



## Template health and safety guidelines for volunteers

The health & safety of our volunteers and members is of paramount importance to [your organisation's name].

If at any time you have any questions about health and safety issues, talk to [named person]. If in doubt about anything at all – ask. Risk assessments are carried out in all our workplaces and before any special event or trip. All risk assessments are carried out by [named person].

All volunteers ultimately undertake their duties at their own risk, having been briefed on safety procedures and having a full knowledge of accident/emergency procedures. Volunteers will be expected to act in a responsible manner and never to carry out actions, which would put themselves or others at risk.

If a volunteer sees anything that constitutes a health/safety risk whilst volunteering for [your organisation's name], they have a duty to report the matter to [named person] or [named person].

Volunteers should know:

- Their nominated first aider(s).
- The location of the nearest telephone.
- Who to contact in an emergency.
- The fire assembly point for whatever building they are in.

All accidents must be reported. An 'incident/near miss' form should be filled in and returned to [named person] or [named person] and entered in the accident book.