

Health and Safety Policy

Version 2.2, 20 August 2025

1. Statement of Intent

Sunflower Scotland SCIO ("Sunflower"), registered charity number SC052092, is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its trustees, employees, volunteers and anyone affected by our activities.

Our charitable purpose is to provide humanitarian relief to victims of war in frontline areas of Ukraine, and to support medics working under dangerous and extreme conditions. We recognise that this work involves significant risks, but we will take all reasonably practicable measures to reduce those risks.

Sunflower will:

- Comply with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, and other relevant legislation.
- Provide **the same level of health & safety protection to volunteers as to employees**.
- Provide safe systems of work, safe transport, and safety equipment.
- Carry out risk assessments and implement effective control measures.
- Provide information, instruction, training and supervision.
- Consult with employees and volunteers on health and safety matters.
- Ensure welfare needs are met during missions and activities.
- Investigate and learn from accidents, incidents and near misses.
- Review this policy annually, or sooner if circumstances change or incidents occur.

Signed:  / **Oleg Dmitriev**

Chair of the Board of Trustees
Date: **20th September 2025**

2. Organisation of Health and Safety

2.1 The Board of Trustees

- Holds overall responsibility for health and safety.
- Provides sufficient resources to implement this policy.
- Appoints a **Competent Person** to oversee day-to-day management of health and safety.
- Reviews this policy annually, and after any serious incident or operational change.

2.2 Competent Person

- Prepares written **risk assessments** before UK events and before each mission to Ukraine.
- Monitors compliance with this policy.
- Investigates accidents, near misses and unsafe incidents, and reports to the Board.
- Ensures RIDDOR reporting requirements are met where applicable.

2.3 Team Leaders

- Lead volunteers during missions and ensure compliance with risk assessments.
- Supervise volunteers at all times while in Ukraine, until they started a return journey.
- Deliver induction and safety briefings before each trip.
- Monitor physical and mental wellbeing of team members.
- Hold first aid training and carry tourniquets and a tactical first aid kit at all times in Ukraine.
- Provide first aid if required.
- Maintain contact with Sunflower's UK base and follow emergency procedures.

2.4 Employees and Volunteers

- Must take reasonable care of their own health and safety and that of others.
 - Must co-operate with Sunflower, follow instructions and training, and report concerns promptly.
 - Must not misuse or neglect safety equipment.
 - Must follow Team Leader instructions without delay in dangerous situations.
 - Must stick to routes set by Sunflower when it is safe to do so and follow the Team Leader
 - Must use accommodation and transport arranged by Sunflower in the interest of safety
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3. Arrangements for Health and Safety

3.1 Risk Assessments

- Conducted for all UK activities and every mission to Ukraine.
- Assessments will identify significant hazards, evaluate risks, and set out control measures.
- Written copies will be shared with all team members before deployment.

3.2 Travel and Equipment Safety

- Vehicles used for missions to Ukraine will have valid MOT, recent servicing and insurance.
- The convoy will be equipped with safety items (first aid kit, tyre repair kit, tow rope, pump, etc.).
- Volunteers must carry out daily vehicle safety checks incl. oil, brake fluid and coolant levels.
- Hotels and accommodation in Ukraine will be chosen by Sunflower with safety in mind, including shelters and power generators where possible.
- Maximum daily driving time will be 10 hours.
- Do not drink alcohol or take drugs while in Ukraine, follow the Alcohol and Drugs Policy.

3.3 Protective Equipment

- Volunteers working in Ukraine's frontline areas will be issued with protective gear (e.g. ballistic helmet, body armour) and instructed on correct use.
- Safety equipment is to be used as appropriate in danger areas.
- Volunteers must behave safely, follow Risk Assessments, Team Leader's safety instructions and common sense, and not rely on protective gear alone.

3.4 Fitness and Suitability for Deployment

- Volunteers must be physically and mentally fit to undertake missions in Ukraine involving extended travel and potential exposure to severe stress for several days.
- Due to the high level of risk in Ukraine, Sunflower may restrict deployment if personal circumstances might prevent the team's safety and efficiency. For example:
 - The risk of injury may affect a volunteer's capability to care for a child or a relative.
 - Legal/travel restrictions (denied visa, past deportation, criminal record) may require additional checks by authorities and cause delays.
 - Health conditions and reliance on prescription medications may require urgent attention while in danger areas in Ukraine and cause difficulties and delays.
- Any prescription medications should be disclosed to Team Leader at least one week before deployment.
- If safe participation in Ukraine is not feasible, Team Leader will consult with the Board and offer the most impactful ways of participation in the UK.

3.5 Welfare Arrangements

- Adequate rest breaks, access to food, drinking water, and sanitary facilities will be provided during missions.
- Support will be available for volunteers experiencing stress or trauma.

3.6 Emergency Arrangements

- Each mission will include a written emergency plan covering:

- Medical evacuation and hospital locations.
- Communication with Sunflower's UK base.
- Procedures for evacuation to safer areas if the security situation changes.
- All team members will be briefed on these procedures before departure.

3.7 Consultation and Communication

- Employees and volunteers will be consulted on health and safety matters through pre-mission briefings, debriefings, and regular feedback channels.
- Concerns raised will be recorded and reviewed by the Competent Person and Board.

3.8 Training

- Induction training will be provided before each mission.
- Team Leaders will be trained in first aid and leadership, with refresher training arranged as needed.
- Additional specialist training (e.g. hostile environment awareness) will be supported where appropriate.

3.9 Incident Reporting and Investigation

- All accidents, incidents and near misses must be reported to the Team Leader immediately.
- The Competent Person will investigate and report findings to the Board.
- RIDDOR reporting will be completed where required.
- An incident log will be maintained.

3.10 Record Keeping

- Sunflower will maintain:
 - Copies of risk assessments.
 - Training records.
 - Accident and incident records.
 - RIDDOR reports (if applicable).

4. Review

This policy will be reviewed annually by the Board, or sooner if:

- There is a change in legislation.
- There is a significant change in operations.
- An accident, incident or near miss suggests improvements are required.