For health and safety purposes, volunteer workers count as employees. As with all other employees therefore, sufficient information, instruction and training must be given and this must be evidenced. Volunteers can often be very enthusiastic but relatively unskilled and inexperienced. Your risk assessment must recognise and address this. Remember Human beings are resourceful and intelligent. They will find a way to solve the problems they are presented with. Make sure they know and follow your instruction and guidance rather than allowing them to make up their own solutions!

Areas which you will need to cover may include:

1. **EMERGENCY PROCEDURES**

   a) Fire evacuation procedure and associated information (including fire risk assessment).

   b) The individual’s role in this procedure.

   c) First aid provision – who are the designated first aiders and where are they based.

   d) Accident / incident reporting procedure.
2. RISK ASSESSMENT

Risk assessments will need to be in place in respect of the tasks which volunteers, and any others, may be required to carry out. The following assessments are not exhaustive and should be revised to include volunteers. Volunteers may be unskilled etc and therefore, MUST be instructed and supervised as necessary, and the relevant control measures explained.

a) Display Screen Equipment (DSE)

b) Manual Handling

c) Personal Protective Equipment (PPE)

d) Individual educational trips / visits and associated information (including emergency procedures)

e) Lone working

f) New or expectant mothers

g) Control of Substances Hazardous to Health (COSHH)

3. GENERAL HEALTH AND SAFETY INFORMATION

a) Dealing with pupil / student behaviour

b) Basic health and safety / food hygiene in respect of food preparation / cookery

c) Training on any item of work equipment provided

d) Policy on bullying

e) Policy on Child Protection

f) Policy on smoking

In general, there should be information, instruction and, as necessary, training in respect of health and safety risks from specific tasks and activities which volunteers may be required to carry out. This is in addition to a broad briefing as to the general health and safety requirements of the particular educational establishment and, clearly, this will differ according to the establishment type and service provided.