Health and Safety Policy

Aim of the Policy

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure, so far as is reasonably practicable, the health and safety of employees and volunteers. This duty also extends to others who may be affected by that work.

Volunteers also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

Actions

- Adequate resources are provided to ensure that proper provision can be made for health and safety.

- Clients register with us and their mobility requirements are assessed. If a client needs has needs more than we can assist with they are referred to somewhere who can help. We don't register clients who need a wheelchair or require any physical assistance more than a steading arm or hand.

- Volunteers are required to keep their vehicles in roadworthy condition with valid MOT, Driving Licence and Insurance.

- Monitoring activities are undertaken to maintain agreed standards.

Risk assessment

As a scheme we do the following:

- Ensure volunteers are DBS checked and references received
- Driving License and Car Insurance are checked every 3 years for volunteers
- Evaluating the any mobility issues relating to clients
- If clients' needs are more than the scheme is able to help with they aren't registered
- Volunteers are asked to inform a member of the Village Care Committee if needs change for a registered client

Agreed by Village Care Committee October 2026
Next Review October 2027

Reporting incidents and accidents

Any injuries must be reported to a member of the Village Care Committee and an accident report must be completed. Volunteers have a duty to advise of any hazards or concerns encountered while volunteering for Milford and Witley Village Care.

Personal Safety

Volunteer drivers must be contactable by mobile phone. They must take the usual precautions when travelling alone by checking the directions for their destinations, ensuring their car is roadworthy, taking care when arriving and leaving destinations.

Any incident that arises much be reported back to the Village Care Committee.

Agreed by Village Care Committee October 2026
Next Review October 2027