

GP Parking **Volunteer Health & Safety Policy**

Ensuring a safe environment for everyone.



Thankyou for joining the Silverstone School Parking CIC volunteer team.

We want all our volunteers to have fun and enjoy the atmosphere of the GP event and this policy contains our advice to on how to perform all volunteer roles safely.

All volunteers must be aware that:

- They are responsible for their own safety and the safety of any children under 16 in their care whilst volunteering for Silverstone School Parking.
- Any liability for any injury or accident caused by contact with a customers vehicle(s) whilst volunteering for Silverstone School Parking is with the customer(s).
- All Silverstone School Parking sites are smoke and e-cigarette free areas.

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ALL our volunteers must be aware of the following items:

Activity	How to minimise risk
Volunteer Safety and Visibility	<p>Volunteers <u>must</u>:</p> <ul style="list-style-type: none">◦ wear appropriate closed toe footwear.◦ wear Hi-Viz vests at all times when volunteering for Silverstone School Parking◦ wear appropriate clothing for the weather conditions and role (i.e. hats, suncream, water proofs, etc).◦ use pedestrian routes when entering, exiting and moving around any Silverstone School Parking location.
Lifting	<p>Volunteers <u>must</u>:</p> <ul style="list-style-type: none">◦ ensure lifting is done with correct posture, bending knees and keeping a straight back.◦ lift in pairs or groups, depending on size / weight of items to be lifted
Site cleanliness	<p>Volunteers <u>must</u>:</p> <ul style="list-style-type: none">◦ ask all customers to pick up their own litter and place it in bins provided or in their own vehicle.◦ use all bins provided for their own litter or take it home

ALL our volunteers must be aware of the following items:

Activity	How to minimise risk
Site safety	All volunteers to ask customers to refrain from smoking on any Silverstone School Parking site.
Emergency and first aid	<p>Volunteers <u>must</u>:</p> <ul style="list-style-type: none">◦ be aware of the location of the basic first aid kit where they are volunteering.◦ contact the on-duty director immediately if a first aider is required.◦ contact emergency services immediately for severe accidents or allergy reactions, and then inform the on-duty director.◦ complete the accident book after any incident and discuss with the on-duty director.
Slips / Falls / Trips	<p>Volunteers <u>must</u> ensure good housekeeping is maintained by:</p> <ul style="list-style-type: none">◦ keeping pathways clear of trip hazards, esp. electrical cables.◦ immediately clean up any spillages

ALL our volunteers must be aware of the following items:

Activity	How to minimise risk
Hot water	<p>Urns / kettles must be sited on flat level surfaces and not overfilled.</p> <p>Hot drinks must be in lidded cups.</p> <p>Hot drinks for under 16's are to be made / supervised by their accompanying adult.</p>
Electrical Equipment	<p>Volunteers must</p> <ul style="list-style-type: none">◦ check equipment prior to use.◦ ensure sufficient outlets are used to support the range of equipment.◦ ensure good housekeeping is maintained



If volunteering for a **car park role** we ask our volunteers to be aware of:

Activity	How to minimise risk
Parking cars	<p>Customers must reverse into their parking space. This is for the safety of pedestrians when vehicles are exiting their space.</p> <p>Volunteers must:</p> <ul style="list-style-type: none">◦ not stand directly in front or behind vehicles◦ always stand at side of vehicles◦ use clear hand signals and clear voices when giving customers instructions◦ only park one vehicle at a time per volunteer per row
Vehicle movement around car park	<p>Volunteers controlling traffic flow must:</p> <ul style="list-style-type: none">◦ always stand at side of vehicles◦ use clear hand signals and clear voices when giving customers instructions◦ ask vehicles to wait until a fellow volunteer is ready to park the next car◦ always ensure pedestrians have priority right of way and stop vehicles if required.



If volunteering for a **car park role** we ask our volunteers to be aware of:

Activity	How to minimise risk
Pedestrian movement around car park	Volunteers must direct customers to use pedestrian routes within the car park.
Falls / trips	Volunteers must ensure any visible / known 'potholes' are filled in with sand
Portaloo maintenance	Volunteers must wear disposable protective gloves and use cleaning materials provided. All rubbish must be placed into a bin bag and disposed of.



If volunteering for a **route signage role** we ask our volunteers to be aware of:

Activity	How to minimise risk
General road safety	<p>Volunteers must work in pairs.</p> <p>Drivers must follow the highway code and use hazard lights when stationary.</p> <p>Emergency services must be called in the event of vehicle / pedestrian accidents.</p>
Setting up signs - roadside A frames	<p>Protective gloves must be available for use.</p> <p>A first aid kit will be available for minor injuries.</p> <p>Roadside A frames must be pushed firmly into the ground and secured with sandbags.</p>
Attaching / detaching signs from lampposts	<p>Appropriate cutting tools & protective gloves should be used when cutting through cable ties.</p> <p>A first aid kit will be available for minor injuries.</p> <p>Lamppost signs should not be higher than average head height (volunteers are to be working at ground level).</p>



If volunteering for a **car park layout** role we ask our volunteers to be aware of:

Activity	How to minimise risk
Installing temporary fences	<p>Appropriate cutting tools should be used when cutting through hazard tapes.</p> <p>Protective gloves should be used when handling stake posts.</p> <p>A first aid kit will be available for minor injuries.</p>
Setting up signs	<p>A frames must be pushed firmly into the ground or secured with sandbags.</p> <p>Appropriate cutting tools & protective gloves should be used when cutting through cable ties.</p> <p>A first aid kit will be available for minor injuries.</p> <p>Lamppost / gate signs should not be higher than average head height.</p>
Falls / trips	<p>Volunteers must ensure any visible / known 'potholes' are filled in with sand</p>



If volunteering for a **big tidy up** role we ask our volunteers to be aware of:

Activity	How to minimise risk
Taking down temporary fences	<p>Appropriate cutting tools should be used when cutting through hazard tapes.</p> <p>Protective gloves should be used when handling stake posts.</p> <p>A first aid kit will be available for minor injuries.</p>
Taking down signs	<p>Appropriate cutting tools & protective gloves should be used when cutting through cable ties.</p> <p>A first aid kit will be available for minor injuries.</p>
Litter picking	<p>Protective gloves and appropriate equipment (grabbers and bags) must be used.</p> <p>A first aid kit will be available for minor injuries.</p> <p>If volunteers notice hazardous or non-hygienic materials they are to contact the on duty director immediately</p>