

## VOLUNTEERS (Car Park Attendants)

### HEALTH AND SAFETY CONSIDERATIONS

#### **Policy**

The Parish Health and Safety Policy details the roles and responsibilities of volunteers and also the arrangements that the parish have put in place to show both Duty of Care to the volunteers and compliance in line with health and safety legislation.

Responsibilities: All volunteers have a responsibility to co-operate in the implementation of the policy and to take reasonable care of themselves and others affected by their acts and omissions whilst working on parish premises or on other parish business.

Volunteers will:

- comply with parish policies, safety rules, operating instructions and safe working procedures.
- report any fault or defect with regard to buildings, grounds, plant or equipment to the parish office immediately.
- co-operate with the parish Priest or his authorised delegate in all health and safety matters.
- never misuse or attempt to modify anything provided to them in the interest of theirs and others health and safety.
- report all accidents (however minor), injuries near misses and damage to property immediately to the parish office.
- report any concerns regarding potential safety hazards immediately to the parish office.
- always use the protective clothing and/or safety equipment provided by the parish for tasks when deemed necessary.

Arrangements: The Parishes take seriously their responsibilities towards all volunteers and therefore treat them as employees in all aspects of health and safety matters.

The parishes commit to:

- provide induction, training, information, instruction and supervision when necessary.
- provide regular support and a named contact in case of need.
- treat volunteers in line with the Equalities Act 2010.
- provide insurance cover.

Volunteers commit to:

- following the policies and procedures relevant to themselves and the tasks being undertaken.
- Meet mutually agreed expectations around the role such as standard of work and compliance with safety standards.

## **General**

Volunteers are an integral part of the smooth and efficient running of the Parishes of St. George's and Our Lady Queen of Peace.

Volunteers are considered to be 'employees' whilst carrying out their tasks and duties on behalf of the parishes.

As such, if a volunteer is exposed to the same risks as that of employees, the same health and safety standards must apply and should be adhered to.

Health and safety requirements should not be viewed as a barrier, rather a sensible proportionate approach to ensuring the safety of volunteers whilst performing their volunteering activities.

## **Specific**

The car park behind the church is open every Saturday for the use of parishioners and the general public. There is a rota of 6 volunteers working two hour shifts 8.30am -10.30am; 10.30am-12.30pm; 12.30pm-2.30pm; 2.30pm-4.30pm.

The parish has completed an assessment of these duties. The following will apply:

- it is recommended that a hi-viz jacket is worn at all times whilst on duty.
- vehicles must only be allowed to park in designated bays in case of emergencies.
- the collection and handling of the parking fees must be carefully controlled;  
the float must be kept to a minimum.  
the money container must not be left unattended.  
if possible , keep the money out of sight e.g. on your person or hidden somewhere secure.

### Acknowledgement and understanding

I have attended the meeting concerning the roles and responsibilities of volunteers ( in my role as a car park attendant). I confirm my understanding of the health and safety policy and procedures in place. I will comply with these requirements when carrying out parish volunteer activities.

.....  
Name .....  
Date .....