

Appendix 7

BRADFORD COUNCIL VOLUNTEERING INDUCTION CHECKLIST

This induction checklist should be used by a volunteer manager/supervisor as a guide to induct volunteers in to the Council. Not all elements will be relevant to the work area and there maybe other elements specific to the volunteering project which are not covered but can be easily added.

Volunteer Name:

Volunteering Role:

Volunteer Manager/Supervisor:

Team:

Date of induction:

Review Date:

| Tick where applicable | Subject Area | Date completed if different to above | Initial of Manager Supervisor |
|--------------------------|---|--------------------------------------|-------------------------------|
| <input type="checkbox"/> | Directorate/ Service/ Team structure and activities | | |
| <input type="checkbox"/> | Volunteering role and responsibilities: <ul style="list-style-type: none"> • Expectations • Timeline • Tasks/ activities | | |
| <input type="checkbox"/> | Supervision and support <ul style="list-style-type: none"> • Manager/ supervisor • Appraisals • Catch up meetings planned | | |
| <input type="checkbox"/> | Policies and procedures: <ul style="list-style-type: none"> • Equality and Diversity • Lone working • Safeguarding • Information Security | | |
| <input type="checkbox"/> | Training and development <ul style="list-style-type: none"> • Detail training opportunities available • Opportunities for personal development | | |
| <input type="checkbox"/> | Tour of working environment and to endorse other elements of the induction e.g. welfare facilities, emergency alarm points and evacuation points. Introduction to immediate colleagues | | |
| <input type="checkbox"/> | Health and Safety induction (page 2) | | |
| <input type="checkbox"/> | Additional induction specific to duties (e.g. use of equipment) | | |

The guidance below should be used to by volunteer managers and supervisors to assist with the health and safety aspect of the volunteer induction. Other health and safety related information applicable to the volunteering role can be added to the induction and including references to Council policies and processes.

| Bradford Council Volunteer Health and Safety Induction Notes | Date discussed if different to above | Initial of the manager or supervisor carrying out this part of the induction |
|---|---|---|
| Format: Each applicable element listed below should be explained and discussed with the volunteer | | |
| <p>Health and Safety Responsibilities</p> <ul style="list-style-type: none"> • Outline volunteers health and safety responsibilities to themselves and each other. • Not to put themselves at risk and not to endanger the public or other volunteers. • Not to use and tools or equipment that they do not have authorisation to use. • To report any obvious hazards or risks to their volunteer supervisor and/or Bradford Council manager. <p>Emergency Arrangements</p> <ul style="list-style-type: none"> • All volunteers need to know what do in the event of an emergency this includes knowing how to raise the alarm, safe evacuation routes, muster points and where necessary how to use a fire extinguisher as an aide to make their escape. • This is also an opportunity to discuss any requirements assistance a volunteer may need to help evacuate a building or site safely. • Discuss any arrangements for not evacuating, e.g. when there is a need to stay in a building. <p>Machinery and Equipment</p> <ul style="list-style-type: none"> • Where volunteers are likely to use machinery and equipment they will be given specific awareness, training and authorisation prior to use. <p>Working at height</p> <ul style="list-style-type: none"> • Volunteers who will be working at height will only be allowed to do so once the proposed work has been planned and suitable access/ working equipment has been organised. Again suitable training will be offered where appropriate. <p>Manual handling</p> <ul style="list-style-type: none"> • Any manual handling tasks associated to the project will be assessed and suitable controls will be implemented and agreed. This may include use of lifting equipment, demonstration of safe handling techniques and further training where appropriate. Enquire if the volunteer has any injuries of medical condition that may be affected by carrying out any manual handling tasks. <p>Lone working</p> <ul style="list-style-type: none"> • If lone working is a feature of the volunteering task or project, then all volunteers must follow the agreed safe working procedure. Explain the agreed lone working procedure to the individual or group | | |



Avoidance of Violence and aggression

- Explain to the individual or group the following summary;
“Bradford Council will not tolerate violence or aggression in any form including the use of racial, sexual, verbal or physical harassment to employees, volunteers, young persons or visitors.”
Volunteers who must also report any concerns they have to their supervisor or volunteer contact in the first instance.

Working with Computers

- Volunteers working with computer equipment need to be shown how to set up a computer workstation correctly and how adjust the computer chair correctly.
- Discussions should include task breaks, suitable postures etc.

Driving at work

- This element only applies to those volunteers who will be driving a vehicle as part of volunteering activity. Volunteers have to co-operate if you are driving as part of volunteering
- Checking the proof of driving licences with the correct permissions and appropriate insurance cover, prior to any authorisation being given.
- Duty to inform you of any health problems or the use of prescribed or over the counter medication, which may effects their ability to drive.
- No mobile phone use when driving including hands free equipment
- Safe transport of children – essentials including the correct fitting of child seats and restraints (if applicable)
- Understanding that Police will now ask nature of journey (i.e. work related) if involved in accident so you need to ensure the volunteer’s insurer has been informed. It is a criminal offence to drive with invalid insurance.

Control of Substances Hazardous to Health (COSHH)

- Volunteering work which includes the use of hazardous substances will have suitable risk assessments and safe working procedures. Volunteers must adhere to this procedure; this includes the wearing of personal protective equipment.

Personal Protective Equipment (PPE)

- Where PPE is required to be worn – volunteers should be given demonstration on how to wear and use it correctly. Any damaged or unsuitable PPE should be returned. All non-disposable PPE should be returned to Bradford Council in good condition.

Asbestos

- Volunteers are not authorised to work with asbestos. Any concerns that volunteers may have or come across items, debris or waste which they think may contain asbestos, must inform their volunteer supervisor or manager in the first instance.

Accident / Incident Reporting CBMDC Policy

- Volunteers need to know how to report accidents and incidents no matter how minor they may seem. This includes “hazardous situations” and “near miss events.” Offer examples of the above as examples.
- The option to remain anonymous when reporting near misses or hazardous situations.
- Inform volunteers where the accident book or forms are kept.
- All serious incidents must be reported to volunteer manager or supervisor, as post incident investigation can be carried out.



First Aid

- Explain what the First Aid arrangements are and who the First Aiders are
- Know where First Aid Boxes are kept.

Please ask the volunteer if they have any questions or concerns at this point

| Any other tasks or actions identified during the induction that needs to be completed? | Date to be accomplished by |
|--|----------------------------|
| | |
| | |
| | |
| | |

Volunteer

I have taken part in an induction relating to my volunteering role. I have had opportunities to ask questions, discuss and have an understanding of the subject areas covered and additional information provided to me.

Signed:
(Volunteer)

Date:

Signed:
(Manager/ Person conducting supervision/induction)

Date:

Please keep retain this securely for future reference and offer a copy to the volunteer