

<b>PROCEDURE BAG 103</b>	Issue	2
	Date	22/12/2014
<b>LOCAL INDUCTION FOR NEW VOLUNTEERS</b>	Author	D.B./J.H.
	Approved By	B.B.

**Purpose:** This Procedure is designed to be used by the Duty Officer in order to ensure that all new Volunteers receive the same information regarding local Health & Safety issues, are made aware and agree to comply with site safety rules, and accept the need to take responsibility for their own safety and well being.

**Actions:** The Induction process will consist of the following five themes:

- 1) An introduction to the Broadway Area Group Organisation, the H & S Committee and the Site H & S Representative
- 2) An explanation of the site including a brief tour
- 3) A check on the Volunteer's qualifications/abilities/limitations
- 4) An explanation to the Volunteer of the Site Rules and general H & S information including Risk Assessments, First Aid, and the Fire Evacuation Procedure
- 5) Completion of a "Next of Kin" information form (NOKI)

**Note:** A checklist of items to be discussed is attached overleaf. These should be ticked off during the Induction Process and at the end, both parties should sign and date that the Induction Process has been completed. This should then be filed under Induction in the H & S section of the filing cabinet.

The completed NOKI form should be placed in the Volunteer Contact Details file in the office, and a copy sent to the BAG Secretary.

A copy of the Site Rules & Safety Briefing, forms part of this induction procedure and a copy should be given to the new Volunteer.

Name: ..... Date: .....

### INDUCTION CHECKLIST

<b>1</b>	<b>Introductions</b>	<b>Covered Y/N</b>
a	BAG Manager	
b	BAG Committee	
c	H & S Committee	
d	H & S Representative	
e	Friends of Broadway	
<b>2</b>	<b>Site Details</b>	
a	Tour	
b	Boundaries	
c	Buildings & contents	
d	Security, keys, padlocks, CCTV	
e	Messing facilities	
f	General hazards	
<b>3</b>	<b>Volunteer Checks</b>	
a	GWSR Membership	
b	GWSR Induction	
c	BAG Manager Acceptance	
d	Work Permit	
e	Qualifications/Competencies	
f	Physical Limitations/Health Issues	
g	Check PPE (Hat, Hivis, Boots, and Gloves)	
<b>4</b>	<b>Site Rules &amp; Safety Briefing</b>	
a	Site Rules & Safety Briefing (provide a copy)	
b	Fire Evacuation Procedure	
c	First Aid Arrangements	
d	Risk Assessments	
e	Accident and Near Miss Reporting	
<b>5</b>	<b>Complete a "Next of Kin" information form (NOKI)</b>	
	ANY QUESTIONS ?	

Signature: .....

Signature: .....

Print Name: .....

Print Name: .....

## Broadway Site Rules & Safety Briefing for all Volunteers

Health & Safety laws apply on this site. Although you are a volunteer and not a paid employee you must be aware of, and comply with, site rules and precautions. Unlike the situation with domestic DIY, this is not an option. **You have a legal duty of care for yourself and for others working on the site.**

You must not report for work when under the influence of drink or drugs, including medicinal ones, that would impair your ability to concentrate and perform safely. You should also consider any health problems, such as eyesight or hearing deficiencies, which could impact on either yourself or your colleagues, and require special measures to be implemented in order to maintain a safe working environment. Declare these to the Duty Officer.

To work on site you must have a **valid Permit to Work**

Regular work days are Saturdays and Wednesdays, but some tasks are arranged on other days which will be notified.

There are no set working hours, but **you must sign in** at the beginning of each shift and **sign out when you leave**. Also, if you leave the site temporarily, leave a note on the signing-in sheet. **You must not work on site when no-one else is on duty, nor must you work on your own**. If you are working at a remote part of the site, make sure others know where you are.

Certain tasks are covered by Risk Assessments detailing precautions to be taken, so please familiarise yourself with these before starting – you'll find details in the Site H&S Information Pack.

Some equipment, e.g. dumpers, chainsaws, may only be used by authorised operators, listed in the H&S Information Pack

Don't take on a task or use equipment unless you feel able and competent to do so. **If you need advice, instruction or assistance, please ask**. Everyone helps everyone else here.

**When working on site you must wear:-**

Hard hat, for head protection

Safety boots with steel toecap

Protective gloves suitable for the task in hand

A high visibility orange jacket or vest

Be aware of the **general hazards around the site**. These include:-

Uneven ground, uncovered pits & trenches, steep drop off platform edges

Trip hazards – hoses, cables, bricks, slabs, timber etc. which may appear anywhere

Steep embankments – need extra care to avoid tripping, slipping or falling

Movement of vehicles & machinery around the site

**Be alert & take care!**

**Don't take risks** – it's not worth it. You don't get paid for this, and you probably have loved ones at home who need you more than we do.

**If you have an accident or suffer an injury, however minor, you must report it** using the forms in the H&S Information Pack.

If you need any general advice on safety matters, or have any concerns, please consult Chris Helm (designated safety officer for the site) or Gordon Wood (CDM Co-ordinator).

Make sure you know the basic rules, stay alert, use common sense and everything will be fine!