

## **Worcester City Welcomes Refugees (WCWR) – Health and Safety Policy for Volunteers**

WCWR is committed to ensuring the health, safety and welfare of its volunteers, contractors and visitors, and it will, so far as is reasonably practicable and within its control, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

Health and safety is an integral part of our operational activities, and responsibility for implementing the policy is shared between all trustees and volunteers as described in the legislation.

### 1. Introduction

1.1 This is the health and safety policy for volunteers of WCWR. WCWR has a 'duty of care' to its volunteers and recognises its responsibility under the Health and Safety at Work Act 1974 and the provisions of the Management of Health and Safety at Work Regulations 1999.

1.2 This policy applies to all volunteers.

1.3 This policy will be reviewed annually. However, as this policy is a working document, any areas identified in need of change should be noted and the policy should be reviewed at the first available opportunity.

1.4 Volunteers can contact the Chair of WCWR Trustees for any further advice.

### 2. General statement

2.1 It is the declared and committed policy of WCWR to be concerned for and attentive to the needs and expectations of its volunteers in respect of health and safety, including working at home and whilst at WCWR activities.

### 3. Insurance

3.1 WCWR currently has insurance for employers and public liability of £15,000,000 for the employer's liability insurance and public liability policy. This covers volunteers and the public on its own premises, if applicable, and extends to include activities such as work at hotels, private houses, and similar events held at third-party premises.

#### 4. Responsibilities of WCWR

##### 4.1 WCWR has a responsibility to:

- 4.1.1 Set and maintain appropriate standards of health and safety.
- 4.1.2 Ensure regular risk assessments are carried out for appropriate activities engaged in by volunteers.
- 4.1.3 Ensure that volunteers are made aware of the WCWR Health and Safety policy and relevant procedures.

#### 5. Responsibilities of the volunteers

5.1 Volunteers must take all reasonable care for their own individual health and safety and be concerned for any other persons who may be affected by their own acts or omissions.

##### 5.2 In particular, volunteers have a responsibility to:

- 5.2.1 Know, or seek an explanation of, and observe the WCWR Health and Safety Policy. Please contact the Chair of WCWR for further clarification or guidance.
- 5.2.2 Familiarise themselves with the health and safety policy and procedures at any venue or site as soon as is practical prior to an event taking place, including but not limited to requirements for the use of any special protective equipment.
- 5.2.3 Conduct themselves so as to promote and maintain a safe, healthy, clean, and tidy environment in the best interests of all concerned.
- 5.2.4 Report any accidents, near misses, situations, or any safety hazard while volunteering for WCWR that may lead to injury or damage to the Chair of WCWR. For safety hazards at WCWR-hosted events at third-party venues, please report any hazard or accident to the venue management or remove the potential hazard if this will not cause injury.
- 5.2.5 Ensure that local emergency procedures, such as fire evacuation arrangements, are communicated clearly to groups attending WCWR events.
- 5.2.6 Not allow any event to take place or to enter or allow others to enter any venue or site where they are not confident that all health and safety requirements can be met.

#### 6. Risk assessments

6.1 Risk assessments for common activities have been carried out. Volunteers should familiarise themselves with the content of these assessments. (See appendix A.)

6.2 For activities that are not covered by these assessments or where the circumstances are sufficiently unusual to render the assessment invalid, a separate risk assessment must be carried out. To arrange this, please contact the Chair of WCWR.

6.3 The list of risk assessments will be reviewed annually and regularly updated and added to where new assessments or requirements have been identified.

6.4 Appendix A- Risk assessments schedule. A copy of the current schedule can be obtained from the Chair of WCWR.

(Appendix A) Health and safety risk assessment for WCWR volunteer activity

These risk assessments are owned by the WCWR Trustee Board and will be reviewed if a new or changed situation occurs that requires assessment. These assessments should be read in conjunction with the WCWR Health and Safety Policy for Volunteers. The following risk assessments are applicable for WCWR volunteer activity at home or hotel sites.

Nature of risk	Persons at risk	Control measures	Likelihood	Severity	Risk Grading
Spread of Covid-19 Coronavirus	Volunteer or clients	<p>We will follow any Government and Public Health Guidance regarding the spread of Covid-19. We will consider the needs of people at greater risk from COVID-19, including those whose immunesystem means they are at higher risk of serious illness from COVID-19.</p> <p>The Chair of WCWR should be notified if you are considered high risk.</p> <p>If you have symptoms of a respiratory infection, such as COVID-19 you are advised to try to stay at home and avoid contact with other people. Government and Public Health Guidance should be followed.</p> <p>Recommended actions to reduce the spread of respiratory infections, including COVID-19</p> <ul style="list-style-type: none"> <li>• Let fresh air in if meeting others indoors.</li> <li>• Practise good hygiene               <ul style="list-style-type: none"> <li>o wash your hands</li> </ul> </li> </ul>	2	2	3

		<ul style="list-style-type: none"> <li>o cover your coughs and sneezes</li> <li>• clean your surroundings frequently</li> <li>• Wear a face covering or a face mask</li> </ul>			
Slip, trip or fall	Volunteer or clients	Use of reputable venues for WCWR events and meetings	2	1	3
Injury resulting from fire	Volunteer or clients	Use of reputable venues for WCWR events and meetings, briefing of fire precautions before start of events (escape arrangements, alarms, etc.), fire safety legislation	1	3	3
Food poisoning	Volunteers or clients	Use of reputable venues and suppliers for WCWR events and meetings, food safety legislation	2	2	3
Injury relating to VDU use	Volunteers	Whilst doing work for WCWR from home, including administration work or the like – we recommend breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity. There are some simple steps people can take to reduce the risks from display screen work – please refer to the HSE website for further details: <a href="https://www.hse.gov.uk/toolbox/workers/home.htm">https://www.hse.gov.uk/toolbox/workers/home.htm</a>	1	2	2
Injury relating to manual handling	Volunteers	Volunteers are not required to lift heavy loads, but care should be taken when handling any item (e.g., clothes, shoes or helping someone move a heavy object). Please see the HSE site for guidance: <a href="https://www.hse.gov.uk">https://www.hse.gov.uk</a>	1	1	2
Exposure to infectious diseases	Volunteers, members or other customers	Use of reputable venues for WCWR events and meetings. In hotels it is important to check with SERCO staff that clients have had a health check before interacting closely with them.	1	3	3
WCWR activity	Volunteers	Support available from Trustees and other	1	2	2

related stress		volunteers			
			Potential severity of harm Slightly harmful 1 Harmful 2 Extremely harmful 3	Likelihood of harm occurring Highly unlikely 1 Tolerable 2 Moderate 3 4 High	Overall Grade 1 Minimal impact 2 moderate impact 3 High Impact