

Outreach Angels Risk Assessment Policy

Outreach Angels uses its risk assessment systems to ensure that outreach is a safe and secure place for volunteers. All volunteers are expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation the organisation will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the management to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- whenever there is any change to equipment or resources
- when there is any change to the outreach sessions
- when the particular needs of a volunteer necessitates this

Not all risk assessments need to be written down. Management will decide, in consultation with the volunteer, which risk assessments need to be formally recorded. However risk assessments related to employment and the working environment will be always be recorded in writing so that volunteer can refer to them.

If changes are required to the organisations policies or procedures as a result of the risk assessment, the management will update the relevant documents and inform all volunteers.

Weekly checks

We will complete a weekly environment check form/carry out a visual inspection of the equipment and the outreach plan. Environment check forms will be reviewed regularly, to ensure that hazards are removed, and repairs are implemented in a timely manner. During the course of the session, management & volunteers will remain alert to any potential risks to health and safety.

If a volunteer discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the management. The management will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

Recording dangerous events

The management will record all accidents and dangerous events on the Incident or Accident Record sheets as soon as possible after the incident. If the incident affected a volunteer the record will be kept on the volunteer's file. The organisation will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified.

Related policies

See our related policies: Fire Safety and Risk Assessment, Health and Safety, and Manual Handling.