

HEALTH AND SAFETY

Policy for YelverCare

1. CONTEXT

Health and safety law applies to employers. YelverCare is not an employer because it relies entirely on volunteers. Furthermore, organisations that do not employ people are not obliged to have a health and safety policy. Nevertheless, YelverCare has opted to have a policy to heighten volunteers' health and safety awareness whilst they are involved in the organisation's activities.

2. PRINCIPLES

- all organisations have a 'duty of care' to avoid carelessly causing injury to anyone
- health and safety is everyone's responsibility

3. CODE OF GOOD PRACTICE FOR VOLUNTEERS

a) Drivers

- volunteers should drive their cars as carefully as possible when conveying clients, taking due notice of speed limits and road signs
- volunteer drivers must wear a seat belt and ensure that clients wear theirs
- volunteers who convey clients' wheelchairs or guide dogs should ensure that these are transported safely
- volunteers are responsible for providing a door to door service and wherever possible should escort clients safely to and from the car
- at the age of 79 volunteer drivers should carefully consider whether they feel confident to continue driving for YelverCare and advise the committee accordingly; the committee will use their discretion to consider requests to continue driving past the age of 80

b) Food Provision

- food hygiene courses are arranged for volunteers who manage the luncheon club and social functions involving refreshments

c) Cinema

- the duty manager must ensure that the fire safety precautions detailed in the cinema documentation are carried out for every performance

d) Dog Walking

- volunteers should be used to handling dogs and be at least 18 years old
- all dogs must be kept on a lead at all times

e) DIY

- only basic low-key maintenance work can be carried out e.g. changing a light bulb
- specialist work such as electrical wiring is to be undertaken by a qualified person
- heat producing equipment such as a blow torch must not be used
- client equipment must not be used for any task
- YelverCare insurance does not cover power tools so such use must be covered by the volunteer's own insurance
- any ladder supplied or used must not exceed step ladder height unless two persons are present at all times that work is undertaken, with one person securing the ladder at all times

f) Gardening

- work should be restricted to lawn mowers, hedge and lawn trimmers, and hand tools and must not involve tree felling or lopping

ACKNOWLEDGEMENTS

Health and Safety Executive, West Devon Community and Voluntary Services, National Council for Voluntary Organisations.

AUGUST 2016