

VOLUNTEERS (Cleaners)

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

Cleaning Substances

The parish has assessed the substances and materials required to carry out cleaning duties both in the church and church hall. The following will apply:

- only 'domestic type' cleaning materials and substances will be used.
- these materials and substances must be stored in a safe and secure place. At present on a shelf in the boiler room. This room must be kept locked at all times when not in use.
- under no circumstances must any 'industrial type' material or substance be used.
- if a one-off cleaning material is needed, its requirement and use must be discussed with the H&S co-ordinator or the Parish Priest BEFORE it is used.
- all empty containers must be disposed of safely.

Cleaning Equipment

The parish has assessed the use of cleaning equipment in both the church and the parish hall. The following will apply :

- only electrical equipment provided by the parish is to be used for cleaning activities.
- all electrical portable equipment must be tested for safety at least annually e.g. hoovers and extension cables.
- damaged equipment must not be used under any circumstances. Faults must be reported to the parish office .
- equipment must only be used for its intended use only. e.g. hoovers must remain located on the floor when in use.
- all equipment must be stored in a safe and secure place.

Cleaning Procedures

The parish has carried out risk assessments and safe working procedures for all cleaning activities. The following apply:

- the use of extension cables must be kept to a minimum. Electrical appliances must be plugged directly into a wall socket when practicable. Ensure the wires are not overstretched from the wall plug.
- ensure that no trip hazards are caused by trailing wires.
- extra care and thought must be taken when hoovering the stairs leading to the organ loft.
- If an activity appears to be dangerous and could cause harm, do not do it until a full assessment has been carried out. e.g. cleaning window ledges and working at height.

Acknowledgement and understanding

I have attended the meeting concerning the roles and responsibilities of volunteers (in my role as a cleaner). 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.

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Name

Date