

# CAREER DEVELOPMENT CENTRE

## VOLUNTEERING: HEALTH AND SAFETY

As a volunteer, you have the right to volunteer in a safe and healthy environment where appropriate steps have been taken to lower any risks that you may face. External organisations must have an existing health and safety policy before we can send them volunteers.

### **The Volunteer's Responsibilities**

- You have a responsibility to do everything you can to prevent injury to yourself, other volunteers and others affected by your actions or omissions while volunteering. You also must comply with all relevant rules and arrangements issued by us or the external organisation.
- It is your responsibility to report any unsafe conditions or activities to your immediate supervisor within the external organisation and record any accidents or incidents. You must use protective clothing and equipment provided to ensure a safe working environment.
- It is essential that you do not undertake any task for which authorisation and/or training has not been given. You must raise any health and safety concerns with your supervisor within the external organisation.

### **The External Organisation's Responsibilities**

- All external organisations recruiting University of Westminster Volunteers have been asked to provide evidence of their Health & Safety policies and procedures. This is to ensure that we have a safe and secure environment to send volunteers to.

### **Our Responsibilities**

- We have the responsibility to ensure that all reasonable precautions are taken to place Westminster volunteers in conditions that are safe, healthy and comply with statutory requirements and codes of practice.
- We have a responsibility to act on any Health and Safety concerns raised by Westminster Volunteers and external organisations. If any issues are raised, we have a responsibility to start dealing with these concerns as soon as they are raised.