



Health and Safety Policy statement

Part 1 Statement of intent

This is the policy statement of the Woodcote Volunteers. Our Health and Safety Policy is designed to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety in the workplace
- Provide clear instructions and information, and adequate training, to ensure volunteers are competent in their work.
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions.
- Make sure we implement emergency procedures, including evacuation in the case of fire or other significant incident.

To this end, we:

- Consult volunteers on matters affecting their health and safety.
- Provide personal protective equipment (where and when appropriate)
- Provide and maintain equipment
- Review and revise this policy regularly
- Drew up a comprehensive risk assessment and a separate Covid-related risk assessment

Part 2. Responsibility for health and safety

1. Overall and final responsibility for health and safety:

Helena McBride (Chair)

2. Day to day responsibility for ensuring this policy is put into practice:

Jane Forde (Secretary)

To ensure health and safety standards are maintained/improved, the Secretary and Treasurer have responsibility in the following areas:

- risk assessments, consulting volunteers, accidents, first aid and work-related issues, safeguarding
- Monitoring, accident and ill-health investigations, emergency procedures, fire and serious incidents evacuations
- Maintaining equipment, information, instruction and supervision, training.

3. All volunteers should:
 - Co-operate with organiser
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns to organiser.

Part 3: Arrangements for health and safety

Risk assessment

We will complete relevant risk assessments and take any appropriate action

We will review risk assessments when working habits or conditions change

Training

We will give new volunteers

- health and safety induction and provide appropriate training
- personal protective equipment and materials
- guidance for drivers working alone with clients

Consultation

We will consult volunteers routinely on health and safety matters as they arise and formally when we review health and safety

Evacuation

We will make sure escape routes are well signed and kept clear at all times

Evacuation plans are tested from time to time and updated as necessary.

Date adopted: September 2023

Review date: September 2024