



NEW FOREST HOMES FOR UKRAINE

Health and Safety Policy

Introduction

New Forest Homes for Ukraine is a voluntary organisation with no premises of our own. Our directors and volunteers all work from home or in 3rd party premises. This policy will be reviewed if there is a significant change in our activities.

This policy sets out our statement of intent, health and safety responsibilities and any arrangements made for health and safety.

Policy Statement

This is the health and safety policy of New Forest Homes for Ukraine CIC

Our health and safety policy is to:

- Prevent cases of work-related ill health
- Provide clear instructions and information, and adequate training to ensure our volunteers are competent to do their work
- Consult with volunteers on matters affecting their health and safety
- To implement suitable procedures and risk assessments for work carried out in 3rd party premises.
- Review and revise this policy regularly

Signed.....

Date.....

Print name Mike Hawker

Review date 12/8/22

Responsibilities for Health and Safety

Overall and Final Responsibility – Mike Hawker

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Jenny Williams - Matching
- Mike Hawker – Bike Project
- Rebecca Gabzdyl – English Lessons (Lymington and Hythe), Job clubs, work coaching
- Virginia Darley – English lessons in New Milton and Totton and welfare

All volunteers should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Arrangements for Health and Safety

Risk Assessments

New Forest Homes for Ukraine has no premises of its own.

However, some volunteers (English teachers and work coaches may work in 3rd party premises. Where this is the case, we will work jointly with the premises provider to ensure an appropriate risk assessment is in place.

Where people work from home they are responsible for ensuring their environment is safe.

Consideration and provision will be made for lone working so that volunteers are not in vulnerable situations.

Training

We will provide volunteers with any health and safety training appropriate to their work.

A volunteer handbook is available on our website that sets out both our commitments to and expectations of our volunteers.

Volunteers working directly with hosts and guests will be encouraged to complete the safeguarding training on our website.

Consultation

We will consult volunteers routinely on health and safety matters as they arise and formally when we review health and safety