have to:

- co-operate with colleagues and mentors on health and safety matters
- 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 (as detailed in this policy)

### **3.0 Arrangements**

#### **3.1 Health and safety risks arising from our work activities**

Risk assessments will be undertaken by the task leader for core areas of work, members, partners and contractors for projects.

The findings of the risk assessment will be reported to the Town Volunteer Officers.

Action required removing or controlling risks will be approved by ..... Volunteer Officers.

The person responsible for ensuring the action required is implemented is the task leader.

The people responsible for checking that the implemented actions have removed or reduced the risks are the members, partners and contractors.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

#### **3.2 Consultation with members and volunteers**

A volunteer will be designated Health and Safety Liaison.

Consultation with members and volunteers is provided at meetings.

#### **3.3 Safe plant and equipment\***

All members, volunteers and partners are responsible for identifying all equipment/plant needing maintenance.

The person responsible for ensuring effective maintenance procedures are drawn up is .....

The person responsible for ensuring that all identified maintenance is implemented is .....

Any problems found with plant or equipment should be reported to .....

The person responsible for checking that new plant and equipment meets health and safety standards before it is purchased is ..... or any Town Volunteer Officer. For core plant and equipment, the member, partner and contractors for project plant and equipment.

\*including vehicles, ladders, tools, lifting equipment etc.

**3.4 Information, instruction and supervision**

The Health and Safety Law poster is available upon request.

Health and safety advice is available from .....

Supervision of members and volunteers will be arranged/undertaken/monitored by the task leader.

The people responsible for ensuring that members and volunteers are given relevant health and safety information when working at given locations under the control of other employers is the task leader. For core activities, partners and contractors for project activities.

**3.5 Competency for tasks and training**

The people responsible for providing health and safety induction training are the Town Volunteer Officers.

Appropriate partners will provide Job specific training.

Training records are kept by the Town volunteers.

**3.7 Accidents, first aid and work-related ill health on-site**

..... will ensure that at any activities carried out there is a first-aid kit available, as well as the appropriate number of first aiders.

All accidents and cases of work-related ill health are to be recorded in the accident book. This book is kept by .....

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is .....

**3.8 Monitoring**

To check our working conditions, and ensure our safe working practices are being followed we will include Health and Safety on the standard agenda of project meetings and membership meetings.

The person responsible for investigating accidents is .....

The person responsible for acting on investigation findings to prevent a recurrence is .....

Policy reviewed on: 29<sup>th</sup> day of April 2015

New Review: April 2017



## VOLUNTEER TO PEACEHAVEN TOWN COUNCIL

Thank you for deciding to complete our Volunteer's Registration Form. This information will enable us to update our Volunteer Database and keep you right up to date with volunteering opportunities and news.

If you would like to register your interest in volunteering with Peacehaven Town Council (PTC) please fill in your details below.

If you would like to be added to the distribution for future editions of our E-news Publication, please enter your e-mail address here :

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You will be sent/given a volunteers badge as soon as you partake in a volunteering opportunity with us. Please ensure this is returned at the end of your volunteering period.

Badge distributed (date) :- .....Returned (date) :- .....

I declare that I volunteer my services to Peacehaven Town Council for the period stated, undertaking tasks to support the Council. I therefore abide by all policies and procedures for the Town Council and will ensure my own and public safety is of paramount importance.

I will ensure that I represent the Town to the best of my ability, not for political or financial gain and will only adhere to the terms and conditions as set out in the Health and Safety for Volunteers Handbook

Effective from / Start Date: - .....

Name: - .....

Address: - .....

.....

Telephone number:-.....

Email Address: - .....

Next of Kin Name: - .....

Next of Kin contact details: - .....

Signature: - .....

Date: - .....

PTC reserves the right at any time to refuse participation in an event or project if conduct or non-discriminatory factors are deemed appropriate. PTC also reserves the right to withdraw any person during an event or project, if said individual does not conform to the standards set by the Town Councils Policies or does not follow the correct procedure, as available on the PTC Website