

Health and safety induction for Young Witness Service (YWS) volunteers

Introduction

Your safety as an NSPCC YWS volunteer is of paramount importance to us. We want to do everything we reasonably can to keep you safe. To help achieve this, we expect all our volunteers, to follow the instructions and important information set out below. Not doing so could put you, your colleagues, our service users or members of the public at risk.

As each volunteer role is different, you will also be given more role specific health and safety information by your volunteer coordinator.

Health and Safety Policy

The [Health and Safety Policy](#) outlines the NSPCC's commitment to health and safety together with arrangements in place for managing health and safety.

First Aid

Ask your volunteer coordinator or your contact at the third-party site as to what their first aid arrangements are.

Accident and hazard reporting

All accidents, no matter how minor or near miss, must be recorded. If an accident occurs or a hazard is identified you must immediately contact your volunteer coordinator. Accidents / incidents which happen at events or sites managed by third-parties should be recorded by the event organiser or the site where it took place with detail provided to the NSPCC volunteer coordinator.

If you have a road traffic accident whilst driving on NSPCC business you must immediately contact your volunteer coordinator and complete an accident report form.

Fire safety

Fires start when three things come together in the right amount at the same time.

These three things (known as the fire triangle) are:

- a source of fuel (something that will burn)
- a source of heat (or ignition)
- oxygen (present in the air around us).

You should read the fire evacuation notice which you can obtain from the site you're at. Make sure you are aware of fire exits and the assembly point location. Use the nearest safe exit when the alarm sounds and follow instructions from site fire marshals.

Personal safety

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EVERY CHILDHOOD IS WORTH FIGHTING FOR



Occasionally you may need to work alone as part of your role. Volunteers must be familiar with the personal safety lone working guidance. Please ask your volunteer coordinator for a copy.

Work-related travel

Volunteers undertaking work-related travel must be familiar with the guidance to manage the risks associated with the use of vehicles for work-related journey. This excludes the usual commute between home and a permanent place of work. Please ask your volunteer coordinator for a copy of the guidance.

Manual handling

Risks to volunteers from manual handling can be reduced by suitably assessing and understanding how to reduce the risks associated with manual handling. Please ask your volunteer coordinator for more information on this.

Mental health and wellbeing

Your mental health and wellbeing is so important to us. We want to share with you what we are doing as an organisation, as well as share advice, to help you [look after your own mental health](#).

If you have any questions or queries with any of the above information please raise with your volunteer coordinator.

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