

Newcastle West End Foodbank

Health and Safety Policy

Version No.: 2.0
Effective From: 1st July 2019
Review Date: 1st July 2020

Signature:	Signed by:	Position:	Date:
	Rev D J Coad	Chair	23 June 2019

1. Introduction

The Newcastle West End Foodbank 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 the Foodbank. The Foodbank 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 Foodbank premises. New staff and volunteers are informed of the Policy and its implications during induction and revised and update documents emailed periodically to all personnel.

The legal basis for health and safety in the workplace is primarily the Health and Safety at Work Act 1974 (HASAW). In addition, the Management of Health and Safety at Work Regulations (1999) requires that all employers will have in place an effective strategy for the management of health and safety within its organisation. The West End Foodbank fully accepts its legal obligation to obey all of this legislation, the policy, which follows, reflects that acceptance and covers the main areas of concern.

2. Statement of Intent

The Newcastle West End Foodbank is fully committed to providing and ensuring that staff, volunteers, visitors, clients and contractors have a safe and healthy place in which to work and visit.

It is our 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.
- review this procedure 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 Statute Health and Safety Legislative requirements.

The Chief Executive 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

Operational Managers have 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 their employees and volunteers are aware of them, including where appropriate, service users and visitors. They also need to ensure that each employee and volunteer understands their responsibilities and are equipped to work effectively and safely.

All Foodbank users have a responsibility to accept their personal involvement in the practical application of this policy.

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

4. Aims and Objectives

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

5. Risk Assessments

5.1 Annual Audit

Risks to the health and safety of staff, volunteers, clients and visitors will be assessed by the Operational Managers and reported to the Chief Executive, 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. Operational managers will 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.

5.2 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. Fire Hazard

Fire is a considerable hazard in office accommodation where there are large quantities of inflammable materials such as paper. To reduce the effects of fire Operational Managers 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 annual basis. Special consideration will be taken in the kitchen to identify risks and any specific training requirements in the use of equipment in these facilities.

7. Food Handling and Food Hygiene

The Foodbank commits itself to compliance with the requirements of the Food Safety Act 1990, Food Safety & Hygiene (England) Regulations 2013 and subsequent regulations/amendments as a basis for its minimum standard. It is the responsibility of the Trustees, Chief Executive and Service Managers responsible for food acquisition, processing and service, to ensure that standards are met and that training, along with appropriate records retention, is provided to all food handlers commensurate with their responsibilities.

8. First Aid

The Newcastle West End Foodbank will be provided with sufficient first aid boxes equipped in accordance with statutory requirements.

Any first aider treating casualties should take care to protect the casualty and also themselves from further harm or spread of infection.

Staff who are qualified first aiders have their names displayed on the premises.

9. Mental Health First Aid

The Mental Health First Aider(s) will be a point of contact for an employee or volunteer who is experiencing a mental health issue or emotional distress. This interaction can range from having an initial conversation through to supporting the person to get appropriate help. As well as in a crisis the Mental Health First Aider(s) can also provide early intervention help for someone who may be developing a mental health issue.

Staff who are qualified mental health first aiders have their names displayed on the premises.

10. Toilets

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

11. 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 Trustees and managers of the Newcastle West End Foodbank 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 managers prior to commencement of work.

Safety arrangements:

- Work schedule and list of duties agreed with managers
- Person to have means of contacting manager (mobile phone, etc.).

12. VDUs

Working at VDUs can be stressful causing both eye strain, and repetitive strain injuries. In order to minimise the adverse effects from these the following rules must be complied with in all cases.

- All work stations will be assessed for risks to health and safety. Any risk will be reduced as quickly as possible. The Operational Manager will undertake to resolve any risks within two working days and report to the Chief Executive immediately on actions taken and outcomes achieved.
- All VDUs and associated equipment must be kept clean and be properly maintained.
- A proper amount of space must be available around the work station to enable staff to work comfortably.
- All VDUs and associated equipment must be located on furniture which provides a proper solid basis.
- All work stations must be provided with properly adjustable chairs.
- Screens must be able to be moved on their base from side to side and up and down.
- Keyboards must be height adjustable.

- There must be adequate ventilation and lighting provided in all cases.
- Nobody working at a VDU should be expected to work extended periods without a break.
- VDU users will be given training in the use of VDU's to enable them to work without risk to health.

13. Manual Handling and Lifting

Safe practices in the warehouse and the storage and movement of large crates, etc, in the foodbank will be Risk Assessed by the Operational Manager bimonthly and findings reported to personnel and management with reports held on file. Training and Equipment will be provided where required to ensure safe practice improvements in manual handling and storage remain ongoing.

14. Reporting of Accidents, Incidents and Near Misses

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

15. Training

Training is of fundamental importance in the management of health and safety. The aim of training should be to increase the health and safety awareness and the competence of employees and volunteers at all levels in the organisation, so that they do not put themselves or others at risk of injury or ill health. Managers must ensure that health and safety training is incorporated into their annual planning process and for new employees and volunteers as required. Managers should ensure that the health and safety training plan is regularly reviewed and updated as required and maintain all registers and training records.

16. Equality & Diversity

The Newcastle West End Foodbank is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff and volunteers reflects their individual needs and does not discriminate against individuals or groups on any grounds. This document has been appropriately assessed.

17. Monitoring & Compliance

The organisation 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 Chief Executive and reviewed by them until completion. Please see the table below for standards and monitoring arrangements.

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

Reviewed by: Bernadette Risebury, volunteer and John McCorry, Chief Executive