



HEALTH AND SAFETY POLICY

Updated Sep 20

HEALTH AND SAFETY STATEMENT

1. INTRODUCTION

1.1. Newquay Foodbank seeks to provide a safe and healthy work environment for Volunteers, Contractors and Clients. Ensuring that all of its food sites are accessible and safe.

2. THE HEALTH AND SAFETY AT WORK ACT 1974 AND SUBSEQUENT AMENDMENTS

2.1. It is a statutory duty for employers to ensure as far as reasonably practicable the health and safety of their Staff and Volunteers at work.

2.2. Foodbank Volunteers have a duty to take care of themselves and others who may be affected by their acts.

2.3. The Foodbank, as far as is reasonably practicable, will ensure that:

2.3.1. Adequate resources are provided, including time, to ensure that proper provision can be made for health and safety, e.g. fire extinguishers and first aid.

2.3.2. Risk Assessments are carried out on an annual basis.

2.3.3. Areas of work are safely maintained and used without risks to health.

2.3.4. All Volunteers are given a full induction to include health and safety information.

2.3.5. Volunteers are to receive regular health and safety training and be provided with updates to ensure they comply with health and safety at work.

3. MONITORING

3.1. This Health and Safety Statement will be reviewed on an annual basis and will be updated when necessary.

4. REVIEW

4.1. This policy and its implementation will be reviewed at least annually or where significant financial changes occur.

LAST REVIEWED: Sep 20 HEALTH AND SAFETY OFFICER: Louise Houlton

HEALTH AND SAFETY POLICY

1. INTRODUCTION

- 1.1. The following general arrangements are in line with health and safety regulations implemented under the Health and Safety at Work Act 1974. Newquay Foodbank fully supports the letter and the spirit of the regulations and is committed to comply with the legal requirements set out in the Health and Safety at Work Act 1974 and the supporting regulations.
- 1.2. All Volunteers of the Newquay Foodbank should ensure that they take the time to read and understand this policy and act in accordance with its aims and objectives. If you need support reading or understanding this policy please speak to a Committee Member.
- 1.3. Throughout this document:
 - 1.3.1. The Newquay Foodbank holds the role of Employer.
 - 1.3.2. Committee Members are included within the Volunteers title
 - 1.3.3. Volunteers hold the role of Employees.
 - 1.3.4. Clients are those individuals who are referred to the Foodbank by external agencies or attend the Foodbank without direction.
- 1.4. The Newquay Foodbank is committed to protect and promote the best interests of the Foodbank, its Volunteers and Clients.
- 1.5. The Health and Safety at Work Act 1974 places legal requirements and responsibilities on employers and their employees on matters of health and safety. It should be clearly understood by all that their responsibilities in this field are no less than for any other functions, and applies equally to the Volunteer sector.
- 1.6. It is the responsibility of the Newquay Foodbank to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all its Volunteers and Clients and to provide the information, training and supervision needed to achieve this.

2. THE HEALTH AND SAFETY AT WORK ACT 1974

- 2.1. The Health and Safety At Work Act states that it is the employer's, therefore Newquay Foodbank's, responsibility to:

“prepare and, as often as may be appropriate, revise a written statement of general policy, with respect to the health and safety at work of their employees and the organisation and arrangements for the time being in force for carrying out that policy and to bring the statement and any revision of it to the notice of all it's employees”

3. LEGAL AND STATUTORY ORGANISATIONS

- 3.1. The Newquay Foodbank will co-operate fully with all legal and statutory organisations as required and operate within the legislative requirements of the following:

3.1.1. Consumer Rights Act 2015

3.1.2. Furniture and Furnishings (Fire) (Safety) Regulations 2010

3.1.3. Electrical Equipment (Safety) Regulations 2016

3.1.4. Plugs & Sockets etc (Safety) Regulations 1994

3.1.5. Health & Safety at Work Act 1974

3.1.6. Equality Act 2010

4. THE EMPLOYER

4.1. The Newquay Foodbank fulfils the role of employer within this charity and:

4.1.1. Recognises that, as well as a legal requirement, it has a moral and social responsibility to ensure the health, safety and welfare of all Volunteers, Clients and general public who come into contact with the Charity.

4.1.2. Recognises that, a good Health and Safety Policy leads to good working conditions for Volunteers and improves their ability to maintain a high level of service for Clients. Therefore, every reasonable effort will be made to provide safe and healthy working conditions.

4.2. Will nominate a Health and Safety Officer, specifically in charge of heading up health and safety matters. The Health and Safety Officer will be required to review the Health and Safety Policy on an annual basis and produce a monitoring report on any health and safety incidents on an annual basis for the AGM. They will also arrange and monitor all health and safety training.

4.3. Will offer training at both induction and regular intervals throughout the year, the principle aim being to help all Volunteers recognise potentially dangerous circumstances, to avoid them or, if necessary, to take effective action to deal with them. Training will include but not be limited to safety, first aid, fire prevention and manual handling.

4.4. As far as practicable, to the reduction and control of the health and safety risks to which Volunteers, Clients and other persons are exposed.

4.5. Accepts final responsibility for health and safety within the organisation. However, the practical implementation of this policy requires the full and wholehearted co-operation of its Volunteers and any other persons using the Foodbank.

4.6. Accepts responsibility, so far as is reasonably practicable, for ensuring that contractors engaged to perform work at its premises are fully insured. It also accepts responsibility for the general health and safety of contractors engaged to perform work at its premises, but not for the health and safety relating to actual work performed by contractors. The Newquay Foodbank does not accept responsibility for the supply maintenance and replacement of any defective, lost or missing tools or equipment that may be used by any contractors used.

5. ORGANISATIONAL RESPONSIBILITIES

5.1. The Newquay Foodbank will nominate a Health and Safety Officer for each year.

- 5.2.** The Health and Safety Officer will fulfil the following roles in accordance with this policy as part of their day to-day operations:
- 5.2.1.** Has primary and overall responsibility for health, safety and welfare within the Newquay Foodbank.
 - 5.2.2.** Along with the Chair of the Foodbank, the Health and Safety Officer is responsible for ensuring that arrangements detailed in this Policy are effectively implemented.
 - 5.2.3.** Must read, understand and implement this Health and Safety Policy.
 - 5.2.4.** Organise work activities so as to minimise the risks of danger to Volunteers and Clients.
 - 5.2.5.** Follow the procedures set out in this policy relating to the reporting and recording of accidents.
 - 5.2.6.** Ensure that all Volunteers and contractors working on the Newquay Foodbank premises are aware of their duties and responsibilities and how they should avoid any unnecessary risks.
 - 5.2.7.** Ensure that all tools and equipment are properly used and maintained.
 - 5.2.8.** Ensure that supplies of all necessary personal protective equipment are adequate, properly used, maintained, issued and worn when required.
 - 5.2.9.** Must ensure that first aid facilities are made available and that an Accident Record Book is available in all working areas.
 - 5.2.10.** Must ensure that all Volunteers are aware of the first aid provision and fire precautions that are available on Newquay Foodbank premises.
 - 5.2.11.** Must examine a contractors' Health and Safety Policy, Employers and Public Liability Insurance certificates and risk assessments and or method statements pertaining to work activity being completed, prior to the work being commenced. Where necessary, copies of all documents must be retained on the Newquay Foodbank premises.
 - 5.2.12.** Will regularly review the health and safety performance to ensure that standards are being maintained and, wherever possible, improved.
 - 5.2.13.** Will monitor health and safety performance by undertaking periodic inspections of the workplace to check on working conditions and compliance with the arrangements set out in this Policy.
 - 5.2.14.** Will ensure that all necessary instructions are provided to Volunteers in order for them to perform their work safely.
 - 5.2.15.** Must ensure that appropriate fire precautions are in place on its premises, in accordance with this Health and Safety Policy and that all personnel are made aware of these arrangements.
 - 5.2.16.** Will ensure that all Volunteers receive mandatory Manual Handling training.

6. EMPLOYEES

6.1. Volunteers, including Volunteer Committee members, hold the role of Employees within this policy and must:

6.1.1. Cooperate with the Health and Safety Officer to achieve a healthy and safe working environment.

6.1.2. Read, understand and adhere to this Health and Safety Policy document and know what they must do to ensure working practices and systems are safe both within the Foodbank facilities and whilst on Foodbank duties.

6.1.3. Make themselves aware of appropriate legislation and organisational procedures, and take advantage of training offered by the employer.

6.1.4. Take reasonable care of their own safety and that of other people who may be affected by their acts or omissions.

6.1.5. Pay particular regard to young people, especially as they have a lack of experience and awareness of health and safety risks.

6.1.6. Report any defects in equipment and any hazard which may affect the health and safety of any person to the Health and Safety Officer.

6.1.7. Use equipment for the purpose for which it was designed.

6.1.8. Make full and proper use of all necessary personal protective equipment supplied by the Newquay Foodbank.

6.1.9. Not take part in any “horseplay” or dangerous or practical jokes whilst working for the organisation.

6.1.10. Ensure that all visitors and contractors are aware of health and safety issues, first aid provision and fire precautions.

6.1.11. Report to the Health and Safety Officer (Foodbank Secretary) any injuries to themselves or another and any damage that has resulted from an accident at the Foodbank. This applies to all incidents and accidents even “near misses” which have not resulted in any injury, damage or loss.

6.1.12. Take any defective equipment out of use.

6.2. Any failure to co-operate fully with the requirements of this Health and Safety Policy will be regarded as grounds for retraining, whether any injury or damage is sustained as a result.

7. CONTRACTORS AND VISITORS

7.1. Contractors and visitors must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

7.2. All contractors or visitors must adhere to any instructions relating to health and safety, first aid provision, and fire precautions also adhered to by the regular Volunteers.

7.3. The Newquay Foodbank will exercise a duty of care towards its Volunteers and Clients, but not contractors or their employees, who may be exposed to risks introduced by contractors working in or outside of the locations under the control of Newquay Foodbank.

7.4. Contractors are therefore asked to supply Newquay Foodbank with the following documents prior to starting any work activity:

7.4.1. A copy of their full Health and Safety Policy. This should include a policy statement, organisation and responsibilities and health and safety arrangements

7.4.2. A copy of all risk assessments and /or method statements pertaining to work activity being undertaken.

7.4.3. The contractor's original Employer's and Public Liability Insurance certificates.

7.5. Contractors are responsible for:

7.5.1. Supplying and maintaining their own tools, equipment and plant machinery for their work activity.

7.5.2. Using their tools, equipment and plant machinery for the purpose for which they are designed.

7.5.3. Replacing any defective tools, equipment and plant machinery owned or loaned by them.

7.5.4. Supplying and maintaining their own personal protective equipment.

7.5.5. Ensuring that all work undertaken complies with any relevant Health and Safety Legislation.

7.5.6. Ensuring that, where appropriate, the immediate area surrounding the work activity and the area they are working in is cordoned off and is only accessible by contractors.

7.6. Contractors must not:

7.6.1. Lend or give any of their tools, equipment and plant machinery to the Foodbank Volunteers.

7.6.2. Allow Newquay Foodbank Volunteers to use any of the contractors' tools, equipment and plant machinery.

8. PERSONS WITH DISABILITIES

8.1. Where there is a need for special equipment due to any form of physical or mental disability, Newquay Foodbank where applicable and practical will meet those needs.

9. SAFETY TRAINING AND INFORMATION

9.1. As part of the commitment to ensuring the health and safety of all Volunteers, Newquay Foodbank recognises the need to give formal and informal health and safety training, information and instructions on an ongoing basis.

- 9.2.** All new Volunteers will receive basic health and safety induction training. The subjects covered will include:
- 9.2.1.** The Health and Safety Policy Statement of Newquay Foodbank.
 - 9.2.2.** Accident Reporting First Aid Arrangements.
 - 9.2.3.** Fire Procedures and Precautions.
 - 9.2.4.** Identification of specific hazards, risks, and controls highlighted by a risk assessment.
 - 9.2.5.** Procedures to be followed to ensure safe working practise, including manual handling.
 - 9.2.6.** General site safety rules i.e. safety policy.
 - 9.2.7.** The legal responsibilities of individual Volunteers, towards health and safety.
 - 9.2.8.** Specific training in Health and Safety will also be provided for the Volunteer Committee Member responsible for Health and Safety.
 - 9.2.9.** On completion, a record of the training delivered will be maintained. This will include the name of the Volunteer, together with the date of the training and the subjects covered. Records will be kept of any refresher and job-specific training attended by Volunteers.
 - 9.2.10.** Volunteers are required to sign their training record to confirm that they have received the training stated and are satisfied with it.
 - 9.2.11.** Informal health and safety training and instruction will be given where appropriate and information communicated to Volunteers.
 - 9.2.12.** There is a display of health and safety signs, notices and information at each location.

10. CONSULTATION WITH VOLUNTEERS

- 10.1.** Newquay Foodbank recognises the positive benefits that result from the involvement of Volunteers in health and safety matters. It is committed to consulting with Volunteers on such matters.
- 10.2.** The Newquay Foodbank will elect a Committee member with responsibility for Health and Safety matters and they shall ensure that, on an annual basis, a full report on health and safety activities is conducted.

11. WORKING ENVIRONMENT AND WELFARE FACILITIES

- 11.1.** Newquay Foodbank is committed to ensuring that all Volunteers are provided with a working environment that is free from risks to health and safety, so far as reasonably practicable.
- 11.2.** Work place standards will be maintained and improved by the process of risk assessments.
- 11.3.** The Health and Safety Officer will inspect the workplace every six months.

11.4. The need for any building work or maintenance to remedy any deficiencies in the work environment will be speedily carried out or addressed to the owners of the premises occupied by Newquay Foodbank.

11.5. During the inspection the adequacy of sanitary arrangements and rest areas will also be examined; in order to ensure that satisfactory welfare facilities are provided for Volunteers.

12. WORK EQUIPMENT AND SAFETY SYSTEMS OF WORK

12.1. Generally, Newquay Foodbank Volunteers are not exposed to dangerous machinery or processes although a full risk assessment of the sites is necessary.

12.2. Risk Assessment will be produced in all areas of work for Volunteers.

12.3. All statutory annual inspections of electrical systems will be completed by the facility owners but monitored by the Health and Safety Officer.

13. REPORTING DEFECTS

13.1. Any Volunteer discovering a defect in the building must report the matter to the Committee. The Committee must take immediate steps to render the area/equipment safe or pass the issue on to a relevant agency.

14. PERSONAL PROTECTIVE EQUIPMENT

14.1. Newquay Foodbank will provide personal protective equipment where highlighted as necessary in the Risk Assessments. This will be issued free of charge.

15. ACCIDENT REPORTING AND INVESTIGATION

15.1. An accident book will be provided at each location used by Newquay Foodbank.

15.2. All Volunteers must report any occurrence or accident, including "near misses" to the Health and Safety Officer, regardless of where it happened or how minor it was.

15.3. The Health and Safety Officer must ensure that all accidents are recorded in an accident book. The following information must be recorded:

15.3.1. The date and time of the accident.

15.3.2. The location of the accident, as precisely as possible.

15.3.3. The name(s) of any person(s) injured, with details of the injuries, if known.

15.3.4. The events that took place.

15.3.5. The name of any witnesses.

15.3.6. The details of any immediate action taken, such as provision of first aid treatment or summoning of emergency services

16. FIRST AID PROVISION

- 16.1.** Newquay Foodbank has adopted the Approved Code of Practice and Guidance issued by the Health and Safety Executive as their standard for the provision of first aid facilities.
- 16.2.** Newquay Foodbank will ensure that there are the following first aid provisions available, during operational hours:
- 16.2.1.** A suitable, well-stocked first aid kit.
 - 16.2.2.** An appointed person who can deal with an accident without administering treatment.
 - 16.2.3.** A sign informing Volunteers of the location of the first aid kit.
 - 16.2.4.** The Health and Safety Officer is responsible for inspecting first aid kits on a regular basis and ensuring that any material used are promptly replaced. They are not trained nor authorised to administer treatment.
 - 16.2.5.** Although a trained First Aider is not required, Newquay Foodbank will ensure Volunteers are fully aware of steps to be taken in the event of an accident or emergency.

17. THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

- 17.1.** Newquay Foodbank operates out of external agency buildings.
- 17.2.** Volunteers of the Newquay Foodbank are to make themselves aware of their particular site Fire Regulations.

18. WORKING AT HEIGHT REGULATION 2006

- 18.1.** Newquay Foodbank has no site locations which require Volunteers to work at height where they may develop in future this policy will be readdressed.

19. SMOKING AT WORK

- 19.1.** Under the Health Act 2006, Volunteers have a duty not to smoke any tobacco substances on any Foodbank premises.

20. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATION (COSHH) 1998/94

- 20.1.** Under the COSHH Regulations (1988/94) all Employers have a duty to prevent or control exposure of Volunteers, clients and visitors to the premises to substances hazardous to health.
- 20.2.** Newquay Foodbank do not use any substances that would fall under COSHH. where they may develop in future this policy will be readdressed.
- 20.3.** For substances located at Foodbank Sites Volunteers should follow the guidance at those sites.

21. MONITORING OF HEALTH AND SAFETY

21.1. Newquay Foodbank recognises the importance of making formal arrangements to monitor their health and safety performance

21.2. Monitoring will be carried out in two ways:

21.2.1. Random checks by the Health and Safety Officer, to confirm that the Policy is being effectively implemented in the workplace

21.2.2. Thorough analysis of accident cause, to identify trends and put into action any remedial or preventative measures that may be required

21.3. The results of this monitoring will be incorporated into regular annual reviews of the Health and Safety Policy.

22. HEALTH AND SAFETY ADVICE AND ASSISTANCE

22.1. Newquay Foodbank may, if necessary, consult with external agencies, including the Health and Safety Executive, for specialist advice and guidance, for the purpose of carrying out specialist risk assessments, the acquisition of protective equipment, carrying out specialist tests and for carrying out specialist training.

23. IMPLEMENTATION

23.1. The Newquay Foodbank Committee is responsible for ensuring that this Policy is implemented.

23.2. The Health and Safety Officer is responsible for the administration and day to day implementation of the policy.

23.3. The Chair is responsible for monitoring the overall effectiveness of this Policy.

23.4. All Volunteers are responsible for the implementation of this Policy.

24. MONITORING

24.1. Newquay Foodbank will review continually its monitoring records in order to assess how successfully this policy is being implemented.

24.2. Positive steps will be taken to redress any imbalances revealed by the monitoring process.

24.3. This Policy will be reviewed on an annual basis

24.4. If it is discovered that a breach of this policy has occurred, retraining will take place.

25. COMPLAINTS

25.1. Any Volunteers, contractors or Clients of the Foodbank who feel this policy has been unfairly applied, or suffered loss or damage, as a result of the actions by Newquay Foodbank or its Volunteers may complain directly to the Newquay Foodbank Committee.

26. REVIEW

26.1. This policy and its implementation will be reviewed at least annually or where significant financial changes occur.

LAST REVIEWED: Sep 20 HEALTH AND SAFETY OFFICER: Louise Houlton