

Health and Safety Policy - Missions

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United Beach Missions
Waterton Cross Business Park
South Road, Bridgend, CF31 3UL
0113 230 4362
office@ubm.org.uk
www.ubm.org.uk
Charity Number: 273912



A. CONTACT DETAILS

Tirzah Jones, UBM Administration Officer

Tim Howlett, UBM Executive Officer

B. STATEMENT OF INTENT

Although volunteers are not included in the 1974 Health and Safety legislation in the same way as paid staff, UBM recognises its legal responsibility and 'duty of care' towards its volunteers and, as such, has produced a health and safety policy for volunteers.

C. SCOPE

Our aim is to:

- manage health and safety risks on our missions.
- provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work.
- consult with our volunteers on matters affecting their health and safety.
- maintain safe and healthy working conditions.
- review and revise this policy regularly.

D. DEFINITIONS

"Mission" refers to a specific volunteering opportunity, the majority of which last 7 days. Some people will volunteer for multiple periods. However, all training etc will be repeated and treated independently.

Every place UBM goes to is referred to as a "centre."

Volunteers are defined in 3 ways:

- Centre organisers – those responsible for the initial setting up of a centre prior to the mission.
- Team leaders – those responsible for the team and events during the mission.
- Team members – all other volunteers on a mission.

Staff members – those who are employed by UBM on a paid basis.

E. ROLES AND RESPONSIBILITIES

1. Trustees

The Trustees are primarily responsible for safety within UBM and ensure compliance with health and safety legislation. The trustees have appointed a "competent person" from within the paid workforce who is directly responsible to them and will alert them to any necessary health and safety matters.

2. Competent Person / Health & Safety Officer

Tirzah Jones (UBM Administration Officer) is the designated health & safety "competent person", commonly referred to as the Health & Safety Officer (HSO), with Tim Howlett (UBM Executive Officer) as her deputy (DHSO).

The Health and Safety Officer's (HSO) responsibilities include:

- monitoring the effectiveness and implementation of the health and safety policy.
- production of all relevant risk assessments and policies. To maximise effectiveness these are reviewed by the DHSO.
- ensuring that the objectives of the policy are effectively communicated to all relevant parties.
- providing any relevant documentation.
- delivering any relevant training.
- liaising with any relevant external bodies.

- ensuring that appropriate reporting methods are in place for all health & safety incidents.
- carrying out incident investigations, in conjunction with the DHSO.
- reviewing all incident report forms and taking any appropriate action, in conjunction with the DHSO.

3. Centre Organisers

Centre organisers are responsible for ensuring that local health and safety arrangements to comply with this policy are in place before the commencement of a mission. These include:

- liaising with local authorities and providers of accommodation so that teams can operate in a safe environment.
- alerting the HSO to any specific risk assessments required for that centre.
- inspecting accommodation for the team and bringing to the attention of the owners any safety concerns and advising the HSO of their concerns.
- notifying the HSO and appropriate team leaders of any issues which may have a bearing on health and safety during a mission.

4. Team Leaders

Team leaders have responsibility for the teams in their care during the mission. These responsibilities include:

- following this policy and associated documents.
- ensuring that all team activities are conducted in a safe manner.
- ensuring that all risk assessment requirements are followed.
- communicating safety requirements to their teams at the start of each mission.
- ensuring that equipment is safe before use and that all defective equipment is removed from use and reported to the HSO.
- reporting all health and safety concerns using the appropriate form.
- ensuring compliance with any specific safety requirements determined by the local authority and its designated agents.

5. Team Members

All team member shall be expected to comply with all safety instructions and the code of conduct. All health and safety concerns in any areas of UBM's work should be reported as soon as possible to the HSO.

6. Staff

Members of staff must also abide by this policy whilst on mission unless it is superseded by the staff health and safety policy or any specific requirements within their normal employed role.

F. THE POLICY

See the following page:

0. Contents

1. Broad Principles
2. Arrangements
 - 2.1 Additional Policies
 - 2.2 Risk Assessments
 - 2.3 Team handbook
 - 2.4 Training
3. First Aid
4. Properties

1. Broad Principles

- All health and Safety concerns should be reported to the HSO who will do an assessment and take appropriate action. Incident report forms are provided and any incident is required to be reported to the Administration Officer within 24 hours of the incident occurring (clear instructions on this are given to team leaders). The Administration Officer will review these in conjunction with the Executive Officer and decide upon a course of action. Incident report forms are kept indefinitely and a clear log of all decisions taken is kept. These forms are used when reviewing the risk assessments.
- all equipment will be regularly checked for any safety concerns
- all reasonable requirements from 3rd parties will be followed.

2. Arrangements

2.1 Additional policies

Areas which are deemed to have specific health & safety risks are covered under unique policies. These are itemised in the “related policies” section of this document.

2.2 Risk Assessments

Our main method of assessing and communicating health and safety requirements is through the use of risk assessments. These are issued on an annual basis, with any relevant updates being made. Leaders are required to read and agree to abide by these assessments at the beginning of each mission.

2.3 Team handbook

Each team leader and team member is issued with a team handbook prior to a mission. This refers to the Health and Safety policy and gives top tips to follow. The team handbook is issued on an annual basis, with any relevant updates being made.

2.4 Training

An annual training event is held for UBMers of experienced status or above. The HSO will use this day to highlight any specific issues that have been identified. Team leaders will give appropriate training to team members at the beginning of each mission. Each team leader is provided with a “top tips” to health & safety guide.

3. First Aid

First Aid provision is not provided by UBM and is usually available through beach wardens or lifeguards. No first aid box shall be taken to the beaches or open-air sites. Any exceptions to this rule will be communicated directly to the appropriate team.

If a team member chooses to undertake first aid for either a member of the public or a fellow team member, they do so at their own risk and not as a representative of UBM. UBM is only responsible for supporting any first aid undertaken by the recognised UBM first aider.

It is recognised that the greatest risk to team members and team leaders is sunburn, heat stroke and heat exhaustion and so specific guidance is provided on this.

Accident report forms are provided and any accident or injury is required to be reported to the Administration Officer within 24 hours of the accident occurring (clear instructions on this are given to team leaders).

4. Properties

All UBM owned properties are subject to a duty of care to ensure that the building is safe for use and complies with health and safety regulations. Any concerns should be reported to the HSO.

G. RELATED POLICIES

MP2 Conditions of Membership of a UBM team

MP4 Duty of Care to Minors on Teams

MP8 Drivers Policy

OP5 Health & Safety Policy - Staff

OP6 First Aid Policy

H. VERSION HISTORY

Pre v1: In March 2022, policies were reformatted and renumbered. This policy was previously issued as Policy 10 Issue A in May 2010.