



**Ulster
Wildlife**

**Volunteer Health & Safety Policy
and Code of Conduct**

1. Statement of Policy

It is Ulster Wildlife's desire to make a safe, healthy and positive environment for volunteers where activities are conducted in a positive and safe manner and volunteers conduct themselves in a productive and professional way. In order to ensure this, Ulster Wildlife will provide good volunteer practice, guidance and equipment for volunteers and ask that volunteers adhere to this policy.

2. Implementation

Ulster Wildlife will:

- Provide for volunteers essential safety equipment when necessary (e.g. gloves, high visibility clothing).
- Provide necessary training and demonstrations for each task.
- Carry out risk assessments for each task and will ensure volunteers are verbally informed of risk/safety prior to each task.
- Follow Ulster Wildlife staff health and safety procedures and incident reporting procedures.

Volunteers must:

- Adhere to safety instructions for each task.
- Adhere to safe use of equipment and tools.
- Report any unsafe or broken tools to task supervisor and discontinue any further use of such tools.
- Report any behaviour they believe to be unsafe or putting others at risk to the task supervisor/Volunteer Coordinator.
- Tell the task supervisor/Volunteer Coordinator if they think what they are being asked to do is unsafe. Volunteers can refuse any tasks they believe are unsafe/too risky.
- Work within their own comfort and not put themselves at risk of injury through over-exertion.
- Take reasonable care of the health and safety of themselves and others who may be affected by their actions.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Not operate Ulster Wildlife vehicles or power tools without appropriate training and the permission of their supervisor.
- Follow the Lone Working Volunteer Policy when volunteering alone.
- Report all accidents, damage and dangerous occurrences, whether persons are injured or not, to the task supervisor who will then follow the Incident and Accident Reporting Procedure (a copy can be found in the Ulster Wildlife office, ask a member of staff if you wish to see it).

If an accident occurs:

- Volunteers must report it to the task supervisor immediately who will then follow the appropriate Ulster Wildlife procedures set out in the staff Health and Safety Policy.
- Volunteers must not enter the scene unless it is completely safe and absolutely necessary to do so (i.e. in an emergency).
- If necessary, medical treatment should be sought immediately from a first aider or medical professional and the emergency services contacted (if necessary).

3. Code of Conduct

- The consumption of alcohol or drugs is strictly forbidden at any time. If a volunteer turns up to a task under the influence of alcohol or drugs, or bring them to the task, they will be asked to leave the task and the procedure outlined in the Dealing with Problems Volunteer Policy will be followed.
- Ulster Wildlife employs a practice of fair and non-discriminatory treatment for all. Verbal or physical abuse, bullying or threatening behaviour is not tolerated. If for any reason volunteers feel threatened or vulnerable while volunteering at any time they should leave the area immediately and contact the task supervisor or Volunteer Coordinator.
- Volunteers should always follow procedures and guidance to avoid situations where they may be alone with children or vulnerable adults. See our Safeguarding Policy for guidance.
- Remember that throughout the entire volunteer experience, you are representing yourself and Ulster Wildlife. Your actions will reflect on all of these parties. All volunteers are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public, visitors, other volunteers, or Ulster Wildlife staff.
- Ulster Wildlife volunteers are highly valued and relied upon for the work that they do. If you cannot volunteer at the times agreed you should notify your supervisor or the Volunteer Coordinator, or other appropriate Ulster Wildlife staff, giving as much notice as possible so that alternative arrangements can be made.