

LICHFIELD DISTRICT CITY OF SANCTUARY

HEALTH & SAFETY POLICY

PART 1: THE POLICY

Statement

Lichfield District City of Sanctuary supports refugees throughout the district of Lichfield and promotes equality and diversity for the public benefit.

The organisation has a team of volunteers who visit newly-arrived families and individuals, establish their needs and ambitions, and work with them to help them settle in the community.

We also organise events and visits for them, and other events which are open to the public, including meetings and presentations in local venues and in public areas of the district.

Our health and safety policy is to:

- prevent accidents and incidents of ill health arising from voluntary work;
- manage health and safety in places where we do our volunteering;
- provide clear advice, information and training to ensure our volunteers and the people they work with in the course of their volunteering are competent and confident to do their work;
- consult with our volunteers and members on matters affecting their health and safety;
- ensure where possible safe and healthy conditions for their volunteering;
- review and revise this policy regularly.

Volunteers who are asked to work directly with users will be DBS checked and updated and have ID cards. Initial visits to families and individuals will be conducted in pairs.

PART 2: RESPONSIBILITIES FOR HEALTH AND SAFETY

Overall responsibility for health and safety

Chair of Trustees (Helen Barton)

Day-to-day responsibility for ensuring this policy is put into practice

Secretary to the Board (Nigel Gann); Leaders of the Response Team; Safeguarding Officer

All volunteers should:

- cooperate with supervisors on health and safety matters
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (listed above)

PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY

Risk assessment

- we will complete relevant risk assessments and take action
- we will review risk assessments when working habits or conditions change
- risk assessments will consider volunteer safety in the environments where they meet user families and individuals and will be prepared by the volunteer
- initial visits to families resettling will be made by volunteers of the Response Team in pairs, with arrangements for safe visiting, e.g. informing the team leader of destination, arrival and departure, carrying mobile phones, etc.
- volunteers will also consider the risks that might arise for the individuals and families in their engagement with themselves and the possible impact of any suggestions they make
- when we arrange and/or conduct events for members and/or the public, we will ensure that proper risk assessments are made prior to the event and that the venue has been assessed as suitable
- at events, attendees will be informed about escape routes, ensure that routes are well-signed and kept clear at all times.
- appropriate arrangements will be made for volunteers working remotely.

Equipment

- we will provide appropriate personal protective wear and equipment for occasion as required, for example, hi-vis jackets and communication equipment.

Training

- we will make available to volunteers health and safety induction and provide appropriate training
- we will provide any necessary protective equipment

Consultation

- we will consult volunteers routinely on health and safety matters as they arise and formally when we review health and safety

Name Sue Smith (Chair)

Signed

Date 3rd February 2023

Date for review February 2026