

Health & Safety

The organisation which you would like to work for as a volunteer will have a Health and Safety plan, which should be followed.

The management of that organisation has a duty to show you the plan and ensure that conditions and any equipment provided are safe, and that you are aware of safe working practices.

The Health and Safety Plan will vary in every organisation. It is tailored to suit their particular needs and will normally include:

Principle aims: i.e. not exposing staff and public to unnecessary risks.

Staff responsibilities: i.e. working in a manner which is safe for you and those that you will be working with; fire risks and hazards.

Recording and reporting of incidents and accidents: i.e. records to be kept in cases of accidents.

Fire plan: i.e. fire escape routes, extinguisher positions and muster points.

Electricity: i.e. the safe use of electrical appliances and dealing with faults that occur.

HANDS & GILLINGHAM VOLUNTEER CENTRE

Cranford House
24A Longley Road
Rainham
Kent ME8 7RU

E-mail: enquiries@gillinghamvolunteercentre.com
www.gillinghamvolunteercentre.com

GILLINGHAM VOLUNTEER CENTRE

Telephone: (01634) 362119
Fax: (01634) 264464
Office Hours:

Monday - Thursday: 9.00am - 4.30pm
Friday: 9.00am - 4.00pm

(Please be aware that from 1.00pm onwards staff may be undertaking duties out of the office.)

HANDS TRANSPORT

Telephone: 01634 264464
(24 hour answerphone)

Office Hours: 9.30am - 12.30pm

Hands & Gillingham Volunteer Centre
is a registered Charity No 290169 and is
Quality Accredited by Volunteering England



GOOD PRACTICE IN VOLUNTEERING

HANDS & GILLINGHAM VOLUNTEER CENTRE

Developing, supporting and
delivering volunteering
throughout the local
community

Cranford House
24A Longley Road
Rainham
Kent ME8 7RU

Hands & Gillingham Volunteer Centre
gratefully acknowledges financial support from Medway Council,
SEEDA and Awards For All



Responsibilities

Most organisations are used to working with volunteers and are aware of their responsibility to the people who are giving their time and efforts. We would like to feel that every volunteer we refer is treated as a valuable individual who may require support themselves if they are to help others.

We can provide ongoing support to volunteers but look to each organisation to provide the necessary day to day training, supervision and assistance.

Good volunteers are hard to find and must be encouraged.

Equal opportunities

Hands and Gillingham Volunteer Centre recognises that everyone has a contribution to make to our society and a right to equal treatment.

We aim to ensure that volunteers working with individuals or within organisations are not discriminated against.

We are an Equal Opportunities organisation

PRINCIPLES For Organisations

- | Volunteer engagement has the support of staff and unions.
- | Volunteer roles are clearly defined.
- | The organisation has time set aside for recruitment and support of new volunteers.
- | Selection procedures are open and inclusive
- | Volunteer induction is available.
- | The organisation will provide support and training appropriate to the role.
- | Volunteers have a named contact.
- | Volunteers' views will be included in decision making.
- | The organisation has employers liability, public liability and personal accident insurance to include volunteers.
- | Reimbursement of out of pocket expenses.
- | The organisation should operate within a Health & Safety policy.

PRINCIPLES For Volunteers



- | Volunteers will be expected to respect the privacy, confidentiality and property of others.
- | Volunteers will not discriminate on any grounds, including age, gender, race or religion.
- | Health & Safety procedures will be followed as appropriate and volunteers are encouraged to attend regular training and refresher sessions as required.
- | There will be a named contact for the volunteer. Volunteers will maintain regular contact and immediately report any problems to their designated contact.
- | Volunteers will gain no financial profit from their involvement with their volunteering projects, other than out-of-pocket expenses
- | Volunteers will support and follow the ethics of the organisation they are working for.
- | If it is not possible to keep to work commitments the organisation must be informed in order to make alternative arrangements.