



Kent Union Volunteering: Fact Sheet: Health and Safety for Volunteers

Below is a summary of Kent Union's Health and Safety policy, and how it affects you as a volunteer.

It is important that you read this carefully and ask the Volunteering Co-ordinator if there are any parts that you do not fully understand. A full copy of the Union's Health and Safety policy can be found in the Student Activities Office or from Mandela Reception.

Kent Union's Responsibilities

- Kent Union has a responsibility to ensure that all reasonable precautions are taken to place volunteers in conditions that are safe, healthy and which comply with the statutory requirements and codes of practice.
- Kent Union has a responsibility to act on any Health and Safety concerns raised by volunteers or external organisations
- Kent Union has a responsibility to ensure that all volunteers receive appropriate training before beginning their volunteering placement.

Volunteers Responsibilities

- Volunteers have a responsibility to do everything they can to prevent injury to themselves, fellow volunteers and others affected by their actions or omissions while volunteering.
- Volunteers must comply with all relevant rules and arrangements issued by Kent Union.
- Volunteers must report any unsafe conditions or activities to the project organiser and to the Volunteering Co-ordinator, and report ANY accidents or near misses.
- Volunteers must make full use of any protective clothing or equipment supplied to ensure safer working conditions.
- Volunteers must not undertake any task for which authorisation and/or training has not been given.
- Volunteers must seek the advice of the Volunteering Co-ordinator with reference to any special medical or other condition which may affect the safe working of the individual.

Please note:

- External organisations with which you volunteer will be expected to brief you on their own Health and Safety policies, and specific areas and tasks that you should be aware of.
- Forms for recording accidents, incidents and near misses can be found in the Student Activities Office.