

# Careers, Employability and Student Enterprise

## Volunteering Health and Safety Considerations

To make sure you have an enjoyable experience and stay safe whilst volunteering here are some useful tips we urge all prospective volunteers to take into account:

- Check that the organisation you are volunteering with has Public Liability Insurance and risk assessments to cover volunteers.
- Check that the organisation has relevant policies regarding health and safety, equal opportunities, confidentiality and complaints and disciplinary procedures.
- Make sure you have a proper induction including a health and safety tour.
- If working with children, vulnerable adults and the elderly make sure you have a copy of their safeguarding policy and procedure and find out who their Safeguarding Officer is and how to contact them.
- Make sure you have a DBS (Disclosure and Barring Service, previously CRB) check if required.
- Ask questions if you are unsure about anything, it is important you know what to do in certain situations.
- Take advantage of any health and safety training offered to you.
- If you are using equipment that would potentially be dangerous, ensure you have been given instructions on its safe use and that you wear the required safety equipment/clothing.
- Volunteer drivers who use their car for their voluntary work should inform their insurance company that they are doing so.
- If you feel unsafe remove yourself from the situation.
- Inform someone of your whereabouts and timings of your volunteering.
- Make sure the organisation has an 'In case of Emergency Contact' for you.
- Keep a mobile phone with you if you have one.
- You have the right to refuse to do something you feel uncomfortable with or if you feel you have not had the proper training.
- Maintain boundaries, the people you are helping are clients not friends.
- Do not give out personal information about yourself or other volunteers.
- Do not condone or participate in any behaviour that is illegal, discriminatory or would put your safety or someone else's safety at risk.