

Health & Safety Policy

Approved: June 2021

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Next Review: June 2022 (if required)

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1. Aims

The Danbury Volunteer Group (DVG) aims to provide support to residents of Danbury during the Coronavirus pandemic when needed and help to the Danbury Medical Centre with its Vaccination Programme.

This policy outlines the health and safety procedures that must be adhered to by all volunteers engaging in work as part of the DVG.

2. Volunteer responsibility

In line with the current guidance issued by the UK Government and the NHS, the DVG has adopted a number of precautionary measures to try to ensure the health and safety of all of our volunteers so far as reasonably practicable. Although we take this very seriously and treat the health and safety of our volunteers as a priority, volunteers must appreciate that in the current climate, there is an unavoidable inherent risk in leaving their home to undertake any volunteer work on DVG's behalf.

In signing up as a volunteer and choosing to participate in the voluntary work organised by the DVG, volunteers must confirm that they understand and accept that the DVG is unable to accept any liability for any personal injury, illness, death and/or property damage howsoever caused, which the volunteer may suffer as a result of their decision to participate in any such voluntary work or during volunteer shifts.

As a DVG volunteer you must:

- Comply with the requirements and obligations set out in our policies.
- Maintain the confidentiality of all information which may come into your possession relating to the members of the public you are asked to support;
- Ensure that you promptly and securely dispose of any notes or reminders you create relating to a volunteering task once that volunteering task has been performed;
- At all times act with all due care and diligence; and
- Comply with any additional instructions provided to you from time to time by DVG.

Participation in any voluntary work is entirely at the volunteer's own risk.

Data protection and confidentiality

- Keep any data /personal information secure and treat other people's information in the same way you would want yours to be treated.
 - If you think there has been a mistake or breach of data protection - tell the DVG so we can manage this.¹
- X** Don't discuss any information or data with anyone outside DVG.

¹ <https://nhsvolunteerresponders.org.uk/dos-and-donts/data-protection-and-confidentiality>

Equality

- Do treat others the way you would want to be treated
 - Respect everyone regardless of who they are, their backgrounds and the community in which they live.
- X Don't treat anyone less favourably or exclude anyone who we are supporting in our community.
- X Don't ignore any unacceptable behaviours towards anyone and please report back to DVG.

3. Health & Safety considerations

In order to minimise the risk to volunteers, a number of measures are outlined below that all volunteers must take during their volunteer shifts. This list is not intended to be exhaustive and we expect all volunteers to act in line with guidance from the NHS and the Government.

All volunteers are expected to adhere to the following measures:

- Keep a distance of at least two metres between you and every person you encounter during your designated shift.
- Wash your hands with soap and water for 20 seconds minimum using the hand washing facilities provided on site frequently during your shifts. Or use the antibacterial gel provided before entering the premises and/or starting any shift.
- Do not attend your shift if you, or anyone in your household, are displaying any symptoms of Coronavirus as specified by the government and NHS from time to time. Further information regarding symptoms can be found on the NHS website.
- Do not attend your shift if you or anyone in your household is or should be self-isolating, in line with Government recommendations from time to time.

Each individual volunteer is solely responsible for ensuring they comply with the above measures and acknowledges that in choosing not to do so, they place themselves and those around them at an increased risk of harm.

4. Insurance

Volunteer insurance is covered by Chelmsford Timebank. Volunteers are automatically enrolled into the insurance when they are assigned to either the Call Line or Community Helper rotas.

5. Disclaimer

The DVG is not responsible for enforcing individual compliance with the above measures and accepts no liability for any loss suffered including, but not limited to, personal injury, illness, death and/or property damage, caused by such failure to comply.

In agreeing to volunteer as part of DVG, individuals confirm that their decision to participate as a volunteer is made of their own free will and understand that they are under no obligation to accept any voluntary work offered to them by the DVG and are free to cease such volunteer work at any time.