

Bendrigg Trust Volunteer Policy

Bendrigg Trust relies heavily on volunteers for its day-to-day operations and they can help in the following areas:

- Maintenance / grounds
- Office
- Activity Programme
- Domestic and catering teams

To ensure the health and safety of our guests, the following policies are in place:

Volunteers normally stay at the Trust for up to 7 days if working alongside a group. Accommodation is available in a separate area from the guest bedrooms. When a volunteer is helping a visiting group, they form an integral part of the 'team', helping our guests with their activity programme and the domestic duties. Should the residential experience not be suitable for a particular volunteer then daily placements are possible. If the latter is the case, the volunteer can work in the house or grounds alongside one of the Bendrigg staff.

All staff, volunteers and student placements who work regularly with our visitors must complete an enhanced disclosure form. This will be submitted to the 'Disclosure and Barring Scheme' and renewed every 3 years. Volunteers, working at Bendrigg for a one-off period of one week or less do not need to complete such a disclosure form. However to minimise any safeguarding risks the volunteer is:

- not allowed in the guest bedrooms
- not to be left alone with visitors
- constantly supervised by the Bendrigg staff to ensure professional and appropriate behaviour

On arrival they are given a full induction and health and safety briefing. All volunteers are asked to sign a contract which includes: Health and Safety, Safeguarding Policies and Centre Guidelines. Volunteers are viewed as part of the Bendrigg team during their stay and must remain professional at all times.

Volunteers through the Bendrigg Alternative Scheme

This scheme has two main benefits:-

- 1) to offer someone who has a history of a criminal offence(s), and those 'at risk' of offending, the opportunity to be of service to others and
- 2) to give someone a helping hand through 'work experience' to get back into education or employment.

Great care is taken with the selection process, each agency is acutely aware of the type of person we are looking for, bearing in mind the vulnerable nature of our client groups and the work involved. Any volunteer who has either: a strong tendency for arson, convicted of a sex offence or abuse to children is automatically excluded from this scheme. Each agency does their own risk assessment before a placement is considered with the Bendrigg Trust; then in most cases, this is followed up by a pre-

placement visit. During this visit, the volunteer will be shown round the centre and interviewed by the Placement Co-ordinator for suitability. This interview is documented and at this stage a placement can be declined or postponed by either party.

In addition to our volunteer policy the following points must be adhered to. The Volunteer is:

- not allowed off-site unless with the group or given special permission
- to sign a contract adhering to a no-alcohol / drugs policy and
- to be in their bedroom by midnight

Volunteers carrying out higher risk activities or tasks

Specific risk assessments will be completed and adhered to for volunteers carrying out higher risk activities or tasks around the Centre. These may include, but are not limited to:

- Use of power tools
- Use of knives or sharp tools
- Use of ladders / working at height
- Working in the kitchen
- Grounds maintenance including fires

Volunteers under the age of 18

Volunteers under the age of 18 will be welcome at Bendrigg if the consent of the parent or guardian has been given or if the young person visits as part of a school or organisation. A health and safety check list will be completed outlining which tasks the young volunteer may or may not be authorised to carry out. If the volunteer visits without coming through a school or college, a parent or guardian will be asked to attend an initial meeting whereby appropriate tasks will be discussed and agreed. Volunteers under the age of 18 must be closely supervised by a designated member of Bendrigg or visiting staff.

People under 18 years old must not leave the site unsupervised unless approval has been sought from their parent/guardian and a Bendrigg member of staff.

Risk Assessments for work party volunteers Involved in path building, repair and maintenance

Introduction

It is the purpose of this document to ensure that all work done by volunteers and work parties at Bendrigg Trust is carried out safely and effectively. To assist with this, the following guidelines have been drawn up and must be adhered to. The use of power tools and the guidelines for 'working at height' have not been included as this work will be done by members of the Bendrigg Trust staff team.

This work should also be carried out with regard to the risk assessments in this document. A separate risk assessment should be carried out for any non-routine work that is not described in this document.

Tools

Tools are to be used in the correctly according to the manufacturer's instructions and must not be used if:

- A visual inspection reveals obvious defects
- They are not working properly

Any tools found to be defective must be reported immediately to a member of Bendrigg staff who will clearly label '**do not use**'.

All tools are to be replaced on the shadow-board after use or handed directly to the maintenance member of staff. Any damaged or defective tools must be removed from service and the Maintenance staff informed.

Protective Clothing:

Suitable protective clothing and footwear must be worn by all participants appropriate to the needs of the job and prevailing weather conditions. All participants **MUST** wear the appropriate protective clothing and equipment for the job being carried out. Advice will be given to all participants by the Bendrigg Maintenance team who will provide all the necessary equipment. This may include waterproof clothing, helmet, gloves, safety shoes, eye protection, ear defenders or a combination of these depending on the nature task being carried out.

Activity Risk Assessments

It is not possible to list all the possible activities that may be involved with path building, repairs and maintenance but the risk assessments that follow can be applied to similar work. Here are some examples:

Use of spades and other digging implements

Hazards:

- Blisters on hands if unprotected
- Injury to feet if incorrect footwear is worn.
- Splinters in hands from old and defective equipment
- Sprain or other injury to spine if equipment not used correctly for long periods of time

Use:

- All equipment must be inspected visually and proclaimed suitable for use.
- Any defects must be reported immediately to Bendrigg staff
- The activity should **ONLY** take place **AFTER** the user has seen a demonstration of the activity by the Bendrigg maintenance person.
- All appropriate safety clothing must be worn at all times.
- Before carrying out the activity, a preliminary visual inspection of the area should be carried out to ensure there are no apparent hazards.
- Any accidental injury sustained whilst working is to be reported to the Bendrigg maintenance person and logged in the Incident Book.

Risk Assessments for work party volunteers Involved in path building, repair and maintenance

Use of wheelbarrows

Hazards:

- Blisters on hands if unprotected
- Sprain or other injury to spine if equipment not used correctly for long periods of time

Use:

- All equipment must be inspected visually and proclaimed suitable for use.
- Any defects must be reported immediately to Bendrigg staff
- The activity should **ONLY** take place **AFTER** the user has seen a demonstration of the activity by the Bendrigg maintenance person.
- Care must be taken not to overfill the wheelbarrow to make it unwieldy to transport
- All appropriate safety clothing must be worn at all times.
- Before carrying out the activity, a preliminary visual inspection of the area should be carried out to ensure there are no apparent hazards.
- Any accidental injury sustained whilst working is to be reported to the Bendrigg maintenance person and logged in the Incident File.

Use of hand tools

Hazards:

- Blisters on hands if unprotected
- Sprain or other injury to spine if equipment not used correctly for long periods of time
- Damage to eyes if unprotected
- Cuts, bruises and grazes to exposed flesh if not used correctly

Use:

- All equipment must be inspected visually and proclaimed suitable for use.
- Any defects must be reported immediately to Bendrigg staff
- The activity should **ONLY** take place **AFTER** the user has seen a demonstration of the activity by the Bendrigg maintenance person.
- All appropriate safety clothing must be worn at all times.
- Before carrying out the activity, a preliminary visual inspection of the area should be carried out to ensure there are no apparent hazards.
- Any accidental injury sustained whilst working is to be reported to the Bendrigg maintenance person and logged in the Incident Book.