



## Volunteer Health and Safety Policy

It is Lagan Valley Regional Park's intent that all volunteering activities are conducted in a safe manner in which all volunteers can undertake roles in conditions adhering to good health and safety practices. It is with this intent that we will adhere to Lisburn and Castlereagh City Council's Health and Safety and Safe Systems of Work policies. All LVRP Health and Safety and Safe Systems of Work policies are available to view in the LVRP Office.

If the health and safety of volunteers is compromised and an incident does occur, volunteers must report it to a member of staff immediately who will then follow the LVRP Incident Reporting Policy. The Incident Reporting Policy is available to view in the LVRP office.

Under the Health and Safety at Work (N.I.) Order 1978, volunteers have a duty to: -

- Take reasonable care for the Health and Safety of oneself and all others who may be affected by their acts or omission.
- Co-operate with supervisors and managers to comply with the law in achieving a healthy and safe workplace.
- Use safety equipment and personal protective equipment when required and ensure that it is maintained, serviced and stored safely.
- Report anything that seems dangerous, damaged or faulty to your immediate supervisor who will investigate and have the problem dealt with.
- Report all accidents or personal injuries once they occur so that help can be sought and that it is recorded in the Accident Book.

**Incident definition:** An unexpected, unplanned event that results in physical harm to an individual, damage to property, a near miss, a loss or any combination of these effects. It includes those events, in which individuals are injured or could have been injured, theft of private property, acts of vandalism and acts of violence etc.

### Procedure for Volunteers in the Event of an Incident

**Alert a member of staff immediately:** The volunteer should not approach the scene unless absolutely necessary (i.e. an emergency). The LVRP member of staff will follow the procedures laid out in the Incident Reporting Policy.

**Entering the scene:** Do not enter the scene of an incident unless it is completely safe to do so.

**Medical Treatment:** If necessary, medical treatment should be sought immediately from a medical professional, if available, or qualified first aider. If required transport to hospital should be arranged.

**If necessary, call for emergency services.**