



HEALTH AND SAFETY POLICY

General statement of intent

Our policy is to provide and maintain safe and healthy operating conditions for all our volunteers and clients, and to provide such information, training and supervision they need.

Responsibilities

Overall and final responsibility for health and safety for CARE in East Grinstead and Lingfield resides with the trustees. The person responsible for the monitoring of this policy is the Chairman.

Training and qualifications

- All volunteers complete training as necessary.
- Duty Officers are trained in the operation of relevant procedures.
- Volunteer drivers have their driving qualifications checked when they are registered. (Drivers' insurance companies accept that they are carrying passengers on a voluntary basis.)
- Help Heavy volunteers are trained in the operation of equipment where necessary.

Risk assessments

Risk assessments are conducted to cover specific situations which arise in the course of volunteers' activities. These include the driving of clients to and from shops, clinics and hospital appointments and the carrying out of Help Heavy work for clients. Copies may be obtained from the Secretary on request.

Vulnerable adults

A separate policy exists for the care of vulnerable adults.

Policy review

The policy will be reviewed at the first meeting of the incoming Executive Committee after the Annual General Meeting each year. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

August 2016