



Volunteer Health and Safety Guidance Summary

To be reviewed April 2028

Our duty of care

Caritas Diocese of Salford fully acknowledges our statutory responsibilities and obligations regarding health, safety and wellbeing and we are totally committed to achieving the highest possible standards throughout our charity. Our goal is, that to the best of our abilities, our premises are safe and that our volunteer's exposure to risks arising from our activities is minimised. We will take reasonably practicable steps to provide a safe and comfortable volunteer environment and will ensure that health and welfare requirements are fully considered.

At all services and projects, a designated health and safety notice board will display general information including:

- Details of where health and safety manuals and risk assessments are located;
- Emergency contacts including out of hours contact details where necessary;
- Fire and emergency evacuation procedures;
- Names of first aiders;
- Names of fire wardens;
- The health and safety law poster
- Employer liability insurance

Caritas Salford will ensure that every volunteer receives appropriate health and safety training via the online training portal Caritas Connect.

Caritas recruits and deploys volunteers across a diverse range of services and activities. Therefore, it is important to ensure that all volunteers know that arrangements are in place for their safety. These should be covered at your welcome and induction by the service manager and include:

- Fire safety - how to raise the fire alarm and safely evacuate the building
- First Aid - where to locate first aid equipment to respond to accidents and incidents
- Raising concerns and reporting accidents and incidents - how you can raise concerns about health and safety and where to report and record accidents and incidents
- Risk assessments - where to access information about the hazards and risks in our services
- Places for your welfare such as toilet facilities and rest areas
- Smoking/vaping while volunteering - where you can do this safely
- Your personal safety - how to ensure your safety in our services
- Lifting and handling - when lifting or moving things like donations or reorganising rooms
- Using vehicles as part of your role (for those applicable)

Volunteer responsibilities

Volunteers are also expected to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions:

- Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety
- Use protective clothing and equipment recommended for their particular work, when identified within the risk assessment process
- Seek advice and instruction from their service manager when situations arise which may affect the health and safety of themselves or others
- Inspect all work equipment used by them prior to use and to report any unsafe equipment, methods of work or any other matter, to their line manager, where there is a risk of injury to persons or damage to property or equipment
- Report any incident or accident to their line manager, no matter how minor and assist with completing the accident book
- Assist at all times in maintaining good housekeeping standards within the service or project
- Attend and participate fully in any health and safety training courses as required
- Cooperate and assist where required in any audit, risk assessment, accident investigation or other safety related procedures carried out within the service or project

Volunteer wellbeing

We understand that volunteering can sometimes come with its own pressures, so if you decide to share a wellbeing issue with us, we will seek to:

- a) keep the issue confidential, unless your safety and welfare or those of another are affected,
- b) provide support to help you to continue with your role.

We expect all people engaged by Caritas Salford to work safely and to also treat people with respect and integrity. Therefore, we have no tolerance for behaviours such as bullying or harassment and strongly encourage you to report any concerns you may have about yourself or another person quickly to a service manager or senior manager. You can also reach out to our volunteer engagement officer, or you may report it in accordance with the whistleblowing policy (see document hub on Assemble).

Further reading and action

Please do read our full [Health and Safety Policy](#) found in the document hub of Assemble.

We welcome feedback on all the procedures to keep volunteers and staff safe, as well as the people we seek to serve requiring our assistance. If you would like to raise a matter, please do not hesitate to speak to your service manager or member of the senior leadership team.

If you have any questions regarding this document, please contact the volunteer engagement officer, Matthew Yates, on **matthew.yates@caritas-salford.goassemble.com**