



Safety Policy

Document Purpose

This policy describes the arrangements adopted by Radley Good Neighbours (RGN) to ensure that its activities are carried out safely.

Principles

1. The safety of RGN Volunteers and its Clients is of paramount importance.
2. RGN will only agree to undertake day-to-day activities that a fit and competent householder could expect to do for themselves. RGN reserve the right to decide if the task is too large or complicated for our volunteers, and will offer to refer to a professional organisation, if appropriate.
3. When Volunteers join RGN, they declare the types of activities that they are competent to carry out safely and are allocated tasks accordingly.
4. If at any time the Volunteer identifies an unexpected risk, they shall stop the activity immediately and seek advice from the Duty Coordinator.
5. Should an incident or injury occur, it shall be reported, investigated and the lessons learned shall be disseminated. The RGN policy on reporting incidents / accidents contains full details.

Policy & Arrangements

1. When Volunteers join RGN they complete an application form which includes a list of the types of tasks that are carried out by RGN. By ticking the relevant tasks they are declaring that they are competent to carry them out safely. The competencies are then added to the "Volunteers Details" spreadsheet in Dropbox.
2. To support these self-declared competencies, RGN have prepared a library of generic risk assessments which Volunteers are expected to read as part of the application / registration process. They are also available on-line.
3. The Duty Coordinator receives all requests for support from RGN and discusses them with the Client to identify any unusual circumstances or risks e.g. working at height. The Coordinator will visit if this is appropriate. If the requested activity is outside the abilities of the Volunteers, the Client shall be advised accordingly. If the activity is within scope, the Coordinator will review the "Volunteers Capability Summary" from the spreadsheet and contact the relevant Volunteers to determine who is available.
4. When the Volunteer arrives on site, they shall review the task, the circumstances and the Client's demeanour to ensure they can work safely. If this is not the case, they shall contact the Duty Coordinator on the RGN number 07716 460162 for advice.
5. If an unexpected risk arises during the task, the Volunteer shall stop work and seek advice from the Duty Coordinator.
6. The Duty Coordinator shall provide advice on request, consulting with others as appropriate or making a site visit, but shall instruct the Volunteer to abandon the task if a safe system of work cannot be put in place.
7. The Volunteer will normally be working in the company of the Client, who can summon help in the event of an accident. However, should the Volunteer be working alone they should let someone know where they are and the time they expect to return home. If they are not back by that time the contact should raise the alarm.
8. The Volunteer has the right not to start a task or to abandon it at any stage if they believe that they or the Client could be at risk of harm.