



FOOD BANK AID

Health and Safety Policy (Policy 1.2)

1. Introduction

Food Bank Aid has an obligation under the Health and Safety at Work etc. Act of 1974 (**Health and Safety Act**) 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 or attend our premises.

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.

This Health and Safety Policy applies to and will be 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 this Health and Safety Policy and its implications during their induction and revised and updated documents are emailed periodically to all personnel.

This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

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 safety supervision to ensure staff and volunteers can perform their work safely.

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

All staff, volunteers and contractors have legal responsibilities under the Health and Safety Act 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 Food Bank Aid 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 the guidelines are:

- 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 and first aid;
- training standards;
- the General Manager's responsibility for organisation and control of work;
- accident reporting procedures;
- safety rules;
- fire procedures; and
- 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 is equipped to work effectively and safely. Suggestions for changes to this policy and any

questions you may have about the day-to-day application of this policy should be referred to the [General Manager] in the first instance.

The post of General Manager is held by Maughan, and they can be contacted at 07956 598204 Marcus-Maughan@foodbankaid.org.com

This policy is reviewed annually by the General Manager and the Board of Trustees.

4. Your responsibilities

All Food Bank Aid staff and volunteers have a responsibility for promoting and ensuring the practical application of this policy. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns the General Manager.

You must co-operate with managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

5. Information and consultation

We will inform and consult directly with staff regarding health and safety matters.

6. Risk Assessments

We carry out general workplace risk assessments periodically. 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.

7. Electrical Equipment Site Responsibility

Electrical equipment is a potential health hazard, any equipment must be used in accordance with any instructions given to you. No individual 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 are 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. No individual should attempt to carry out even the simplest electrical work such as fitting plugs or changing light bulbs unless they are certain that they are trained to do so. Any equipment fault or damage must immediately be reported to the General Manager.

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 Food Bank Aid to make provision for first aid and the training of 'first aiders' in accordance with the Health and Safety (First-Aid) Regulations 1981 (**Regulations**). The General Manager is responsible for ensuring the Regulations are implemented and for identifying training needs. Details of first aid facilities and the names of staff who are qualified first aiders will have their names displayed on the premises.

The General Manager is responsible for investigating any injuries or work-related diseases, ensuring that accident records are kept, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

7. Food Hygiene

The General Manager has responsibility for food acquisition, storage, 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

Safe practices in the Food Bank Aid premises and the storage and movement of large crates and other heavy items in the premises will be risk assessed by the General Manager who is responsible for informing staff, volunteers and contractors of safe lifting techniques in compliance with the Manual Handling Operations Regulations 1992. Training will be provided where required to ensure safe practice improvements in manual handling and storage remain ongoing.

9. Non-Smoking on Premises

Smoking is prohibited in workplaces in England, and as such, there is to be no smoking in the Food Bank Aid premises. Food Bank Aid's policy is that this extends to e-cigarettes / vaping.

10. Fire Hazard

Fire is a considerable hazard. All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits at the premises. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point [shown on the fire safety notices].

The General Manager is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms and emergency lighting and 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 must be taken seriously. Fire equipment will be independently checked on an annual basis. Nominated individuals will be trained

in the correct use of fire extinguishers. Special consideration will be taken in the kitchen to identify risks and any specific training requirements in the use of equipment in these facilities.

You should notify [the General Manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.

11. Toilets

Toilets and washing facilities will be provided in the premises in accordance with statutory requirements.

12. Lone Working

Working alone can increase the risks to 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 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.

13. Computer Installations and Visual Display Units (VDUs)

All new computer installations must comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees and volunteers operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment', which is available on the Health and Safety Executive's website. New employees and volunteers who will regularly use VDUs may need to undergo sight screening at our expense.

14. 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 the end of the relevant day using the Incident Report Form, and accidents should be recorded in the Accident Book.

15. Training

We will ensure that you are given adequate training and supervision to perform your work competently and safely. Health and safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan and staff will be given a health and safety induction and provided with appropriate safety training. 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 with the main features of this policy, key safety rules and any new requirements and hazards.

16. 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 Food Bank Aid's performance against the plan will be monitored by them. 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 or more frequently as required
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/ work environment/ workstation/ nature of work tasks and/or personnel and as required if controls in place causing issues
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	Six-monthly or as required due to change of personnel/ exposure to new risks/ or significant changes in skills or
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If unpredictable health and safety issues arise during the year, the Chief Executive/Chair of Trustees, together with the General Manager, must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

17. Safety Audit

It is the policy of Food Bank Aid to require a thorough examination of health and safety performance against established standards annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Safety 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; and
- 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 soon 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 be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines, which follow 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Take action to eliminate the hazard, or if that isn't possible, control the risk and decide on precautions

4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

18. Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive shall rest with the Board of Trustees as delegated to the General Manager.

19. Specialist Advisory Bodies

Certain bodies, and the individual members of those bodies, have always had a health and safety role, most notably, the Health and Safety Executive and local environmental health departments. If further specialist advice is required, this may be obtained by the General Manager from expert individuals or bodies.

20. Visitors and Members of the Public

Food Bank Aid wishes to ensure that as far as is reasonably practicable, the health, safety and welfare of visitors to Food Bank Aid premises will be of the highest standard. Any member of staff, contractor or volunteer who notices persons acting in a way which would endanger other staff should inform the General Manager. It is important to respond to situations in a proportionate manner, but if the danger is immediate, common sense must be used to give warning, call for assistance, or give aid as necessary.