



ServeDirect  
UK Registered Charity 1138282

'Oakdene', Crookhill, Braishfield, Romsey SO51 0QB

[www.servedirect.org](http://www.servedirect.org)

<b>Name of Policy</b>	Health and Safety
<b>Reason for the Policy</b>	To apply a risk-aware mindset for representatives and volunteers
<b>Who Needs to Know About it</b>	Volunteers and representatives
<b>Date Approved</b>	July, 2015
<b>Version No.</b>	1.0
<b>Approving Committee</b>	Trustees
<b>Date of Formal Review</b>	xx
<b>Authors</b>	N Allen/L Freckleton

**Definitions within this document:**

**Representatives** are defined as Trustees plus those volunteering long term (greater than 28 consecutive days) directly under the remit of ServeDirect.

**Volunteers** are defined as those UK people visiting the work area and providing temporary help and services to ServeDirect's project(s). If the period of engagement is greater than 28 days, the volunteer is regarded as 'long term'. Volunteers working with ServeDirect for up to 28 days will be under controlled supervision of a ServeDirect member and would be classed as Supervised Volunteers.

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It is the policy of ServeDirect to:

Maintain safe and healthy conditions for volunteers and representatives involved in our projects

ServeDirect will:

- Provide adequate control of health and safety risks arising from our project work activities
- Where appropriate, consult with representatives and volunteers on matters affecting health and safety
- Provide and maintain safe equipment
- Ensure safe handling
- Provide information, instruction and supervision to maintain a high level of health and safety awareness

ServeDirect will:

Review and revise this policy as necessary at regular intervals.

ServeDirect will:

- As appropriate, identify and record risks
- Where appropriate, ensure action is taken to reduce risk

ServeDirect will ensure that everyone involved in our project work is aware of the following:

- Any appropriate information – including fire procedures, equipment use
- Location of first aid provision
- Person on-site responsible for first aid provision and overall H&S considerations

All people involved in ServeDirect projects are reminded that the best defence against H&S risk is to apply commonsense when approaching a task and if in any doubt about a risk or hazard, to immediately cease that action and take advice from ServeDirect personnel.

Each volunteer will be required to sign, and have witnessed, a ServeDirect Waiver Release Form to ensure each individual is aware of their personal liabilities and the assumption of risk.

The person with overall responsibility for Health & Safety within ServeDirect is:

Philip Ball, Trustee.....

Date; .....

# Risk assessment form

Date: .....

Activity: .....

People possibly affected by activity: .....

Risks to consider

<b>Task Hazards</b>	<b>Likelihood</b>	<b>Seriousness</b>	<b>Risk level</b>	<b>What action(s) will be taken?</b>