

HEALTH & SAFETY

BRIEF FOR VOLUNTEERS



Health and safety is all about awareness, so this brief is designed to help you find out about the Health and Safety laws and policies that affect you and about steps you can take to ensure your own health and safety, along with that of other people.

HEALTH AND SAFETY LAW

Organisations have a duty to take account of the health and safety of volunteers. This arises from the common law Duty of Care and section 3 of the Health and Safety at Work Act 1974.

The Act sets out the general duties which employers have towards their employees and individuals that are not employees, such as volunteers and members of the public, who may be affected by their work activities.

The common law Duty of Care has been developed by the courts and it applies to all individuals and organisations. The duty sets out the legal obligations to take reasonable care to avoid causing harm to others.

Lincolnshire County Council has to take reasonable steps to ensure that the likelihood and potential seriousness of injury to volunteers is reduced. Depending on the circumstances, this might include giving volunteers adequate information, training, the use of safety clothing or equipment, and supervision.

HEALTH AND SAFETY POLICY

A health and safety policy is the foundation on which H&S procedures and practices are developed. It also outlines the Council's commitment towards good health and safety standards.

Lincolnshire County Council's general policy is to prevent accidents and cases of

work-related ill health by:

- ✚ eliminating hazards from work activities where possible
- ✚ where not, assessing and ensuring adequate control of the associated risks

This simply means we will ensure a safe working environment where levels of risk have been reduced to a minimum. Your Volunteer Supervisor will carry out a risk assessment for your role to identify potential hazards involved with the activity and assess the degree of harm the hazard could cause against the likelihood of it occurring. The assessment will say what measures will be put in place to reduce the risk to an acceptable level.

Your Volunteer Supervisor will alert you to our Health and Safety policy and procedures, including the fire escape routes, the location of the first aid box and who the first aider or appointed person is.

WHAT WE EXPECT FROM YOU

When representing LCC as a volunteer we expect you to support our commitment to Health and Safety and co-operate with us to enable us to comply with the law.

You have a legal duty to:

- Take reasonable care for your own Health and Safety, and that of others who may be affected by your actions.
- Co-operate with LCC by correctly using equipment, such as personal protective equipment, in accordance with the training or instruction that you have been given.

Any incidents or hazards must immediately be reported to the Volunteer Supervisor or a member of staff.

Appendix 1 – The Health & Safety Acknowledgement for Volunteers must be read and signed by each volunteer.

FURTHER INFORMATION AND RESOURCES

- For more information about all aspects of health and safety you can call the H&S Executive Infoline on 0845 345 0055 or check the website at www.hse.gov.uk, where you will find useful publications, many of which are free of charge.
- You can also access LCC H&S manual index <https://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/health-and-safety-manual-index/> for further information and guidance.

H&S ACKNOWLEDGEMENT

(APPENDIX 1 TO HEALTH & SAFETY BRIEF FOR VOLUNTEERS)

With respect to volunteers Lincolnshire County Council has a general duty to ensure their health and safety, including providing them with information.

Everyone who volunteers with the Lincolnshire County Council has a personal responsibility for Health and Safety both for themselves and for others who may be affected by their activities.

A risk assessment is undertaken for every volunteer role. The aim of the risk assessment is to demonstrate that potential problems were identified, and importantly, that steps were taken to lower any risk. The results of the risk assessment determine what information and training (if any) should be given to the volunteer.

Volunteers are provided with the Health & Safety briefing and receive the appropriate information and/or training to match the role they are given by the specific service area.

As part of the Health and Safety Briefing please sign below to confirm that you have read and understood Risk Assessment document/s applicable to your role.

I have read and understood the Health and Safety Briefing and the risk assessment document/s and I agree to work in my volunteer role in accordance with Lincolnshire County Council's policies and values.

<i>Name of Volunteer:</i>	
<i>Signature:</i>	
<i>Date:</i>	