



# Volunteer Health & Safety Policy and Code of Conduct



## 1. Statement of Policy

It is Belfast Hills Partnership's (BHP) desire to make a safe, healthy and positive environment for volunteers where activities are conducted in a positive and safe manner and volunteers conduct themselves in a productive and professional way. In order to ensure this, BHP will provide good volunteer practice, guidance and equipment for volunteers and ask that volunteers adhere to this policy.

## 2. Implementation

### Belfast Hills Partnership will:

- Provide, for volunteers to loan, essential safety equipment when necessary (e.g. gloves, high visibility clothing).
- Provide necessary training and demonstrations for each task.
- Carry out risk assessments for each task and will ensure volunteers are verbally informed of risk/safety prior to each task.
- Follow BHP staff health and safety procedures and incident reporting procedures.

### Volunteers must:

- Adhere to safety instructions for each task.
- Adhere to safe use of equipment and tools.
- Report any unsafe or broken tools to Volunteer Officer/task supervisor and discontinue any further use of such tools.
- Report any behaviour they believe to be unsafe or putting others at risk to the Volunteer Officer/task supervisor.
- Tell the Volunteer Officer/task supervisor if they think what they are being asked to do is unsafe. Volunteer can refuse any tasks they believe are unsafe/too risky.
- Work within their own comfort and not put themselves at risk of injury through over-exertion.
- Take reasonable care of the health and safety of themselves and others who may be affected by their actions.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Not operate BHP vehicles or power tools.
- Follow the Lone Working Volunteer Policy when volunteering alone.
- Report all accidents, damage and dangerous occurrences, whether persons are injured or not, to the Volunteer Officer/task supervisor who will then follow the

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Incident and Accident Reporting Procedure (a copy can be found in the BHP office, ask a member of staff if you wish to see it).

### If an accident occurs:

- Volunteers must report it to the Volunteer Officer (or BHP task supervisor) immediately who will then follow the appropriate BHP procedures set out in the staff Health and Safety Policy.
- Volunteers must not enter the scene unless it is completely safe and absolutely necessary to do so (i.e. in an emergency).
- If necessary, medical treatment should be sought immediately from a first aider or medical professional and the emergency services contacted (if necessary).

### Code of Conduct

- The consumption of alcohol or drugs is strictly forbidden at any time. If a volunteer turns up to a task under the influence of alcohol or drugs, or bring them to the task, they will be asked to leave the task and the procedure outlined in the Dealing with Problems Volunteer Policy will be followed.
- BHP employs a practice of fair and non-discriminatory treatment for all. Verbal or physical abuse, bullying or threatening behaviour is not tolerated. If for any reason volunteers feel threatened or vulnerable while volunteering at any time they should leave the area immediately and contact the Volunteer Officer/task supervisor.
- Volunteers should always follow procedures and guidance to avoid situations where they may be alone with children or vulnerable adults. See our Safeguarding Policy for guidance.
- Remember, that throughout the entire volunteer experience, you are representing yourself and BHP. Your actions will reflect on all of these parties. All volunteers are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public, visitors, other volunteers, or BHP staff.
- BHP volunteers are highly valued and relied upon for the work that they do. If you cannot volunteer at the times agreed you should notify the Volunteer Officer, or other appropriate BHP staff, giving as much notice as possible so that alternative arrangements can be made.
- Volunteers are provided with information and ongoing training to equip and support them in performing their role. The Volunteer Officer will monitor and guide volunteers in the performance of their role and recommend training where required.

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- BHP will follow the Dealing with Problems Volunteer Policy where a volunteer's work practices could endanger themselves or others, or if a volunteer's behaviour, performance or repeated absence or lateness negatively affects BHP or the service it aims to provide.
- BHP aims to address any concerns raised by volunteers. If a problem arises during your volunteer activity, please speak to the Volunteer Officer as soon as possible and the Volunteer Grievance Policy will be followed.

Reviewed by: \_\_Lisa Critchley (Volunteer Officer)\_\_ Date: \_\_26/10/2015\_\_

Approved by: \_\_BHP Board\_\_ Date: \_\_26/11/2015\_\_

Next review date: \_\_Dec 2019\_\_

