

UPTON ST LEONARDS LIFE COMMUNITY INTEREST COMPANY

HEALTH AND SAFETY AT WORK

USL Life is organised and run by volunteers and currently has no paid staff. As with any organisation, it is essential that the activities of USL Life are carried out in a safe, considerate and healthy way. Many of those activities are done in the homes of the volunteers and it is vital that normal domestic care is taken e.g. checks on the safety of any electrical equipment used.

Particular attention must be paid to the role of delivery of the newsletter to homes. The personal safety of our volunteers involved in this role is paramount and it is essential that they are physically able to carry out the tasks. Robust and safe footwear and bright clothing must be worn. Hi Viz jackets have been provided and the use of them is Company policy.

Care must be taken when lifting and carrying newsletters in bulk. Boxes or delivery bags should only be lifted if you know that you are able to do so - request help if you cannot.

Note should be taken of prevailing weather conditions of any nature and volunteers should arrange to make deliveries in daylight if at all possible.

The use of trolleys is encouraged and where required will be provided.

If any incidents arise it is essential that they are reported to the Company Secretary, Cliff Alderman. Any suggestions on the safe operation of the service are welcome.

Approved: January 2019

Review date: June 2021