

## **HEALTH AND SAFETY POLICY**

### **Statement of Intent**

This policy is to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions for volunteers and guests.

### **Responsibility**

HARC undertake to

- Ensure that all volunteers and guests using the premises are safe and without risk to their health.
- Ensure that health and safety legislation, regulations and codes of practice are observed.
- Provide and maintain safe premises and equipment.
- Ensure that the use, handling of food and articles are safe.
- Ensure that the systems of work are safe and to provide appropriate training and advice for volunteers in these matters.
- Promote effective communication between HARC, volunteers and guests on safety matters.
- Carry out a general risk assessment for the project, equipment and venue – which will be reviewed once a year.
- Volunteers will be made aware of the precautions they need to take as noted on the risk assessment.
- We will endeavour to have a volunteer or Project Lead with First Aid experience present at the project.
- We will ensure that all volunteers and guests are aware of the fire procedures for the project.
- Review and revise this policy annually or as new legislation requires.

### **PERSONAL SAFETY – DO'S AND DON'TS FOR VOLUNTEERS AT HARC**

In order to promote the safety of all volunteers and guests, please always observe the following rules-

- Never give your full name, phone number or address to any guest – only use your first name.
- Do not give/lend money to guests. If you are concerned about their situation, please speak to the Archer Lead or Shift Leader.
- Do not bring any valuables to the project.
- Please do not let guests use your phone. If they need access to a phone, please talk to the Shift Leader.
- When dealing with lost property/guests belongings, never put your hand into a bag/pocket. Please tip contents onto a flat surface to see what you are handling. This will help to prevent any potential injury.



- Volunteers should act safely and not put themselves, or other volunteers or guests in any danger. If you feel intimidated at any time during your shift, please inform either the Shift Leader, or Project Lead.
- Violent incidents will be recorded, and details of individuals who have been banned will be circulated to the next shift team.
- If a Volunteer sees a weapon at any time on a guest, they should inform the Shift Leader or Project Lead immediately.
- Please take directions at all times from the Shift Leader or Project Lead, especially with regard to matters of personal safety.

REVIEWED JR - 14th September 2023