

Shallion Support Health and Safety Policy

At Shallion Support, the safety and wellbeing of our clients, volunteers, and staff is paramount. While we do not offer medical care, we are committed to maintaining a safe environment for all our activities.

1. Responsibilities

- The founder and any designated team leaders are responsible for implementing and monitoring health and safety procedures.
- Volunteers and staff are responsible for taking reasonable care of their own safety and that of others.

2. Risk Awareness

- Volunteers must be briefed on potential risks when working in a client's home or support environment.
- Shallion Support will assess client homes where possible, and ask clients to report any hazards or concerns.

3. Accidents & First Aid

- Any accidents or near misses must be reported immediately to the designated lead and logged in our incident register.
- Volunteers are not expected to administer first aid unless qualified. Emergency services must be called if needed.

4. Transport

- Volunteers using public transport should prioritize safety and report any issues.
- Volunteers offering transport must ensure their vehicle is roadworthy and properly insured.

5. Training

- Where relevant, volunteers will be given basic health and safety guidance before beginning their role.

Further Free Training:

- NCVO Knowhow: <https://knowhow.ncvo.org.uk>
- Volunteer Scotland: <https://www.volunteerscotland.net>

HEALTH & SAFETY POLICY QUIZ

1. What should you do first if you notice a potential hazard in a client's home?
 - A. Ignore it if it doesn't affect you
 - B. Try to fix it yourself immediately
 - C. Report it to your line manager or coordinator
 - D. Ask another volunteer to help you deal with it
2. If you are unsure how to safely lift a heavy box during your volunteering shift, you should:
 - A. Give it a try and see what happens
 - B. Wait for a client to help
 - C. Leave it and inform your coordinator
 - D. Ask another volunteer to help you lift it
3. Which of these is NOT part of basic Health & Safety practice?
 - A. Washing your hands regularly
 - B. Wearing protective gloves when necessary
 - C. Using personal mobile phones during tasks
 - D. Reporting accidents or near-misses

Signature/Date:

