Who to contact and how

Dear colleagues, thank you for taking the time to read this Premises / Health and Safety information. This committee is responsible for all aspects of human health and safety and the condition and safety of APROP premises. We are not responsible for the animal health and safety unless that impacts on volunteer and public safety.

Peter needs volunteers to send him information on animal behaviour that could have a negative impact upon volunteer and public safety. This information enables him to place appropriatecolour coded warning signage on the walking sheets, harnesses and kennels. Peter also produces online and offline dog behaviour profiles so volunteers can actively engage in their own safety and that of the general public by fully understanding the characteristics of the dog they are intending to walk. Peter needs to know about all incidents regardless of whether they end up in injury or not. We call these non injurious incidents near misses. Near misses are just as valuable as actual injuries in risk assessment because near misses inform Peter of the potential for injury occurring; allowing him to take appropriate measures to prevent future incidents that could end in injury.

Carol is responsible for communications between all stakeholders. Carol will send out all health and safety related information to volunteers. For example when APROP runs training events or perhaps we have a zoonotic infection in the kennels. If new or temporary emergency procedures are required Carol will get that information out. She will also, along with Rachel, keep the Junta informed about the work of this committee. Volunteers can contact Carol with ideas and suggestions and she will pass those onto the appropriate person.

Tony is responsible for Maintaining and improving the premises and developing procedures for training and inductions for volunteers with a focus on health and safety. Tony would like volunteers to have an eyes and ears open approach as they move around the shelter and surrounding area. If you see something that needs repairing particularly if you believe it could cause harm or injury to a volunteer or the public please report it to Tony. The same approach is requested for near misses if you trip up, slip on something or nearly bang your head on something, let Tony know and we will try to fix it before an injury occurs. For non urgent issues please send an email and for emergencies a private call orWhatsapp message. Tony also welcomes ideas for training days and if anyone wants to deliver a session in any area where they have expertise, please contact Tony.

Rachel is responsible for overseeing the work of this committee and acts as an advisor bringing her experience to the decision making process. Rachel along with Carol keeps the information flowing between this committee and the Junta at APROP. Rachel is also receptive to any general Premises /

Health and Safety issue that volunteers might wish to raise in an informal way simply by having a friendly chat. Although overall the committee prefers emails or Whatsapp messages so we have a record of any issues; Rachel is available to listen and advise as required.

Collectively this committee is dedicated to making the volunteering environment at APROP as safe as we can within the restrictions of a finite budget. We want to work collaboratively with all volunteers. Health and safety is everyone's responsibility. We are all responsible for our own safety, that of our colleagues and of the public. Behind the scenes this committee is involved in many other everyday tasks such as restocking first aid kits, inspecting the premises and collating information to be written into health and safety policy.

Complaints about this committee or any other person who you think is putting other volunteers or the public at risk will be accepted in the strictest confidence and will be dealt with fairly, sensitively and professionally. Depending on the nature of the complaint it may be advanced to Junta level where it will receive the same due care and attention.

Your participation in improving the health and safety and working environment is appreciated and we promise to reply to all urgent requests immediately to let you know we are taking action.

For non urgent requests we will contact you within 72 hours to inform you we are considering the request. In all cases we will thank you for taking responsibility for improving safety at APROP.

Thank you

The Premises / Health and Safety Team.