

# THE PARISH OF ST. GEORGE'S WORCESTER

<b>VOLUNTEERS Ref. No. 011</b>		
<b>Hazards associated with this activity</b>		
<p>Injury &amp; ill health</p> <p>Working beyond ability</p>	<p>Inexperience</p> <p>Lone Working</p>	
<b>Control Measures</b>		
<p>The Employer's Liability insurance policy &amp; Public Liability policy cover any work done by volunteers.</p> <p>A health &amp; safety induction is carried out &amp; a record made.</p> <p>Volunteers are competent in terms of training &amp; experience for the tasks they undertake.</p> <p>Any additional training needed is carried out by competent trainers &amp; recorded.</p> <p>Volunteers are physically able to carry out the work required of them.</p> <p>Volunteers do not have access to mechanical equipment unless they are considered to be competent &amp; able to use it safely.</p> <p>The limits of the abilities of the volunteers chosen are known.</p>	<p>Volunteers do not undertake high risk tasks such as working at height, plumbing, electrical work etc. unless their competence has been confirmed e.g. training certificate.</p> <p>Lone working safety procedures are implemented.</p> <p>Any equipment or tools etc. used by volunteers are in good working order &amp; regularly maintained for safety.</p> <p>Volunteers must not use faulty/defective equipment. Any such problem should be reported immediately to the parish office.</p> <p>Protective clothing is provided relevant to the task being undertaken.</p> <p>Safeguarding issues are carefully considered.</p> <p>Specific risk assessments are carried out &amp; communicated to volunteers where applicable e.g. moving &amp; handling, use of hazardous substances.</p>	
<b>Further Considerations</b>		<b>Responsibility &amp; target date</b>
<p>Develop a Volunteer policy.</p> <p>Hold meetings with all volunteers to discuss duty of care and compliance</p>		<p>Co-Ordinator Jun 2017</p> <p>Co-Ordinator Jun 2017</p>
Groups/people affected: Volunteers		
<p>Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people</p>	<p>Signed:</p> <p>Print: J STEVENSON</p>	<p>Date:</p> <p>JAN 2017</p>
<p>Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)</p>	<p>Signed:</p> <p>Print: FATHER BRYAN</p>	<p>Date:</p> <p>JAN 2017</p>