

# HEALTH & SAFETY POLICY

## POLICY STATEMENT

It is the aim of Warwick District Foodbank to maintain the highest practicable standard of safe conditions throughout its activities in order to protect the health, safety and welfare of staff, volunteers, clients and visitors using premises allocated for its use and taking part in its activities. Warwick District Foodbank declares its intention to satisfy the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation or Regulations.

People are encouraged to constantly challenge health and safety policies and procedures in order to build a health and safety culture and ensure continual improvement in the prevention of ill health and injury in the course of their duties.

All users will be informed of basic safety procedures when using the building.

## 1. RESPONSIBILITIES

### Trustees

The Trustees are collectively responsible for the health and safety of Warwick District Foodbank activities, and will review these aspects on a regular basis, as well as conducting an annual review of all health and safety policies, practices, procedures and instructions.

### Health & Safety Officer

The Health & Safety Officer will be responsible to the Trustees for all aspects of Health & Safety and will do all that is reasonably practicable to protect the health and safety of all persons using premises allocated for Warwick District Foodbank. In particular, he/she will be responsible for:

- Implementation of this Health and Safety Policy, including associated Instructions and Procedures.
- Ensuring that all staff and volunteers are aware of the need to comply with the Health and Safety Policy.
- Ensuring that all staff and volunteers are trained in safe working practices both as part of the induction process and on an on-going basis.
- Reporting to the Trustees all hazards, or incidents (including "near misses") involving equipment or property.
- Where appropriate, investigating any of the above to identify causes and take the appropriate action to prevent recurrences.
- Notifying the Health and Safety Executive (HSE) of any occurrences covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Undertaking regular monitoring to ensure that safe working practices are used and keeping records in respect of that monitoring.
- Maintaining records in respect of inspections, induction and training and accidents etc.
- Ensuring the requirement of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) are complied with.

### Staff and Volunteers

Session Leaders, the Warehouse Coordinator, and the Operations Manager and all volunteers are to familiarise themselves with the health & safety procedures and fire evacuation procedures of the premises in which they are accommodated.

It is the duty of all staff and volunteers involved with Warwick District Foodbank to:

- Wear clothing appropriate to their work, with especial attention to footwear as heavy objects eg tins can cause injury if dropped.
- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, and to this end, use correctly all such items provided by

Warwick District Foodbank and follow safe systems of working in accordance with the training and instruction provided.

- Draw to the attention of the health & safety officer without delay any work situation which might represent a serious and imminent danger to health and safety or any situation, where although the danger is not immediate, there is considered to be a shortcoming in Warwick District Foodbank's protection arrangements for health and safety.

## **2. SAFETY CHECKLISTS**

- A Risk Assessment Check List (RACL) will be drawn up for each work/activity area, both indoors and outdoors. This will include the fire evacuation arrangements for the building. This process will be led by the Health & Safety Officer. The RACLs will be reviewed/updated annually, eg to identify new risks.
- As necessary, a designated person appointed by the Trustees will carry out inspections using the RACLs as a guide.
- Where items are identified during inspections as needing action, a record should be made by the Health & Safety Officer of the action taken.
- The Trustees will monitor the completion of the RACL's.

## **3. ACCIDENTS**

An accident book will be maintained in each distribution centre and warehouse. Any accident, however minor, including "near misses", will be entered by the designated person responsible or the health & safety officer in this book.

## **4. FIRE**

- The health and safety officer is responsible for ensuring that a Fire Risk Assessment is carried out and the result is written up and held on file.
- All Session Leaders and the Warehouse Coordinator are designated Fire Marshalls while working for Warwick District Foodbank.
- All staff and volunteers must read the Fire Evacuation notices at their distribution centre and warehouse and ensure they are familiar with them and with the Emergency Exit routes.

### **General Precautions**

- Fire Exits must be kept clear at all times both inside and outside building being used by Warwick District Foodbank.

## **5. ELECTRICITY AT WORK**

Staff or volunteers should not attempt to repair faulty equipment other than the replacement of a fuse or a bulb.

### **Portable Equipment**

Prior to use, all appliances should be visually checked to ensure:

- The plug is correctly fitted and in good condition
- The cable is in good condition, with no kinks or damaged insulation
- There is no obvious damage to the equipment which may make it unserviceable.
- Any item that appears to be damaged is to be taken out of use immediately and not used until it has been checked by a competent person.

Appliances which are double insulated do not require periodic testing but all other portable appliances should be tested by a competent person every three years.



## General Electrical Safety

- All staff of Warwick District Foodbank are responsible for making sure their electrical equipment is switched off at night and unplugged.
- Trailing leads should not be allowed to cross walkways. Where this cannot be avoided leads must be secured using appropriate equipment.

## 6. GENERAL HEALTH AND SAFETY

### Smoking

It is against the law to smoke on any of the premises used by Warwick District Foodbank.

### Avoidance of Hazards

Many hazards can be avoided and much depends on 'common sense'. A few are listed below:

- Keep all walking areas clear.
- Do not run inside the building
- Wipe up all spillages.
- Clear up all breakages taking care to protect hands.
- Do not use a chair, desk or table as a set of steps.
- If you have to lift anything heavy, bend your knees not your back.
- Do not leave cupboard doors or filing cabinet drawers open.
- Store sharp objects safely.
- Make sure your work is well lit.
- Any food items should be correctly stored in a fridge or freezer if necessary
- Store heavy items at waist height or below, not up high.

### First Aid

Distribution Centres:                      Session Leaders  
Warehouse:                                    Warehouse Coordinator

Health & Safety Officer:                  Operations Manager

Signed:

Date: 29 February 2024

*David Witham*

Name: David Witham  
Position: Chair of Trustees  
Warwick District Foodbank

*Review date: January 2025*