

HEALTH AND SAFETY POLICY - VOLUNTEERS

Everyone has a role to play in making work safer. As a volunteer, you have a right to be in a safe and healthy workplace.

As a volunteer for SAFE, we want to make sure you receive the same treatment as SAFE's paid workers with regard to health and safety. For example, you should receive the necessary training to do your work safely.

Volunteers also have responsibilities. As a volunteer, you have an obligation to take reasonable care for your own health and safety and to make sure you don't affect the health and safety of others at SAFE.

Familiarise yourself and follow the instructions given to you by SAFE as part of the health and safety briefings. You must cooperate with any reasonable health and safety policy or procedure of SAFE.

You must take reasonable care -- you should do what a reasonable person would do under the circumstances by:

- only doing tasks that have been assigned to you
- only doing tasks you have been trained to do, or are familiar with
- not doing tasks you think are unsafe
- reporting hazards and risks to SAFE
- providing feedback on health and safety issues: speak up if you have safety concerns
- using the personal protection equipment (PPE) if it is required, and using it as instructed.

A major departure from reasonable care (eg, recklessness or deliberately putting yourself or another in danger) could be grounds for prosecution under the Act.

We must ensure as is reasonably possible that you are provided with:

- a work environment free from risks to health and safety
- the necessary information, training, instruction, or supervision to do work safely
- a workplace with adequate and accessible facilities (such as toilets, drinking water)
- equipment such as vehicles, appliances, and tools that are safe to use
- protection from toxic chemicals
- monitoring of worker health and workplace conditions to prevent injury and illness
- required safety gear, such as gloves or goggles.

Staying safe with SAFE – Our Volunteer Health and Safety Policy

By volunteering for SAFE you will:

- learn new skills, knowledge and experience
- meet new people and form long-term friends
- contribute to a good cause
- make a difference
- have fun!

And we want you to remain safe at all times.

So, whilst volunteering, we need you to:

follow any health and safety instructions of the event leader

let the event leader know if you don't feel confident or are too tired to complete your session

immediately let the event leader know if you see anything that looks like it's risky and keep safe until it's sorted

Be responsible for yourself and others

follow the instructions of the event leader if something goes wrong. If they are not available, act in the best possible way to protect yourself and others.

respect other volunteers and members of the public's privacy. Under no circumstances are personal details of people signing petitions or other SAFE forms to be taken for personal use or passed onto a third party. Don't use other volunteers' details for personal use unless they have told you that is OK.

respect the personal space of others and accept it if people wish to only work together rather than socialise outside of SAFE events.

We will:

- Check out any potential risks and put in place steps to get rid of or minimise any risk to you.
- Have a staff member available for support if an emergency situation arises.

It is important to be aware of the following potential hazards when volunteering:

- Cold, heat and sun
- Physical or mental tiredness
- Dehydration
- Other people!
- Take breaks, dress for the weather, drink plenty of water and always wear sunscreen

Any issues with the public or other volunteers, please speak to the SAFE event leader. If you feel you are ever in danger, please remove yourself from the situation. Your safety comes first. Not SAFE's equipment.

Volunteering should always feel good! Thank you for offering your time, skills and positive energy and let's stay safe together!

HARASSMENT AND BULLYING POLICY AND PROCEDURES

SAFE is committed to ensuring that all people supporting activities on its behalf are treated with dignity and respect, and treat others in the same way, in its premises, at meetings and at related events, and that they can meet and work in an environment which is free from any form of bullying and harassment.

SAFE is under an obligation - a duty of care - to provide both a safe environment and safe systems within which staff and volunteers can undertake their duties. We want to create a harassment free environment through general awareness and, where possible, training to ensure all volunteers gain the knowledge and skills necessary to comply with this Policy.

Any form of harassment or inappropriate behaviour which causes offence, whether intentional or not, will be treated very seriously, and may result in you no longer being able to volunteer for SAFE.

All volunteers are required to read this Policy and to ensure that they understand what types of behaviour are unacceptable. SAFE staff are subject to a complementary policy.

SAFE's policy that the bullying or harassment of any of its volunteers or staff is unacceptable behaviour. Any bullying or harassment that is reported must be dealt with in accordance with the following Policy and procedures to comply with SAFE's duty of care.

The National Volunteer Coordinator is responsible for ensuring that all volunteers are aware of this Policy and the procedures for dealing with complaints, and that confidentiality is maintained when dealing with any form of bullying, harassment or inappropriate behaviour, whether they have been made officially aware of it.

Policy

SAFE expects volunteers and staff to treat their colleagues with respect and to value their colleagues and other members. All volunteers are responsible for ensuring that their behaviour does not cause offence or distress to others.

If a volunteer is aware that a colleague or staff member is experiencing harassment or inappropriate behaviour from another volunteer or employee, it is their duty not to allow this to continue by reporting it to the relevant staff contact for their volunteer role.

Harassment may take many forms (including bullying), occurs on a variety of grounds and can be directed at one person or many people. It does not need to be directed at the complainant and can occur if the complainant witnesses another person being bullied or harassed.

Harassment can be conducted in person, over the phone, and via email, text or other electronic or written forms of communication, including social media.

Harassment involves subjecting individuals to conduct which is unwanted and where the conduct has the purpose or effect of:

- (a) violating the victim's dignity; or
- (b) creating an environment that is intimidating, hostile, degrading, humiliating or

offensive to the victim.

Harassment also occurs where the perpetrator engages in unwanted conduct of a sexual nature and that conduct has the effect of purpose referred to above. An individual of any gender may be the victim of sexual harassment.

A person will also commit harassment if they (or anyone else) engages in unwanted conduct (of a sexual nature or otherwise) that has the purpose or effect referred to above and the victim either rejects or submits to it and, because of that rejection or submission, that person treats the victim less favourably as a result.

Conduct also becomes harassment if it continues once it has been made clear that it is regarded by the victim as offensive or unwanted, although a single incident will amount to harassment if it is sufficiently serious.

It is the unwanted nature of the behaviour that distinguishes harassment from friendly behaviour that is welcome and mutual. Volunteers must always consider whether their words or conduct may be considered offensive.

Harassment can occur whether or not the behaviour is intended to be offensive – it is the effect on the victim which is important. Harassment or bullying is unacceptable even if it is unintentional.

Harassment may relate to:

- (a) age;
- (b) disability (past or present);
- (c) race, colour, nationality, ethnic or national origins; (d) religion or belief;
- (e) sexual orientation;
- (f) gender or gender reassignment;
- (g) trade union membership (or non-membership); (h) power or hierarchy; or
- (i) willingness to challenge harassment (leading to victimisation).

The phrase “relate to” is very wide and therefore covers:

- (a) harassment based on perception of another person, whether or not the perception is correct and even if the perpetrator knows that their perception is, in fact, wrong; and
- (b) harassment that occurs because someone is associated with another person.

Whilst not an exhaustive list, forms of harassment include: (a) physical contact;

- (b) ‘jokes’;
- (c) offensive language, shouting or behaving in an intimidating manner; (d) gossip;
- (e) slander;
- (f) offensive, insensitive or sectarian songs or messages; (g) obscene or offensive email and screen savers etc;
- (h) coercion for sexual favours or sexually suggestive remarks;

- (i) continued requests for social activities after it has been made clear that such suggestions are not welcome; and
- (j) verbal, non-verbal or physical conduct of a sexual nature.

In many cases, harassment is unlawful and individuals may be legally held liable for their actions. In some cases, it may be a criminal offence.

Harassment does not mean:

- (a) mutually acceptable friendship or flirtation; or
- (b) enjoying a joke, provided it is not at someone else's expense.

Bullying may be described as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying may be physical, verbal or non-verbal conduct.

At SAFE, unacceptable behaviour includes (this is not an exhaustive list):

- (a) spreading malicious rumours, or insulting someone;
- (b) ridiculing or demeaning someone;
- (c) deliberately excluding a person from communications or meetings without reason;
- (d) unfair treatment;
- (e) overbearing or intimidating supervision or other misuse of power or position; and
- (f) deliberately undermining a competent person by overloading and constant criticism.

What happens if you do not follow this Policy

If volunteers do not follow this Policy the risks to SAFE are:

- (a) another SAFE member, member of the public or SAFE staff member feels they have been the victim of bullying and/or harassment;
- (b) SAFE suffers damage to its reputation;

the risks to the volunteer are:

- (a) they are subjected to a formal disciplinary process, which may result in expulsion from SAFE
- (b) they may be subject to legal proceedings, which may include criminal proceedings.

Due to the seriousness with which SAFE views harassment and bullying, informal and formal reporting procedures are in place as a mechanism for dealing with complaints of harassment and/or bullying.

All allegations of harassment and/or bullying will be dealt with seriously, promptly and in confidence. The need to maintain confidentiality will be paramount, except in circumstances where the alleged incident is serious enough to pose a risk to that individual or other person.

Informal Procedure

If an incident occurs which you feel may be harassment or bullying, you may prefer initially to attempt to resolve the problem informally, if you feel able to do so. In some cases it may be possible and sufficient to explain clearly to the person engaging in the unwanted conduct that the behaviour in question is not welcome and that it offends you or makes you uncomfortable. You should make it clear that you want the behaviour to stop.

If the complainant finds that this course of action is not possible because it is too embarrassing or difficult, or the harassment already complained about continues, then the complaint should be referred to the National Volunteer Coordinator/Volunteer Coordinator.

If the alleged harasser is one of these people, then the complaint should be addressed to the Head of Operations at SAFE who can be contacted on 04 4724974

The complainant will be responded to, verbally, as soon as reasonably possible but where practicable within 5 working days. The staff member or Head of Operations will take informal action to investigate and address the complaint.

If the alleged behaviour is more serious, you should follow the appropriate formal procedures set out below.

Formal procedure

Where informal methods fail or are not appropriate, or serious harassment or bullying occurs, you are advised to complain formally to the Head of Operations who can be contacted on 044724974. You should give full details of the conduct in question, including the name of the perpetrator, the nature of the harassment or bullying, the date(s) and time(s) on which it occurred, the names of any witnesses and any action that has been taken to stop it occurring. The complaint will then be promptly investigated.

Malicious or unwarranted complaints

SAFE will also take very seriously any malicious or, in its opinion, any unwarranted allegations of harassment or inappropriate behaviour as these can have a serious and detrimental effect upon the person concerned.

I have read and understood the contents of this document

Date:

Name:

Signature