

## **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

Food hygiene courses are not statutory or mandated but is best practice and training provision for this will be sourced and funded by YelverCare

Records of clients allergies who attend Lunch Club are to be documented and retained

Environmental Health Food Safety checklist is followed and adhered to in all food preparation and service at Lunch Club

Joining policy and procedure is to be followed for all new clients who attend Lunch Club

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 strimmer's, and hand tools and must not involve tree felling or lopping

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