

Outreach Angels considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

The organisation has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each volunteer follows the organisations **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the group
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the management team

Any volunteer who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the group. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is always present, or deputised in special circumstances.
- A copy of the current Health and Safety at work poster is displayed in the volunteer handbook.
- All volunteers receive information on health and safety matters, and receive training where necessary.
- The **Health and Safety** policy and procedures are reviewed regularly.
- Volunteers understand and follow health and safety procedures.
- Resources are provided to meet the organisations health and safety responsibilities.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing safeguarding agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the management

The organisation's management is responsible for ensuring that at each outreach session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the organisation's equipment is safely and securely stored
- A working walkie talkie is available with management at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- Pathways are cleared in severe weather or avoided if this is not done.
- Environment checks are carried out in accordance with our **Risk Assessment** policy.

Security

All volunteers to remain together as a group during outreach sessions.

Volunteers to alert management if they leave the group setting for any reason.

Where applicable volunteers to remain in 2's when leaving the group to approach homeless clients in the local vicinity.

Security procedures will be regularly reviewed by the manager, in consultation with volunteers.

Security Equipment

All senior overseeing volunteers (known as 'Runners') will be equipped with a walkie talkie radio to be able to communicate at all times, even in high volume areas of if the group becomes unexpectedly separated. In addition to this, each volunteer is provided with a deterrent alarm which emits a loud and high pitched noise to attract attention in case of emergency.

Equipment

All equipment will be well maintained and in good repair. We select equipment and resources with care, and we carry out necessary risk assessments before volunteers are allowed to use them. Broken equipment is disposed of promptly.

We ensure that any flammable equipment is stored safely.

Food and personal hygiene

Staff at Outreach Angels maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Volunteers are trained in food hygiene and follow appropriate guidelines
- Waste is disposed of safely and all bins are kept covered.
- Cuts and abrasions are kept covered by blue plasters.
- No smoking around the designated trolley areas.

Staffing levels

Volunteers and levels of supervision are always appropriate to the weekly outreach needs, and to the risks associated with the activities being undertaken. A minimum of two management staff are on duty at any time during outreach sessions.