



Health and Safety Policy

Policy: 06

Policy:

Our policy is to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work, both for volunteers taking part in and guests accessing the Sunbury Winter Shelter. In fulfilling this responsibility Sunbury Winter Shelter and partnering churches will provide and maintain so far as possible, an environment that is safe and without risk to health. The Committee will consider OHS in the planning and conduct of the Sunbury Winter Shelter.

We undertake to:

- Provide a working environment that is healthy and safe with satisfactory amenity facilities.
- Ensure that health and safety legislation, regulations and codes of practice are observed.
- Provide and maintain safe premises and equipment.
- Ensure that the use, handling, storage and transportation of food, articles and substances are safe.
- Ensure that the systems of work are safe and to provide or locate appropriate training and advice for volunteers in these matters.
- Promote effective communication between venue co-ordinators, volunteers and guests on matters of safety in each venue.
- Ensure that all volunteers and guests using the premises are safe and without risk to their health.
- Review and revise this policy annually or as new legislation requires.

Procedures:

Volunteer Safety:

In order to promote safety, volunteers should observe the following:

1. Check the identity of each guest on arrival. They should be listed as a guest for that night. A photograph taken at assessment will be on the shelter mobile phone.
2. Never give out home phone number or address to any guest. Never invite a guest to your house.
3. Do not give or lend money to guests. (The Venue Co-ordinator can be alerted to particular needs).
4. NEVER BE ALONE WITH A GUEST.
5. Valuables should be left at home or stored securely at the venue.

6. When dealing with lost property, never put your hand into a bag or pocket. Tip contents onto a flat surface. This will help prevent any potential injury.
7. When dealing with bed linen, towels etc. and any laundry items volunteers are required to wear plastic disposable gloves.
8. Do not touch guests to wake them up.
9. Act safely and do not put yourself, other volunteers or guests in danger. If you feel intimidated at any time during the shift, inform the Shift Leader.
10. Report any unsafe situations.

Building Safety:

Volunteers must be familiar with the building.

They must:

1. Know where the fire exits and fire extinguishers are.
2. Know where the First Aid Box, telephone and list of emergency numbers are.
3. Ensure fire exits are unlocked and not blocked.
4. Know the evacuation procedures in the event of a fire.
5. Make sure any areas guests are not allowed are secure.
6. Guests will not be permitted in the kitchen until after the evening meal has been prepared and served.
7. Kitchen knives should be stored in an area which is out of sight and not easily accessible.
8. Inform guests where they can and cannot go.
9. Identify a safe area for volunteer belongings.
10. Identify an outdoor area where guests can smoke. A receptacle for disposal of butts should be provided.
11. Report any unsafe situations.

The Health and Safety Checklist should be used at the start of every shift to ensure that this policy is followed.

(Winter Night Shelter – Sunbury acknowledges and thanks Stable One for permission to use their documents either whole or as reference)