**Health and Safety Overview for Volunteers**

**Training**

Health and Safety training involves helping people to learn how to do something, instructing people what they should or should not do, or simply giving them information. Everyone who volunteers for an organisation needs to know how to work safely and without risks to health. Volunteer Managers must provide clear instructions, information and adequate training, for volunteers under their control.

This should cover: hazards and risks volunteers may face

measures in place to deal with those hazards and risks

how to follow any emergency procedures

**Welfare Facilities**

Information should be provided on the locations of toilet and washing facilities, drinking water, suitable seating areas to use during breaks that are kept clean and located where food will not get contaminated, washing facilities nearby, and the means of heating food or water for hot drinks. In addition, the location of facilities for changing and storing clothing and where it is ‘reasonably practicable’ the location of a room for pregnant women/nursing mothers to rest or lie down.

**First Aid, Accident, Incident and Near Miss Reporting**

All volunteers should be informed who the allocated first aider is. All incidents must be reported immediately to the volunteer’s manager or supervisor, who will then act to report the incident inline with the organisations policy.

**The Fire Instructions**

What to do when the alarm sounds:

* Refer to Fire action notice and respective evacuation plan location of escape routes, final exits, assembly point(s)
* do not use any lifts unless specific fire lifts
* Use of roll call and/or sweep systems
* Only re-enter building once authorised to do so

What to do when you find a fire or emergency

* Refer to Fire action notice and respective evacuation plan
* how to raise the alarm using a Fire Alarm Call Point (e.g. push or break glass)
* location of escape routes, final exits, assembly point(s)
* do not use any lifts unless specific fire lifts
* Use of roll call and/or sweep systems
* Only re-enter building once authorised to do so

Individuals should make themselves familiar with the means of escape, location of Fire Exits, Fire Alarm Control Points and Extinguishers. Fire training is provided at appropriate intervals.

Fire alarm call points and fire extinguishers are sited on means of escape and final exits.

**GDPR**

6 GDPR Principles

Data must be -

1. Processed fairly, lawfully and in a transparent manner

2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible

3. Adequate, relevant and limited to what is necessary

4. Accurate and where necessary kept up to date

5. Kept in a form that permits identification of the data subject for no longer than is necessary

6. Processed in a manner that ensures appropriate security

If within your volunteer role you are dealing with personal data please ask your volunteer manager for the organisations GDPR policy.

**Safeguarding**

Reporting an incident

It is important that as an employee you feel safe when you are at work. If an accident or incident occurs whilst you are carrying out your duties, you must report it to your line manager as soon as possible who will support you through the process. Further information on reporting an incident is available.

If you are volunteering with children or vulnerable you may need to have safeguarding training. Please speak to you Volunteer Manager for further guidance.

**The Volunteer Code of Conduct**

Most organisations will have a volunteer code of conduct, but the example below covers how you will be expected to conduct yourself as a volunteer.

* Be a good role model with behaviour and an attitude that are in line with the organisation’s values and ethos.
* Be friendly, courteous and kind at all times.
* Treat everyone with dignity and respect.
* Respect other people’s privacy and boundaries.
* Communicate with others in an open and respectful way.
* Be responsible and accountable in the way you carry out your role.
* Not to act fraudulently or dishonestly

**Before you begin volunteering, we will need to arrange a video call to do a photographic ID check with you.**

Documents required:-

* Driving Licence and Utility bill or an official letter with your present address on (i.e. Bank Statement, GP or NHS letter).

or

* Driving Licence and Passport (this will be needed if your Driving licence isn’t a photographic Driving Licence).

or

* Passport and Utility bill or an official letter with your present address on (i.e. Bank statement, GP or NHS letter).

Someone will be in contact with you soon.