

## Health & Safety Policy

This policy is to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions for volunteers and guests.

### ***Dartford Churches Winter Shelter***

#### UNDERTAKES TO:

- Ensure that health and safety legislation, regulations and codes of practice are observed
- Provide and maintain safe premises and equipment including appropriate protective clothing
- Ensure that the use, handling, storage and transportation of food, articles and substances are safe
- Ensure that the systems of work are safe and to provide or locate appropriate training and advice for volunteers in these matters
- Promote effective communication between the Dartford Churches Winter Shelter Steering Committee, Project Administrator, Project Coordinator, Venue Managers, volunteers and guests on safety matters in each church
- Ensure that all volunteers and guests using the premises are safe and without risk to their health
- Review and revise this policy annually or as new legislation requires

#### PERSONAL SAFETY DO'S AND DON'TS FOR VOLUNTEERS

In order to promote the safety of all guests & volunteers, please always observe the following rules:

- Check the identity of each guest arriving at the door by asking for their name
- Do not let any 'want to be guest' into the building whose name is not already on either the list of guests or the waiting list, without having consulted the Venue Manager or Shift Leader.
- Never give your home phone number or home address to any guest. If you want to arrange to meet a guest outside of the shelter hours please speak to the Project Coordinator or Project Administrator about safe ways to do this. Please also inform your Venue Manager that you are doing this.
- Never invite a guest to your home
- Do not give or lend money to guests. If you are concerned about their situation, refer them to the Venue Manager who will speak to the Project Administrator
- Avoid being alone with a guest, especially one of the opposite sex
- Leave your valuables in the safe keeping of the Shift Leader
- Do not touch guests to wake them up



- When dealing with lost property, never put your hand into a bag or pocket. Please tip contents onto a flat surface so you can see what you are handling. This will help to prevent any potential injury
- Volunteers should act safely and not put themselves or other volunteers or guests in any danger. If you feel intimidated at any time during the shift, inform the Shift Leader. Please take directions at all times from them, especially with regard to matters of personal safety.