



GHM_Health_&_Safety_Policy





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1. Introduction

GreenHouse Mentoring is a project of Stopsley Baptist Church, a company limited by guarantee, Registered in England and Wales, Company Number - 7605036, Registered Charity Number - 1150563, Registered Office - Stopsley Baptist Church, St Thomas' Road, Luton, LU2 7XP

GreenHouse Mentoring (GHM) has been operating since 2002.

This document describes how GreenHouse Mentoring aims to ensure the health & safety of all volunteers and young people engaged in GreenHouse Mentoring activities.

2. Applicability

This policy applies to all GHM Staff and Volunteers.

3. Definitions

Within this document, the following definitions are understood:

Volunteers	any person currently volunteering with GHM with a signed Volunteer Agreement;
Service User	any young person who has or is receiving service from GHM;
Staff	any member of the GHM Team with a formal written and signed contract;
Buddy	any person who agrees to assist a volunteer by ensuring that mentoring sessions are completed on time and safely
External Persons	any other person or organisation that has had or is having contact with GHM and does not fall into the above three categories.

4. Policy Authority

This document is approved by the GreenHouse Mentoring Manager.

Written By	Version/ Date	Comments

Sue Pirks	10/11/2010	Initial Issue
Ian Pirks	23/12/2013	Updated to new format, reviewed and revised

5. Principles of Policy

The following principles will apply within GHM:

- ◆ In all cases, GreenHouse Mentoring staff and volunteers will work within the GHM Vision, Mission & Values statement.
- ◆ GHM will take all reasonable precautions to ensure the health and safety of volunteers, users of the service and staff, when engaged in agreed activities.

6. Procedure

6.1 Introduction

See \\GHMserver\Shared \GHM Forms for all GHM Forms.

6.2 GHM Responsibilities

GreenHouse Mentoring, where reasonably practicable, will ensure that:

- a. volunteers are screened¹
- b. parental consent is obtained for all young people involved in GreenHouse Mentoring activities²
- c. parent/carers are kept informed of activities outside normal mentoring activities³
- d. health and safety information at regular mentoring sites is obtained⁴
- e. training in mentoring and child protection best practice is provided where applicable⁵
- f. copies of driving licence, insurance and MOT certificates are held on file for any volunteer transporting themselves or young people in support of GreenHouse Mentoring activities. Booster seats are available at the GreenHouse for use when necessary

¹ Screening is carried out through interview, references and CRB enhanced disclosures

² See Parent leaflet and attached form

³ Through the mentor, information sheets, letters or extra consent forms where applicable

⁴ A request for the information will be issued when the services of GreenHouse Mentoring volunteers are first used at that venue

⁵ All GreenHouse Mentoring volunteers joining the organisation from April 2007 will be asked to attend an induction session and a child protection policy training session. Those in mentoring roles will be required to attend a mentoring course also.

6.3 Volunteer/ Staff Responsibilities

GreenHouse Mentoring requires all volunteers and staff to take all reasonable precautions to ensure their own health and safety, and that of any others in their care, when engaged in activities on behalf of GreenHouse Mentoring.

Volunteers and staff should:

- a. make every effort to keep themselves aware of health and safety procedures at their volunteering venue;
- b. comply with, and encourage those in their care to comply with, the health and safety guidelines in force at that venue;
- c. comply with all training given by GreenHouse Mentoring and their volunteering venue;
- d. read and comply with notices, hazard/warning signs and written instructions displayed or in force at the venue.

Regardless of any other considerations, when engaged in GreenHouse Mentoring activities, volunteers and staff should:

- a. make proper use of all safety equipment and facilities provided;
- b. dispose of all rubbish and waste materials sensibly;
- c. conform with all emergency procedures;
- d. inform those in their care of emergency procedures;
- e. not obstruct any fire escape route, fire equipment or fire doors;
- f. seek first aid treatment for any injury that they, or those in their care, receive;
- g. report all accidents and dangerous occurrences to their supervisor as soon as possible;
- h. inform GreenHouse Mentoring of any medical condition which could affect their safety or the safety of others;
- i. co-operate with venue policies on non-smoking, alcohol and controlled substances.

7. Monitoring, Evaluation & Reporting

This policy is monitored by the GHM Manager.

Any identified Health & Safety concerns are:

- a. Noted in the Health & Safety Book;
- b. Minuted in the weekly staff meeting;
- c. Communicated to the most appropriate person as soon as possible.



8. Policy Review

Next policy review due before: December 2016

Policy last reviewed on: 23/12/2013

Approved by:

Sue Pirks /

(GreenHouse Mentoring Manager)

Date