

## Health, safety and your wellbeing

*A comprehensive Lymphoma Action health and safety policy is available. Please ask your staff contact.*

All volunteers are responsible for their own personal safety, as well as those in attendance during your volunteering activity, by not acting in a way that may put yourselves or others at risk of injury. A key part of achieving this is that you follow the any health and safety policies and instructions provided and let your staff contact know of any personal requirements.

The events and activities you organise or attend should be covered by the health and safety policies and procedures of those venues. Please familiarise yourselves with these, and if you leading the activity, notify those attending of the relevant procedures to be followed in the case of fire or other emergency. If they are **not** covered, then a risk assessment is required and your staff contact can support you in doing this, especially where you are leading the activity. It's important to check the venue prior to commencing your activity to ensure that all fire exits are clear, there are no trip hazards and everything is working correctly. If you have any questions about health & safety, please ask your staff contact.

Please report any accident or incident that may have happened during your volunteering activity as soon as possible, so it can be recorded in the Lymphoma Action Incident & Accident Book. Give as much information as possible, including: address, location, date, time, nature of the incident or accident, any contributory factors, such as weather conditions, any other people involved, injuries or damage resulting, actions taken and outcome(s).

### Your safety and wellbeing

Your own wellbeing should always be a priority and we are committed to providing the support and resources you need. We never want you to take any unnecessary risks when volunteering for us. If in doubt, follow your instincts and do not put yourself in a risky situation.

Your role, or certain activities, may mean that you are undertaking your volunteering alone. Your staff contact should always be aware of what activities you're planning to carry out, or any changes so that we can:

- confirm that the charity's insurance covers your volunteering activities
- ensure Lymphoma Action can support the activities you're planning to take part in
- consider your wellbeing and that of others
- share details and promote the activities you're undertaking

When volunteering alone, please let your volunteer manager know that you have safely arrived home.

There may be occasions when sensitive and emotional topics arise, possibly when sharing your own experience or feelings. Our helpline, and your staff contact, are available for you to talk to about your role and your wellbeing.

***Helpline number: 0808 808 5555***

Do have a time out from volunteering if you are going through a period of being unwell or for any other reason that means you need time off. If possible, please give your staff contact notice in advance, to help plan activities.