



# CLEVEDON CARE

## Health & Safety Statement



*The MBE for volunteer groups*

1. Overall responsibility for health and safety matters fall upon the Clevedon Care Management Committee.
2. The YMCA are responsible for Health & Safety within the premises and we will align our Statement and guidelines to volunteers with their policy. Clevedon Care volunteers are required to comply with any Health & Safety requests made by the YMCA.
3. Volunteers also have responsibilities to:
  - take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions,
  - co-operate with the Management Committee in carrying out any duty or requirement imposed on them by statutory measures or by good practice,
  - not interfere intentionally or recklessly with, or misuse anything provided in the interest of health, safety or welfare,
  - notify the Management Committee straight away if they notice a health and safety problem,
  - make themselves familiar with Health & Safety guidelines provided.
4. It is the policy of Clevedon Care to seek to provide a safe and healthy environment for all of its volunteers and clients and recognises its responsibility to protect the health and safety of all persons who may be affected by its work or activities. In meeting their responsibilities, Clevedon Care will:-
  - provide Health & Safety guidelines for all volunteers,
  - provide an Accident book for completion by all volunteers in the event of any accident,
  - ensure an appropriate Business Emergency plan is in place and reviewed annually to ensure its suitability,
  - provide manual handling guidelines for the Exhibition kit,
  - provide a First Aid kit in the office and check its contents annually,
  - ensure all electrical appliances and equipment are periodically tested in line with the YMCA bi annual testing frequency. Maintain a record of testing,
  - ensure that multi plug extension leads have circuit breakers,
  - promote safe housekeeping and welfare surroundings,
  - ensure all filing cabinets are secured to each other, the wall or both as appropriate,
  - ensure volunteers in the office are aware of the fire evacuation procedures, assembly point, fire plan, fire drills and fire bell testing as laid down by the YMCA.
5. Clevedon Care will comply with its duty to make reasonable adjustments for volunteers with disabilities, in accordance with the Equality Act 2010.
6. Risk assessments will be conducted as required, and reviewed annually.
7. A copy of this statement will be issued to all drivers, office staff and members of Clevedon Care.