



# OnFife Health and Safety Policy Summary for Volunteers

In OnFife, we take health and safety very seriously. Our Board and Executive Team give their full support to the Health & Safety Policy and the implementation and maintenance of the highest standards of occupational health, safety and welfare across the organisation. Health and Safety is and will remain a key priority for the OnFife.

## What is our Health and Safety Vision?

**Our vision is to carry out all our activities in such a way as to keep each other, those who work with us and the public safe from harm.**

In order to deliver on our vision, we need the involvement and commitment of all employees, and positive leadership from Directors and managers. We also need the support of trade unions, employee representatives and our contractors, suppliers, **volunteers** and partners.

## What are our health and safety commitments?

We commit to:

- achieve and maintain high standards of occupational health, safety and welfare
- comply with all relevant health and safety legislation
- promote strong health and safety leadership to ensure occupational health and safety is considered when we do our work
- promote effective consultation and co-operation with all employees and their representatives, our partners, suppliers, **volunteers**, contractors and communities about the health and safety issues arising from our actions
- ensure health and safety is fully considered in all areas of work, that an adequate number of trained employees and appropriate budget are provided to achieve high standards of health and safety compliance
- set clear health and safety targets and continue to improve by effective monitoring, inspection, audit and review
- promote a sensible and realistic attitude to risk management
- ensure that all our employees, **volunteers** and others working in our behalf, are provided with appropriate information, instruction, training and supervision to carry out their work safely and effectively
- encourage safe behaviour of our employees, contractors, and visitors to our buildings



## OnFife Health and Safety Policy Summary for Volunteers

- motivate employees to achieve high standards of health and safety behaviour

To enable us to meet these commitments, we require our contractors, partners, consultants and **volunteers** to demonstrate the same level of commitment in matters of occupational health, safety and welfare.

### What does this mean for you?

- we ask you to be responsible for your own health and safety and the health and safety of others who may be affected by what you do
- we ask you to take individual responsibility to follow health and safety procedures and work in accordance with instruction and training you have received
- you must co-operate with supervisors and managers on health and safety matters
- you must not misuse or recklessly interfere with anything provided to protect your health, safety and welfare
- we ask that you promptly report any unsafe conditions or practices
- you must use work equipment and personal protective equipment in accordance with instruction and training you have received
- we ask that you support us in achieving our health and safety targets
- you must play your part to maintain a safe and healthy workplace.

Health and Safety management within OnFife is designed to create a positive culture that permeates all levels of operation, including our **volunteers**.

This positive culture of Health and Safety awareness will be maintained through experience, training, information; instruction, and guidance to equip employees and **volunteers** to recognise sources of potential harm to themselves and / or others.

**All** employees and volunteers should be aware of **5 key questions**:

- Is there a hazard?
- If so, are there procedures in place to manage the risks associated with the hazard?
- Are people aware of the hazards and procedures?
- Do they comply with the procedures?
- Do procedures need reviewing in the light of experience?



# OnFife Health and Safety Policy Summary for Volunteers

## Facility/ Venue Management

Facility/ Venue Management are required to ensure that, so far as it is reasonably practicable, places of work are safe and free from risk to health and should -

- ensure that they are fully familiar with and apply the requirements of all procedures, instructions, safety plans etc. which are relevant to facilities or activities under their control at any given time.
- ensure that all equipment and plant is suitable for the intended use, is properly maintained and is only operated by trained competent persons and withdraw from service all equipment and plant known or discovered to be hazardous, unsafe or improperly used.
- ensure that when personal protective equipment is required that the appropriate equipment is supplied and used. Also that the equipment is maintained and stored correctly.
- ensure that all employees within their facilities are adequately instructed, informed, trained, supervised, accredited or licensed as necessary to allow them to carry out their work in accordance with safety instructions and procedures.
- ensure that suitable and sufficient records are kept within each operational facility.
- fulfil their own duties as employees under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

## OnFife Employees

All employees have the following general duties and responsibilities and are accountable for failure to abide by them.

- To take reasonable care of their own health and safety and the health and safety of others.
- To co-operate with their employer to enable the employer to comply with Health and Safety Law.
- To use equipment, materials and substances only in accordance with instructions and training.
- Not to interfere with any materials or processes that are in place in the interest of health and safety.



## OnFife Health and Safety Policy Summary for Volunteers

- To report hazardous situations and shortcomings in arrangements for health and safety using the appropriate channels of communication.
- To abide by the instructions and rules as set out in OnFife's Policies and Procedures.
- To conduct their job in a way that contributes to a positive culture of health and safety awareness with risk assessment at its heart.

### **Volunteers in OnFife Facilities**

The nature of the activities of volunteers is such that they may be singular or working in groups and may be looked after by an individual employee or group of employees. Whether it be singular or multiple volunteers, the responsibilities of the person/s in charge are the same.

It must be ensured that:

- Volunteers sign in on arrival.
- Are supervised by the staff in the they are working in
- The staff they are working with are responsible at all times for the safety of the volunteers
- The responsible members of staff are also charged with ensuring the volunteers are made familiar with any safety instruction or advice they require whilst in the facility.
- The responsible staff must ensure that the visitor/s sign out on leaving the facility.

### **Reporting and Investigating Accidents and Dangerous Occurrences**

OnFife is obliged to comply with the requirements of the Health and Safety at Work etc. Act 1974, the requirements of the Management of Health and Safety at Work Regulations 1999 and the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995.

It is the responsibility of all managers and staff involved in the procedure to comply with statutory requirements for reporting and investigating accidents.

**All** accidents and incidents, including acts of violence, will be recorded and investigated.



## OnFife Health and Safety Policy Summary for Volunteers

Details of accidents in the categories of Death must be reported immediately to the Health and Safety Executive (HSE) and then forwarded, to the Health & Safety Operations Officer and the relevant Team Leader as soon as possible following the incident even if it means using emergency contact protocols. Under RIDDOR all other accidents and incidents have ten days to be reported to the HSE.

Reports of all accidents in these categories must be copied and sent to a central point for compilation and comparison as per procedure.

Details of accidents involving a major injury must be reported immediately as per procedure.

All other “non-reportable” incidents “**near misses**” must be recorded and notified electronically; directly to the OnFife’s Health & Safety Operations Officer

### **Provision and Use of Protective Clothing and Equipment**

Protective clothing will be provided as required under the PPE Regulations. Items will be provided for **volunteer use**. Each facility will have particular requirements, identified through risk assessment.

Where a **volunteer** requires personal equipment, Personal Protective Equipment (PPE) will be issued on the basis of a rolling replacement programme, logged against that volunteer. PPE remains the property of the OnFife and will be returned upon the volunteer leaving their role

All PPE will be purchased, used and retired in accordance with good practice particularly with regard to standardised documentation and logging procedures.

### **Emergency Procedures**

The Facility Managers supported by the Health & Safety Operations Officer who will ensure that all Emergency Procedures relevant to the operation of the Facility are drawn up, implemented and constantly reviewed.

### **Training**

All Health and Safety training will be identified through the **Risk Assessment** process and will be treated as a priority. The Facilities Managers and Customer Services Team Leader will be responsible for ensuring that this training is carried out.



## OnFife Health and Safety Policy Summary for Volunteers

Training requirements as identified will be delivered as follows:-

- At volunteer inductions
- On transfer or promotion to new volunteer role
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments.

### Direct Conflict

On occasion an issue may arise that puts members of staff and volunteers in conflict with each other over a Health, Safety or Welfare issues requiring immediate resolution in as safe a manner as possible. These may arise for two main reasons:

- Being given an unsafe instruction by a supervisor or member of staff
- A member of staff or volunteer decides to carry out or suggests carrying out an unsafe act.

Examples of this would include a volunteer deciding to enter an area of the facility they are not allowed in or moving equipment in a way that is clearly unsafe or otherwise jeopardising the safety of themselves, their fellow volunteers and FCT employees

Matters of direct conflict should not arise. However if an issue does arise volunteers can take the following action to seek a solution to their concerns.

In the first instance discuss your concerns with the person giving the instruction or creating the unsafe situation to see if it is simply misunderstanding or the person can be reasoned with and talked out of commencing with the unsafe action.

If this does not work:

In the case of an unsafe instruction from an OnFife employee, you should advise them that you are seeking further advice before complying with the instruction.

**You should always report your concerns to your immediate volunteer supervisor, or venue manager.**