



FOOD BANK AID

Health and Safety Policy

1. Introduction

Food Bank Aid has an obligation under Health & Safety legislation to ensure the health, safety and welfare of its staff, volunteers, contractors and members of the public so far as they come into contact with Food Bank Aid.

Food Bank Aid has a duty to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards.

The Health and Safety Policy is made available to all staff, volunteers, visitors and contractors and will be displayed on notice boards in public areas at all Food Bank Aid premises. New staff and volunteers are informed of the Health and Safety Policy and its implications during induction and revised and update documents emailed periodically to all personnel.

2. Aims and Objectives

Food Bank Aid aims to provide a safe environment for all staff, volunteers, visitors and contractors. Food Bank Aid will make available safe and adequate plant, materials, work systems, training and strong safety supervision to ensure competence in the staff and volunteer team.

Food Bank Aid will comply with all legislation relating to health and safety.

All staff and volunteers have legal responsibilities under the Health and Safety at Work Act of 1974 to ensure the health, safety and welfare of themselves, their colleagues and visitors.

It is Food Bank Aid's aim to:

- establish standards which take account of legal, statutory and other requirements;
- establish and maintain interest in, and awareness of, those standards and provide training which will maintain those standards;
- require the commitment of all personnel to exercise personal responsibility to do everything possible to prevent injury to themselves, other employees and members of the public; and
- review this policy every 12 months.

3. Organisational Responsibilities for Safety

The Board of Trustees is ultimately responsible for fulfilling all Health and Safety duties as an employer, including all statutory Health and Safety requirements.

It is the policy of FOOD BANK AID for the General Manager to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

It shall be the responsibility of the General Manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult as may be necessary for reviewing and updating these guidelines. Suggested model contents of a guideline are:

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- a clear statement of the role of Food Bank Aid;
- regulations governing the work or volunteering activities for Food Bank Aid;
- clear reference to safe methods of working;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the General Manager responsible for organisation and control of work;
- accident reporting procedures;
- safety rules;
- fire procedures;
- policies agreed by Food Bank Aid.

The General Manager has overall responsibility to the Board of Trustees for ensuring that appropriate and effective health and safety management systems are in place:

- For the overall management of health and safety
- To control identified risks through the risk assessment process
- To promote a safety culture at all levels
- To provide health and safety training

The General Manager has a responsibility to ensure that all necessary procedures and arrangements for health and safety are in place and operating efficiently in their area of responsibility, and that all employees and volunteers are aware of them, including where appropriate, visitors. The General Manager also needs to ensure that each employee and volunteer understands their responsibilities and are equipped to work effectively and safely.

All Food Bank Aid staff and volunteers have a responsibility for promoting and ensuring the practical application of this policy.

4. Risk Assessments

Risks to the health and safety of staff, volunteers, clients and visitors will be assessed by the General Manager and reported to the Board of Trustees, using risk assessment forms. The findings of the Risk Assessment will be recorded in writing. Any significant findings that staff and volunteers need to know to ensure their health and safety will be communicated by the General Manager who will also follow up if new equipment/training is required and all Risk Assessments will be held on file and readily available to all staff and volunteers for reference.

5. Electrical Equipment Site Responsibility

Electrical equipment is a potential health hazard. Nobody shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless they possess such knowledge or experience or is under such degree of supervision as may be appropriate having regard to the nature of the work. This provision needs to be interpreted to err on the side of caution. Nobody should attempt to carry out the simplest electrical work such as fitting plugs or changing light bulbs unless they are certain that they know what they are doing.

PAT testing of equipment will be carried out to conform to legislative requirements. Electrical systems will be tested to national standards every two years.

6. First Aid

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The General Manager is responsible for ensuring the Regulations are implemented and for identifying training needs. Staff who are qualified first aiders will have their names displayed on the premises.

7. Food Hygiene

The General Manager has responsibility for food acquisition, storage, staff induction and hygiene training, and is responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Board of Trustees.

8. Lifting and Handling

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Safe practices in the hub and the storage and movement of large crates and other heavy items in the hub will be risk assessed by the General Manager who is responsible for informing staff of safe lifting techniques. Training will be provided where required to ensure safe practice improvements in manual handling and storage remain ongoing.

9. Non-Smoking on Premises

FOOD BANK AID policy is that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. This rule also extends to e-cigarettes / vaping.

10. Working Time

FOOD BANK AID is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g., in relation to breaks, night workers etc. will be complied with.

11. Fire Hazard

Fire is a considerable hazard and to reduce the effects of fire, the General Manager will undertake daily checks to ensure that all Fire exits are functional and clearly signposted. Fire drills will be conducted on a quarterly basis and Fire equipment will be independently checked on an annually basis. Special consideration will be taken in the kitchen (if any) to identify risks and any specific training requirements in the use of equipment in these facilities.

12. Toilets

Toilets and washing facilities will be provided in all buildings in accordance with statutory requirements.

13. Lone Working

Working alone can increase the risks for staff and volunteers depending on the work to be carried out, the time of day and the location of the premises. The Board of Trustees and General Manager take their responsibility for ensuring the welfare of all staff and volunteers seriously. Only in exceptional

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circumstances will a person be allowed to work in our premises on their own and only to complete specific agreed duties. This must be agreed with the Board of Trustees or General Manager prior to commencement of work.

14. Computer Installations and VDUs

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New employees who regularly use VDUs may need to undergo sight screening.

15. Reporting of Accidents, Incidents and Near Misses

All Accidents, Incidents and Near Misses should be reported to the General Manager or Board of Trustees as soon as possible and always by end of day using the Incident Report Form and accidents should be recorded in the Accident Book.

16. Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Three areas of need shall be given special priority:

- training for the General Manager, to equip them with an understanding of the General Manager's responsibilities under this policy, and the role and purpose of safety representatives (where one has been appointed);
- training for safety representatives (where one has been appointed) to enable them to discharge their function;
- induction and in-service training for staff and volunteers at all levels to acquaint them fully with the main features of this policy, key safety rules and any new requirements and hazards.

17. Monitoring & Compliance

Food Bank Aid continually strives to achieve 100% compliance with this policy and its intended outcomes. Where this is not met an action plan will be formulated and agreed by the Board of Trustees and reviewed by them until completion. Please see the table below for standards and monitoring arrangements.

Monitoring Process/Issue	Method	By	Report to	Frequency
Electric checks	Electrical systems will be tested to national standards	Qualified Electrician	Board of Trustees	Every two years
Risk assessments	Manual Handling/ Lifting risk assessments	General Manager	Board of Trustees	Six monthly
VDU assessments	By desk place assessment	General Manager	Board of Trustees	On change of equipment and/or personnel
Fire Drills	Fire Drills will be conducted quarterly in all premises	General Manager	Board of Trustees	Quarterly
Fire Equipment	Fire Equipment will be tested to national standards	Independent Fire Safety Assessor	Board of Trustees	Annually
Training	Check Training Records for completeness, highlighting missed training and/or poor record keeping	General Manager	Board of Trustees	6 monthly

If unpredictable health and safety issues arise during the year, the Chief Executive must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

18. Annual Audit

It is the policy of FOOD BANK AID to require a thorough examination of health and Safety performance against established standards **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- relevant regulations;
- environmental factors;
- staff and volunteer attitudes;
- staff and volunteer instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the following Year, so that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Board of Trustees and will be carried out by the General Manager.

The General Manager has a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

19. Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Board of Trustees as delegated to the General Manager.

20. Specialist Advisory Bodies

Certain bodies, and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by the General Manager from expert individuals or bodies outside of Food Bank Aid.

21. Occupational Health Service

It is the policy of Food Bank Aid to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

22. Visitors and Members of the Public

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard. Any member of staff or volunteer who notices persons acting in a way which would endanger other staff, should normally inform the General Manager. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

23. Contractors

Food Bank Aid wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health. Contractors must also observe Food Bank Aid's Fire Safety Procedures.

Policy approved by the Trustees of Food Bank Aid on 19 July 2021

Review on or before 31 July 2022

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