



# **HEALTH AND SAFETY STATEMENT AND POLICY**

**Updated Jul 21**

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## HEALTH AND SAFETY STATEMENT

### Appendixes

- A. ACCIDENT OR INCIDENT REPORTING FORM
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### 1. POLICY CONTROL

Version	Description	Date
2.0	Health and Safety Statement and Policy	26 Jul 21
Board Approved		Yes
For Review:		26 Jul 22
Health and Safety Officer (21/22)		Louise Houlton

### 2. INTRODUCTION

- 2.1. 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.

### 3. THE HEALTH AND SAFETY AT WORK ACT 1974 AND AMENDMENTS

- 3.1. 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.
- 3.2. Foodbank Volunteers have a duty to take care of themselves and others who may be affected by their acts.
- 3.3. The Foodbank, as far as is reasonably practicable, will ensure that:
- 3.3.1. 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.
  - 3.3.2. Risk Assessments are carried out on an annual basis.
  - 3.3.3. Areas of work are safely maintained and used without risks to health.
  - 3.3.4. All Volunteers are given a full induction to include health and safety information.
  - 3.3.5. Volunteers are to receive regular health and safety training and be provided with updates to ensure they comply with the above act.

### 4. MONITORING

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

## **5. REVIEW**

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

**LAST REVIEWED: Jul 21    HEALTH AND SAFETY OFFICER: Louise Houlton**

## HEALTH AND SAFETY POLICY

### 1. INTRODUCTION

- 1.1. Newquay Foodbank recognises that good health and safety management supports the delivery of services and projects in all locations where it operates. Newquay Foodbank is committed to ensuring, so far as reasonably practicable, the health, safety and welfare of all Volunteers, employees, temporary workers, contractors (collectively known as 'Representatives') and members of the public who may be affected by its activities. Newquay 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.
- 1.2. All representatives 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. Its representatives 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.
- 1.4. Throughout this document:
  - 1.4.1. The Newquay Foodbank Trustees hold the role of Employer.
  - 1.4.2. Representatives includes all Trustees, Volunteers and Employees.
  - 1.4.3. Committee Members are included within the Volunteers title.
  - 1.4.4. Volunteers and paid staff hold the role of Employees.
  - 1.4.5. Clients are those individuals who are referred to the Foodbank by external agencies or attend the Foodbank without direction.
- 1.5. Trustees have personal responsibility for the health, safety and welfare of all those acting under their direction or control including visitors at all sites where we operate.

### 2. RESPONSIBILITIES

#### 2.1. The Employer will:

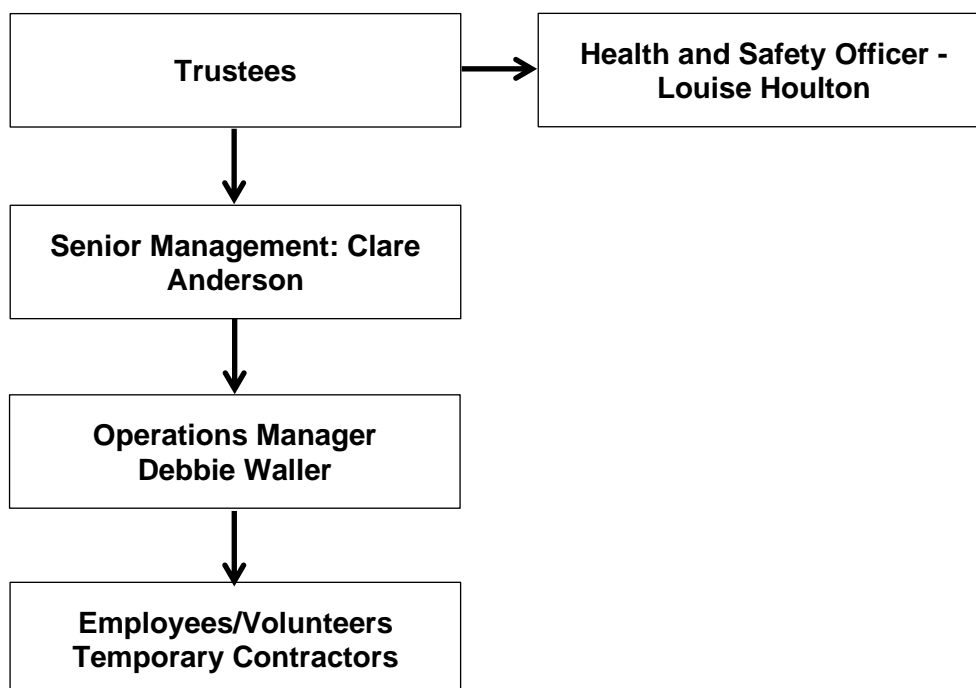
- 2.1.1. Comply with all relevant statutory requirements for health, safety and welfare.
- 2.1.2. Consult with 'Representatives' at all levels in order to improve the health and safety culture across all areas of the Newquay Foodbank.
- 2.1.3. Ensure that all 'Representatives' have access to and are aware of this Health and Safety Statement and Policy along with procedures and guidance to support it.
- 2.1.4. Work with the Health and Safety Officer to ensure risk assessments are suitable, up to date and fit for purpose and implement appropriate risk control measures.

- 2.1.5.** Provide and maintain a safe place of work, including safe access to and departure from, for all employees, clients and members of the public visiting the Foodbank premises or accessing its services.
  - 2.1.6.** Implement safe systems and processes for all activities conducted.
  - 2.1.7.** Provide information, instruction, training and supervision of 'Representatives' in matters of health and safety.
  - 2.1.8.** Provide and maintain safe equipment.
  - 2.1.9.** Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of Newquay Foodbank services or activities.
  - 2.1.10.** Implement a procedure for the recording, reporting and investigating of accidents, incidents, near misses and instances of ill health to determine if such are the result of Newquay Foodbank's activities.
  - 2.1.11.** Provide regular reports on Newquay Foodbank health and safety performance to the Trustees and ensure the reports contains proposals for the continual improvement of health and safety management as appropriate.
  - 2.1.12.** Appoint competent individuals to assist Newquay Foodbank in meeting its statutory duties including, where appropriate, specialists from outside the organisation.
- 2.2.** Every representative has a legal obligation to co-operate, enabling all statutory duties to be complied with and to take reasonable care for their own health and safety and for the health and safety of other people who may be affected by their acts or omissions. The successful implementation of this Policy requires total commitment from all levels of representatives.
- 2.3.** This Policy will be regularly monitored by the Trustees to ensure that the objectives are achieved, and it will be reviewed and revised in the light of legislative or organisational changes. Any such changes will be made known to all representatives.

### **3. ORGANISATION AND RESPONSIBILITY**

- 3.1.** Safety is the concern of everyone including management and representatives at all levels.
- 3.2.** Newquay Foodbank is ultimately responsible for the health, safety and welfare of all representatives and for the health and safety of visitors to its establishments or others who may be affected by its activities.
- 3.3.** This responsibility is exercised on its behalf by the Trustees and all other representatives of the Newquay Foodbank. They, along with external Health and Safety assistance as required, will assist in the implementation of the Health and Safety Policy.

### 3.4. Organisational Structure for Health and Safety



### 3.5. It is the responsibility of Trustees to:

- 3.5.1. Ensure correct implementation of this Policy.
- 3.5.2. Not delegate or devolve this accountability but in order to discharge their responsibilities effectively, they may delegate duties and authority to members of the team.
- 3.5.3. Develop this policy in line with current Government guidelines.
- 3.5.4. Co-ordinate health and safety matters throughout the Foodbank by implementation of a health and safety management systems.
- 3.5.5. Take all reasonable steps to support volunteers in the prevention of accident, injury and/or infectious disease.
- 3.5.6. Provide in annual budget adequate financial provision for training and equipment needed ensuring available funds as/ when required for this through the financial year.
- 3.5.7. Monitor the auditing and inspection of the Newquay Foodbank establishments to ensure good health and safety practice.
- 3.5.8. Instigate an investigation and report, if required, to the enforcement authorities of any accidents and/or incidents as required under RIDDOR.

### 3.6. It is the responsibility of Committee to:

- 3.6.1. Ensure that the organisation and arrangements for meeting the Newquay Foodbank Health and Safety Policy are effectively implemented.

- 3.6.2. Assist with the co-ordination of health and safety matters throughout Newquay Foodbank by the implementation of a health and safety management system.
- 3.6.3. Ensure that financial resources are included in their annual budget provision for any necessary expenditure on premises, equipment and or training.
- 3.6.4. Demonstrate by example safe and healthy working practices and to pass these practices on to all representatives and contractors.
- 3.6.5. Where and when appropriate, bring Newquay Foodbank Health and Safety Policy to the notice of external organisations and or contractors.
- 3.6.6. Consult with representatives to improve Newquay Foodbank health and safety performance.
- 3.6.7. Provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- 3.6.8. Take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity, including accidents, incidents and near misses.
- 3.6.9. Understand that there is additional duty of care needed to ensure the safety of young person's at work, pregnant and breast-feeding representatives and those with a temporary or permanent physical or mental disability.
- 3.6.10. Compile and maintain, with the assistance of others an 'Active Equipment Schedule' (such as for tools or machinery) for the purposes of risk assessments.
- 3.6.11. Compile and maintain, with the assistance of others an 'Active in Use Chemical Schedule' for the purposes of The Control of Substances Hazardous to Health (COSHH) Regulations assessments.
- 3.6.12. Arrange for the necessary statutory inspections of machinery and equipment and maintain records of these inspections.
- 3.6.13. Assess the need for and display appropriate notices, documents and safety signs as a means of keeping employees informed and to meet statutory requirements.

**3.7. It is the responsibility of Health and Safety Officer to:**

- 3.7.1. Assist the Chairperson and Trustees with monitoring the health and safety practices in the Foodbank.
- 3.7.2. Produce and update risk assessments for all areas of Foodbank work.
- 3.7.3. Monitor the effectiveness of the implementation of the Health and Safety Policy.
- 3.7.4. Report to the Chairman any concerns relating to health and safety matters, making recommendations as necessary.

- 3.7.5. Assist in investigating all accidents and dangerous occurrences, as directed by the Trustees and recommend corrective action as necessary.
- 3.7.6. Assist when required, in inspecting any new machinery, buildings and equipment for potential hazards, if applicable.
- 3.7.7. Undertake reviews under, for example COSHH Regulations, 'The Management of Health and Safety at Work Regulations' and other Regulations as appropriate, calling in experts in specific fields if necessary.
- 3.7.8. Prepare, regularly review and update the Newquay Foodbank Health and Safety Policy and to bring the Policy and any changes and amendments to the notice of the Trustees.
- 3.7.9. Provide advice and guidance on the health and safety content of job descriptions and training.
- 3.7.10. Assist in the provision of adequate training, information, instruction and supervision to ensure that work is conducted safely.
- 3.7.11. Liaise with the building manager when certain aspects of Health and Safety and Fire Policy are not the responsibility of the Foodbank.
- 3.7.12. Ensure the Foodbank can be confident that these matters are correctly dealt with, collaborating with the building manager or owner and to establish a communication channel.

**3.8. It is the responsibility of the Managers at all levels to:**

- 3.8.1. Ensure that this Policy is implemented in the areas in which they work or have oversight of, such as the Foodbank Warehouse or or Session sites.
- 3.8.2. Monitor and supervise the workplace to ensure that statutory legal compliance and safe conditions are maintained and, where risks are identified, that these are rectified, so far as is reasonably practicable.
- 3.8.3. Ensure that representatives, contractors and visitors are aware of this Health and Safety Policy including the completing of risk assessments when required.
- 3.8.4. Undertake periodic inspections of their workspace or work area.
- 3.8.5. Ensure that all equipment, machinery and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- 3.8.6. Assist in the identification of the appropriate Health and Safety training needs of representatives.
- 3.8.7. Bring to the prompt attention of the Health and Safety Officer any health and safety issues that require attention.
- 3.8.8. Ensure that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causation factors.
- 3.8.9. Notifying the Health and Safety Officer at the earliest opportunity when bringing into use or changing any substance or item of equipment used within



their role as identified by the relevant risk assessment and safety method statement.

**3.8.10.** Ensure all first aid kits within their areas are checked monthly by the First Aiders within their teams.

**3.8.11.** Assist the Health and Safety Officer in the carrying out of Risk Assessments for their area, and then highlight a system or procedure to be followed to minimise the degree of risk.

**3.8.12.** Understand that there are additional duty of care responsibilities to ensure the safety of young person's at work, pregnant and breast-feeding representatives and those with a temporary or permanent physical or mental disability.

**3.9. It is the responsibility of Representatives (includes all employees and Volunteers) to:**

**3.9.1.** Take reasonable care of their own personal health and safety.

**3.9.2.** Consider the health and safety of any other persons who may be affected by their acts or omissions.

**3.9.3.** Work in accordance with the information and training provided.

**3.9.4.** Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons or purpose.

**3.9.5.** Report any hazardous defects in machinery and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

**3.9.6.** Not undertake any task for which authorisation and/or training has not been given.

**3.9.7.** Co-operate with management in all matters of accident prevention, reporting and investigation.

**3.9.8.** Put forward any suggestions and ideas for the improvement of health and safety activities and any recommendations for eliminating or minimising hazards in the Foodbank premises.

**3.9.9.** Seek advice or assistance on any matters related to health and safety from their line manager or relevant team leader.

**3.10. It is the responsibility of the appointed persons for First Aid to:**

**3.10.1.** Attend to any representative or visitor requiring first aid.

**3.10.2.** Ensure that the First Aid Equipment is as per stock lists and statutory requirements and in date, restocking as required.

**3.10.3.** Ensure that every accident they assist at is recorded accurately on the accident and incident reporting form and passed on to the Health and Safety Officer for addition to the Accident Book and, where the incident requires i.e. the representative is off work for seven consecutive days or more, to highlight this to the Health and Safety Officer for further reporting to the HSE under RIDDOR.

- 3.10.4. Assist in Newquay Foodbank Accident Investigation Reports.
- 3.10.5. Attend first aid training as required and to be re-examined from time to time to ensure that a valid and current certificate of competence is in existence.
- 3.10.6. Take charge when someone becomes ill or injured whilst working, such as calling emergency services when required.

**3.11. It is the responsibility of Temporary Contractors to:**

- 3.11.1. Comply with this Health and Safety Policy whilst work is carried out on behalf of the Foodbank.
- 3.11.2. Ensure that all work is carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the premises and the general public.
- 3.11.3. Ensure that all machinery or equipment brought onto the premises by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of machinery, equipment or operations to be carried out by the sub-contractor must be provided to the Newquay Foodbank before work commences.
- 3.11.4. Ensure that all transformers, generators, extension leads, plugs and sockets are to latest British Standards for industrial use and in good condition.
- 3.11.5. Report immediately any injury sustained or damage caused by sub-contractors' representatives whilst on the Newquay Foodbank premises.
- 3.11.6. Ensure that Sub-contractors are aware that the workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- 3.11.7. Ensure that all operatives, sub-contractors, visitors, etc. on Newquay Foodbank premises, wear appropriate personal protective equipment at all times where there is a foreseeable risk of injury. Signs erected that safety equipment is to be worn must be complied with by sub-contractor personnel

APPENDIX A TO HEALTH AND SAFETY POLICY

## ACCIDENT OR INCIDENT REPORTING FORM

Form completed by: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Nature of Accident or Incident:</b>	<b>Names of persons involved:</b>
<b>Details of Accident or Incidents:</b> (exactly what happened step by step)	
<b>Were Injuries caused, if yes what</b>	
<b>Could the accident / Incident have been avoided with a change of policy or process? If Yes How?</b>	

## APPENDIX B TO HEALTH AND SAFETY POLICY

### COVID-19 RESPONSE INFORMATION

#### Good Practice Measures for working during the COVID-19 Crisis

- Where possible, Food Bank Teams will work in volunteer Bubbles, with no cross over between teams. To ensure adequate cover if a team needs to isolate.
- Volunteers signing in and out of sessions agree to the statement regarding being symptom free which is printed on the sign in sheet.
- Ensure the risk of transmission of Coronavirus is reduced by good respiratory hygiene(tissues), increased hand washing, increasing ventilation to sites, increased cleaning of surfaces using Anti Viral Products, the wearing of masks and gloves, using 2m social distancing.
- Consider asking Key Referral Agencies and local Clergy to hold some emergency food parcels to distribute if a site needs to close.
- Ask volunteers to consider if they are eligible for a flu vaccination.
- Regularly check that volunteers continue to be happy to volunteer, a simple text/email the day before their next volunteer session i.e.

***'Hi all, I am just contacting you to ensure you are still available to volunteer at the foodbank tomorrow, please contact me if any issues, thanks Sara'***

- Regularly review working practices and risk assessments ensuring they follow latest guidelines.

**APPENDIX C TO HEALTH AND SAFETY POLICY**

**EARLY COVID-19 OUTBREAK MANAGEMENT PLAN**

**Steps to take to manage a possible outbreak of COVID-19:**

In the event that:

- The NHS Track & Trace Service highlights the fact that an individual who has attended the Foodbank recently has now tested positive for COVID-19.

**OR**

- A confirmed case of COVID-19 is reported to the Foodbank by an Employee, Volunteer, Client or local PHE Health Protection Team.

The Foodbank Trustees will alert all Employees and Volunteers affected, that they have been in contact with someone who has tested positive, no names should be used.

**If, in the event that more than one confirmed case of COVID-19, is confirmed within 14 days of each other, go to step 2.**

1. If more than one case immediately contact the local Public Health England Health Protection Team for help and advice **Phone:** 0300 3038 162.
  - a. **Information PHE require includes:** Name of Foodbank, location and postcode, local authority name, number of staff/volunteers, and visitors.
  - b. **PHE will need:** Contact details of person effected, date they became unwell, when they were last at the foodbank, job role, known links , number of people which the individual had close contact with, details of control measures, details of any other organisation the foodbank has contacted
2. The local PHE HPT will work with the Foodbank to assess the risks and advise what actions to take.
3. Depending on the outcome, the local PHE HPT and local authority may establish an outbreak control team to help support the Foodbank to manage the situation.

**The Designated Person for COVID-19 Safety and Key Contact with PHE is Louise Houlton (Foodbank Health & Safety Officer)**

## APPENDIX D TO HEALTH AND SAFETY POLICY

**INHOUSE ACTIONS FOLLOWING CONFIRMED CASE OF COVID-19**

1. Foodbank Health and Safety Officer to inform the Building Manager and Foodbank Site Manager of a confirmed case.
2. A Deep Clean of site using anti-viral products, paying particular attention to light switches, door handles, work surfaces will take place.
3. All food will be quarantined for at least 72 hours.
4. Site Managers will ensure those who need to self-isolate are replaced on the Foodbank rota.
5. Foodbank Health and Safety Officer to keep in phone contact with those required to self-isolate.
6. The Foodbank will reflect if any changes in practice need to be made.

**RIDDOR - What to report**

The Foodbank will make a report under RIDDOR when one of the following circumstances applies:

- An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to COVID-19. This must be reported as a work-related death due to exposure to a biological agent.

*There is no requirement to report an incidence of COVID-19 under RIDDOR for members of the public, only people who are undertaking Foodbank Duties*

**All reports will be completed by the Foodbank Health and Safety Officer (Louise Houlton)**

**PLEASE REMEMBER**

***Please help us keep its communities safe***