



COPCOY

Health & Safety

Health & Safety for Charities

Jonathan Coyde



Does health and safety legislation apply to volunteers?

- ▶ Health and safety legislation doesn't generally apply to someone who is not an employer, self-employed or an employee.
- ▶ The Health and Safety Law and the Regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee.
- ▶ Health and safety legislation does apply if you are in control of non-domestic premises.
- ▶ Civil Law Duties apply to all organisations whether an employer or not – a duty of care exists to each other,

What is a Risk Assessment?

“A careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or you should do more to prevent harm.”



Risk Assessment Types

By the Employer:

- ▶ Site - Task Specific
- ▶ Generic - routine tasks

By the Employee:

- ▶ Dynamic

Risk Assessment - 5 Steps

↓ 1. IDENTIFY THE HAZARDS

↓ 2. ESTIMATE RISKS

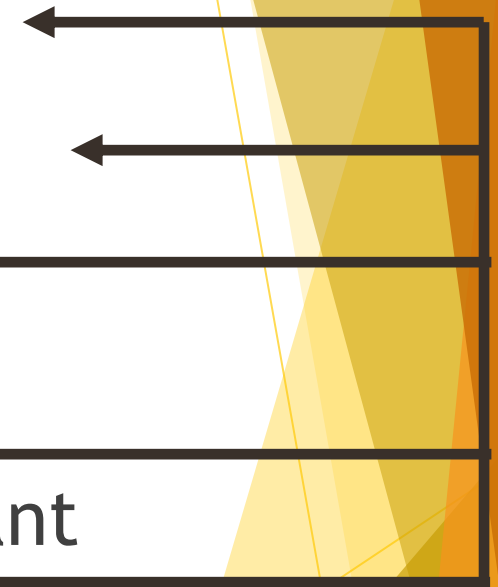
↓ 3. EVALUATE RISKS

Consider existing controls

↓ 4. RECORD FINDINGS

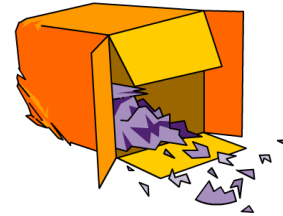
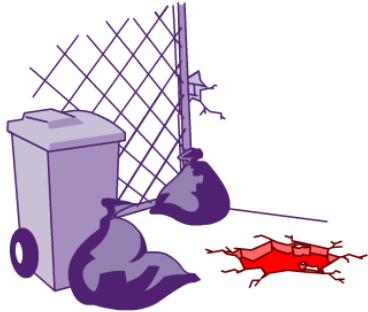
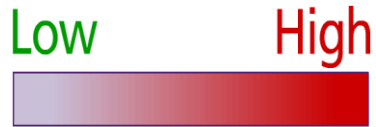
↓ 5. REVIEW

(if no longer valid or significant change)



Risk is the combination of the likelihood of a hazardous event occurring, and the consequence of the event

$$\text{Risk} = \text{Likelihood} \quad \times \quad \text{Consequence}$$



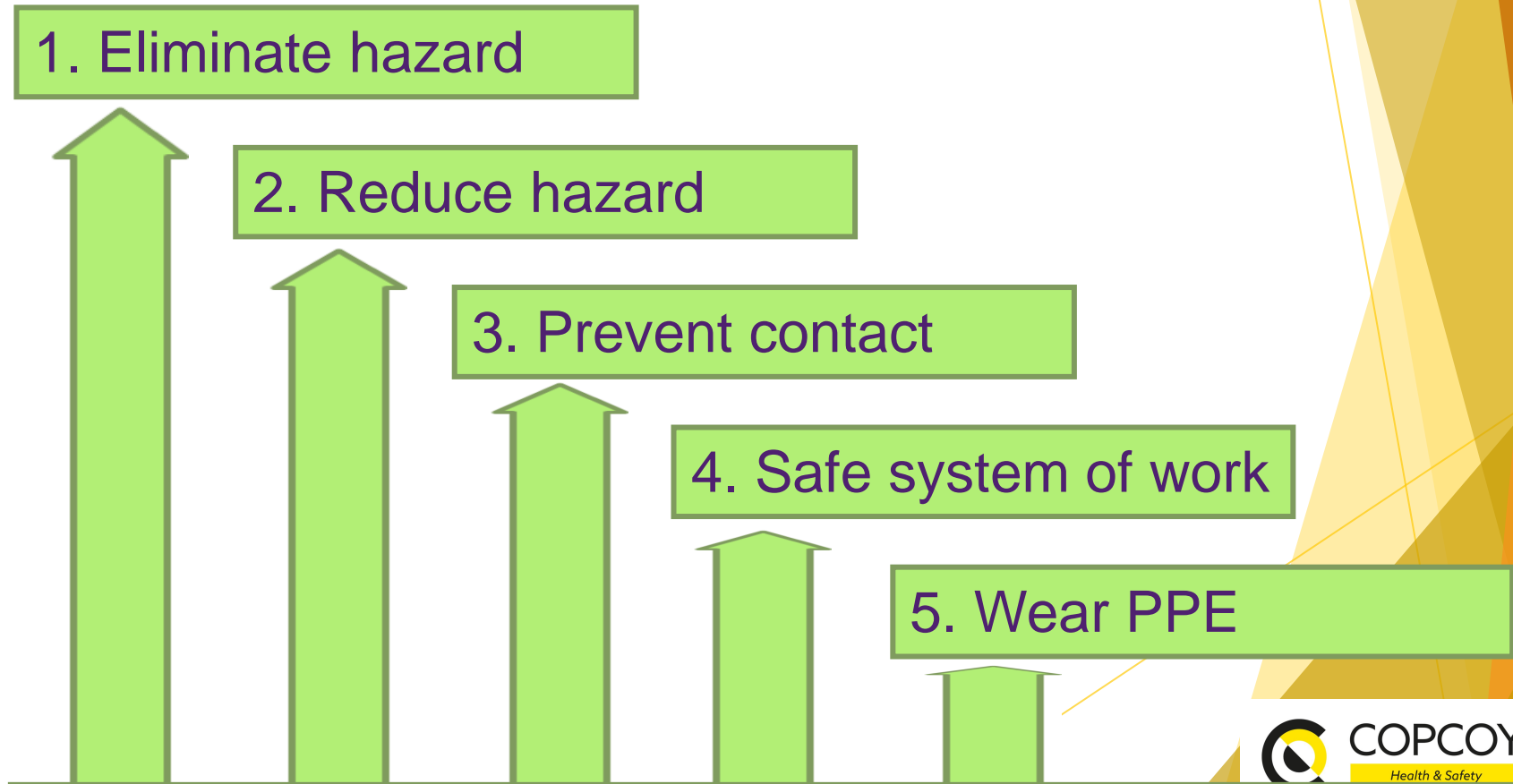
Risk Rating



Common Hazards to Consider

- Aggression/violence
- Bullying
- Chemicals
- Computer workstations
- Electricity
- Fire
- Getting in and out
- Heights
- Housekeeping
- Lighting
- Manual handling
- Noise
- Slips and trips
- Stress
- Temperature
- Vehicles/transport
- Vibration
- Work Equipment

Hierarchy of Risk Control



Risk Assessment Form (HSE)

Company: 11		Date of Assessment & Assessment Reference: 11			11		
Assessed by: 11		Date of Review: 11			Annually or following an accident, incident, complaint or change in legislation 11		
Activity or area: 11	What are the hazards? 11	Who might be harmed and how? 11	What are you already doing? 11	What further action do you need to take? 11	Who needs to carry out the action? 11	When is the action needed by? 11	Done 11

Section Break (Next Page)

All areas 11	Slips, trips & falls 11	Employees, visitors & members of the public: 11 • → Various types of injuries sustained by falls 11	<ul style="list-style-type: none"> → Cleaning up spillages/leaks as they happen 11 → Keeping trailing leads away from walkways 11 	<ul style="list-style-type: none"> → Consult your employees as they may notice things that are not obvious to you and may have some good suggestions on how to control the risks 11 → Use the HSE hazard spotting checklist to help identify and address slip and trip hazards 11 <p>PLEASE NOTE, THIS IS A BASIC EXAMPLE OF A RISK ASSESSMENT ENTRY AND SHOULD NOT BE CONSIDERED A COMPLETE RISK ASSESSMENT OF SLIP, TRIPS & FALLS. 11</p>	<ul style="list-style-type: none"> → All employees to maintain a good level of housekeeping and minimise trip hazards 11 → Competent person to undertake a slips and trips hazard spotting checklist 11 	As soon as reasonably practicable 11	Y/N 11
11	11	11	11	11	11	11	11

Record your findings

- the location, activity and equipment being assessed
- hazards and risk levels
- risk controls
- assessor's details
- date and time
- review date



Review your findings

When changes occur (personnel, equipment or activities), you should review your risk assessments.

It's a legal requirement to review assessments regularly



Sources of information

- ▶ <https://www.gov.uk/gov/hse>
- ▶ <https://www.hse.gov.uk/voluntary/index.htm>

