

VOLUNTEERS (Eucharistic Ministers)

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

Lone Working

The parish has completed a risk assessment for volunteers which must be complied with at all times. When working alone either on church premises or in the community:

- always let someone (parish office, member of the family or a friend) where you working, what you are doing and when you expect to finish. (Buddy System)
- when visiting in the community ensure you are comfortable to make the visit. If you do not know the person or are unsure of the area , consider taking someone with you, try to meet in a more appropriate venue.
- when working alone in the office, always ensure the entrances are secure. Do not answer the door to anyone unless they can be identified beforehand.
- if in doubt always refer to the Parish Priest for guidance.

Driving on business

It is required for volunteers to be authorised to drive their own vehicles on any parish business by the Parish Priest in accordance with Driving at Work regulation.

As volunteers your designated place of work is your home address – therefore all work related journeys fall under these regulations. These include visiting hospitals and care homes, attending meetings and functions and visiting private homes.

Drivers must provide evidence of:

- A full drivers licence;
- An M.O.T. (if applicable);
- An insurance certificate which includes business use cover.

The authorisation form must be completed and signed by the volunteer. This will be signed by the Parish Priest as a confirmation to drive on parish business.

Fire Evacuation from the church

Volunteer Eucharist Ministers are required to assist in the evacuation of the church in the event of an emergency.

Should an emergency occur, The attending Eucharist Ministers will help and support the congregation to leave the church by the nearest safest exit and lead them to the assembly point by the small pedestrian gate in the car park.

Acknowledgement and understanding

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