



Health and Safety

Policies and Procedures

VOLUNTEERS

1. Health and Safety Policies and Procedures

FLD has a legal duty to protect the health and safety (H&S) of its employees, volunteers and others. We take this responsibility seriously and have made health and safety management a priority. We expect our volunteers at all levels to take care to avoid injury to themselves and others and to co-operate with the implementation of FLD's health and safety arrangements.

FLD has adopted a health and safety policy, which contains details of these responsibilities and arrangements. All staff and volunteers are required to be proactive and familiarise themselves with the health and safety policy. Acceptance of and adherence to the FLD's health and safety policy will form part of every volunteer agreement with us.

1.1 | Health and Safety Policy Summary

FLD has established this health and safety policy to ensure the health, safety and welfare at work of all employees, volunteers and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by FLD including where FLD work is conducted off-site.

In pursuance of this policy, FLD will take action to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees and volunteers on matters affecting their health and safety;
- Provide and maintain safe working environment and equipment;
- Ensure safe handling and use of equipment or substances where applicable;
- Provide information, instruction and supervision for employees and volunteers;
- Ensure all employees and volunteers are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals.

1.1.1 | Responsibilities

- Overall and final responsibility for health and safety rests with the Executive Committee.
- Day to day responsibility for ensuring that this policy is put into practice is delegated to the Company Secretary, overseen by the Chief Executive.

All volunteers are required to:

- Co-operate with the staff member leading the activity/supervisor(s) on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed below).

1.1.2 | Health and Safety Risks Arising from Work Activities

Risk assessments for all volunteer activities will be undertaken by the person/staff member responsible for leading the activity.

Risk assessments for lone working will be undertaken by the volunteer supervisor.

Risk assessments for projects working in offices not owned by FLD will be undertaken by the relevant project lead.

Where an event / activity is being provided by a partner/contractor/other organisation a separate H&S risk assessment of the event / activity needs to be carried out and supplied by the partner / contractor / other organisation. During the externally led event / activity, responsibility for H&S rests with the partner / contractor / other organisation.

1.1.3 | Information and Instruction

The person responsible for health and safety during a volunteer activity will be made known at the start of the activity. Health and safety advice will be available from the staff member/person responsible for the activity or from the Company Secretary.

1.1.4 | Competency for Tasks and Training

The relevant volunteer supervisor will provide job-specific H&S training at the start of each event.

1.1.5 | Accidents, Near Misses, First Aid and Work-Related Health

First-aid boxes will be available where activities are taking place – either kept in the main office cupboard and in the kitchen; or off-site with the activity leader. They are regularly checked / re-stocked by the Office Administrator.

The appointed person(s) / first aider(s) is / are listed in the kitchen corridor or will be made known to you at the start of the activity.

All accidents (including road traffic accidents), near misses and cases of work-related ill health should be reported to the staff member responsible for the activity are to be recorded in the accident book by that staff member. The book is kept by the Company Secretary in a confidential folder in the main office.

All accidents or near misses involving contractors, volunteers or members of the public should be reported on an Accident and Near Miss Report form as described above.

An accident, which results in someone who is not an employee of FLD being taken to hospital, is reportable to the Health and Safety Executive and the normal procedure for reporting the accident as described above should be followed. The Company Secretary is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

1.1.6 | Monitoring

The Company Secretary is responsible for investigating accidents, work-related causes of sickness absence and acting on investigation findings to prevent recurrence. This information will be stored in the confidential file in the main office and electronic confidential file, and will be reported to the Executive Committee.

1.1.7 | Office-based Emergency Procedures – Fire and Evacuation

- The Company Secretary is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Company Secretary and Office Administrator check escape routes every week.
- Fire extinguishers are maintained and checked by the Office Administrator every week.
- The Office Administrator, or a trained fire marshal, tests alarms every week
- The emergency evacuation procedure is tested twice a year.

1.1.8 | Emergency Procedure in the Event of a Fire: Applicable to Everyone

- Sound the alarm.

- Phone 999 (whoever sounds the alarm).
- Everyone should evacuate outside to the assembly point
- A roll call will be taken where present staff, volunteers and visitors confirm their name and attendance.

Fire marshals have additional responsibilities.

1.1.9 | Fire Precautions

There are fire extinguishers throughout the office building to put out small fires. You should know the position/s of these extinguishers and how to use them. The extinguishers are checked on a regular basis.

In the event of a fire, the immediate action is to sound the alarm and contact the fire brigade. You are not required to put out a fire, but if you consider the fire small enough and you are happy and confident in using an extinguisher, then please attempt to extinguish the fire using the correct extinguisher. Then make your way to the nearest safe fire exit and collect outside in the car park at the assembly point in front of the building. Do not run and do not delay by collecting belongings.

These arrangements will be exercised on a regular basis.

1.1.10 | Off-site Emergency Procedures – Fire and Evacuation

In the event of a fire, the immediate action is to sound the alarm and contact the fire brigade and the activity leader. The activity leader will advise on location-specific evacuation procedures at the start of the activity.

1.1.11 | Bomb Precautions and Suspect Packages

If you suspect that a package, letter or bag may contain an explosive or dangerous substance, the article must not be opened, should be left in situ and a manager informed. The police will be contacted and everyone in the office should be informed immediately and evacuated to a safe distance (see Fire precautions, above) to await the advice of police or fire brigade personnel.

1.1.12 | Personal Protective Equipment (PPE)

Where required, FLD will provide you with PPE, which you must wear at all appropriate times whilst carrying out working duties. This equipment is issued for your own protection.

You are responsible for the proper use of the PPE.

If you become aware that the equipment may be faulty, it is your responsibility to notify FLD immediately in order that it may be replaced.

FLD will replace equipment damaged due to normal wear and tear free of charge and will ensure that it meets current safety standards.

1.1.13 | Alcohol and Substance Abuse

It has been proven that alcohol and substance misuse can have a detrimental effect upon your health, and can adversely influence your performance and your relationships with others around you. It can also result in reduced efficiency and increased absenteeism.

FLD has a duty towards, and is concerned about, the health and welfare of all employees and volunteers. It is therefore one of FLD's policies to promote a responsible attitude to the consumption of alcohol amongst employees and volunteers.

If any volunteer appears to be under the influence of alcohol or other substance, they will be asked to leave the activity. If the incident is repeated, the volunteer may be asked to stop participating in any future FLD volunteering activities.

1.1.14 | Smoke-Free Workplace

It is FLD's policy that all of its workplaces (office-based and off-site) are smoke-free and that you have the right to work in a smoke-free environment. Smoking, including the use of electronic cigarettes (e-cigarettes) or electronic nicotine delivery systems (ENDS), is prohibited throughout the entire workplace during the activity, with no exceptions.

Failure to adhere to this policy may result in the volunteer being asked to stop participating in any future FLD volunteering activities. You should be aware that enforcement authorities could issue penalties and fines if you are found guilty of smoking in a smoke-free place. You will be personally liable for any fine or fixed penalty imposed for non-compliance.

1.2 | Other H&S-Related Policies

Lone Working – please refer to the **FLD Lone Working Policy**

Safeguarding – please refer to the **FLD Safeguarding Policy**

These policies are available to view separately in the Volunteer Guide.