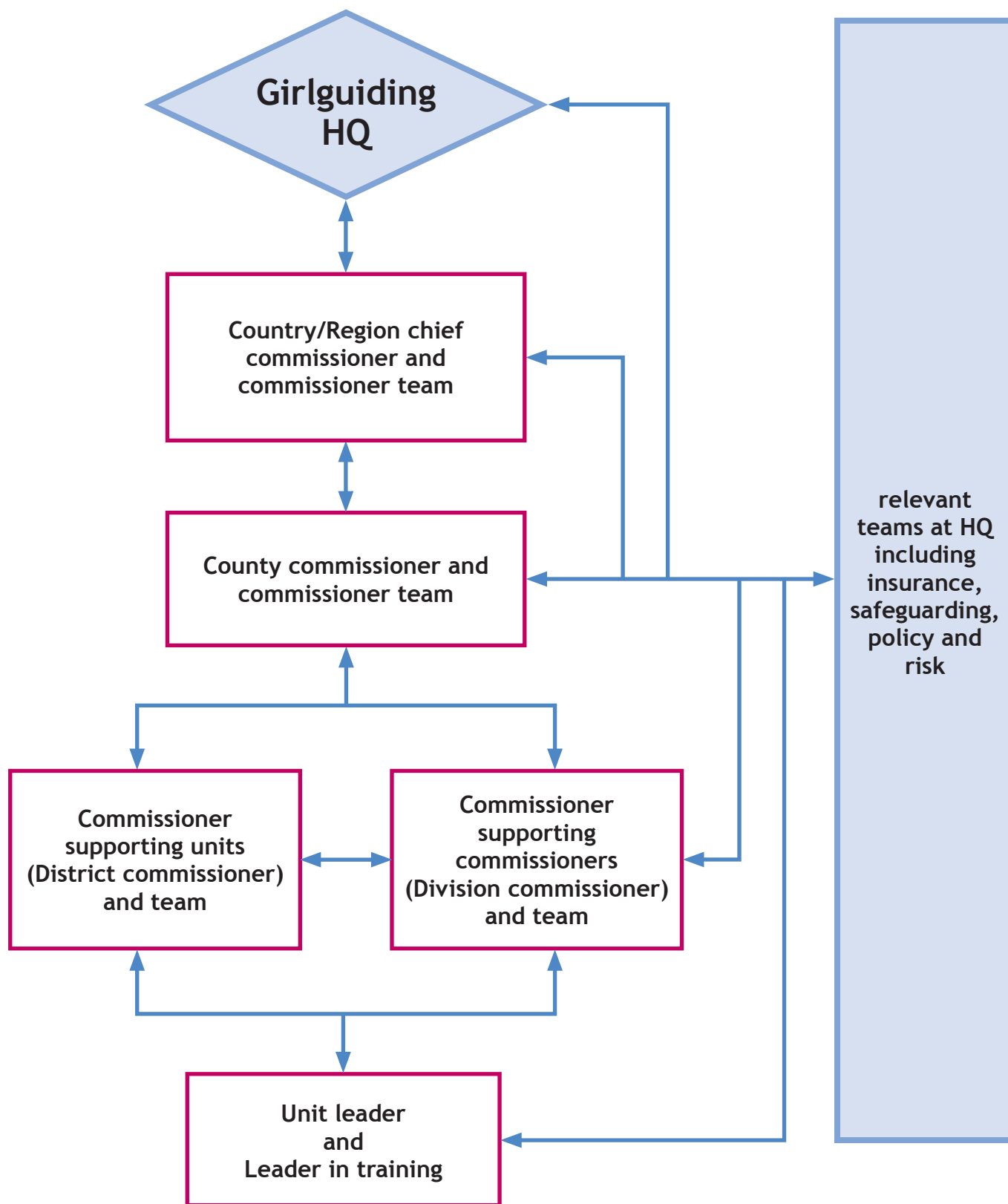


# Health, safety and welfare volunteer organisation chart



## The following volunteer roles have responsibilities for the health, safety and welfare of volunteers.

The level commissioner has ultimate responsibility for making sure that each task is carried out, but they can delegate to other members of their team for example a deputy or other lead volunteer with health and safety experience could be appointed. Tasks may be delegated to staff members of the team.

Country or region chief commissioner	County commissioner	Commissioner supporting commissioners and commissioner supporting units	Unit leader or leader in training
Make sure that risks are assessed, documented and mitigated at country or region level. Work to minimise risk at country or region level by keeping and reviewing a risk log.	Make sure that risks are assessed, documented and mitigated at county level. Work to minimise risk at county level by keeping and reviewing a risk log. This should be shared with country or region level.	Support unit leaders to assess, document and mitigate risks by completing risk assessments.	Make sure that activities and venues used for unit meetings and events have been assessed and documented using a Girlguiding risk assessment template. Minimise risks as far as is reasonably practical and make sure that identified controls are put in place.
Identify and facilitate appropriate health and safety related training as required for all volunteers in their level, and make sure county commissioners attend an induction training.	Identify training needs and make provision for training as required.	Make sure volunteers in their area have access to and support to, complete relevant 1st response and a safe space training.	Share all documentation and health and safety information with other volunteers involved with delivering activities or events. Act in accordance with their training and ask for support as required.
Monitor volunteer requirements and compliance with a safe space and 1st response. Agree actions for those who aren't compliant. Carry out the HQ process for compliance and withdraw membership for volunteers who fail to comply without a valid mitigating circumstance.	Monitor and actively support a safe space and 1st response compliance. Make sure sufficient courses are available at county level for volunteers to attend.	Support units to comply with a safe space and 1st response requirements at all unit meetings and events.  Actively monitor within area and speak with volunteers to make sure that training happens in a timely manner to remain compliant.	Make sure that a safe space and 1st response requirements stay within the guidelines and are met for each unit meeting.

Country or region chief commissioner	County commissioner	Commissioner supporting commissioners and commissioner supporting units	Unit leader or leader in training
Cascade and feedback relevant health and safety information and updates to county level.	Cascade and feedback relevant health and safety information and updates to division and district level.	Cascade and feedback relevant health and safety information and updates to unit leaders.	Regularly review risk assessments in line with our health, safety and welfare policy and procedure.
Monitor and maintain oversight of all health and safety issues within the country or region through level risk logs, and regular country or region executive meetings where incidents, accidents, near misses and relevant updates are recorded.	Monitor and maintain oversight of all health and safety issues within the county through level risk logs, and regular county executive meetings where incidents, accidents, near misses and relevant updates are recorded.	Work with units to support any health and safety issues or concerns, escalating to the county commissioner team as appropriate.	
Write and review a country or region emergency plan that supports the plan provided by HQ. Share with other levels.	Write and review the county emergency plan that supports the plan provided by country or region. Share with other levels.		
Take the lead in dealing with any country or region level crises or emergencies.	Take the lead in dealing with county level crises or emergencies, knowing when and what to escalate.  Support volunteers to decide what action is needed in an emergency situation and make sure they are reported to our HQ insurance team.	Support unit leaders to manage and report accidents and incidents to our HQ insurance team and the county commissioner.	
Report country or region level accidents or incidents, issues and concerns to our HQ insurance team.	Report accidents or incidents, issues and concerns that happen at county level to the country or region commissioner team and to our HQ insurance team.	Report incidents, accidents, near misses, issues and concerns at division or district level to our HQ insurance team and the county commissioner team.	