



HEALTH & SAFETY POLICY

Version	Description	Date
2.3 R1	Health and Safety Policy	15th November 2021
Board Approved		
For Review:		November 2022

Related policies

Version	Description	Date of Update
2.3 R2	Health and Safety Procedures	15th November 2021
13.5 R1	Safeguarding	15th November 2021
13.9 R1	Data Protection & Privacy Policy	15th November 2021
13.6 R1	Equal Opportunities Policy	15th November 2021

Health and Safety Policy Statement

Section 1 - Policy Control

Version Description: 15th November 2021

Next Review: November 2022

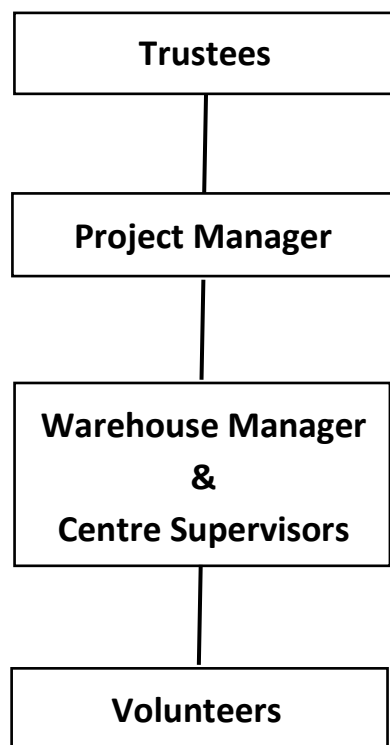
1. Doncaster Foodbank recognise that good health and safety management supports the delivery of services and projects in all locations where it operates. Doncaster Foodbank is committed to ensuring so far as reasonably practicable, the health, safety and welfare of all volunteer and employees, (collectively known as 'Representatives') and members of the public who may be affected by our activities. Doncaster 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.
2. Our 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.
3. 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.
4. Doncaster Foodbank will:
 - i) Comply with all relevant statutory requirements for health, safety and welfare.
 - ii) Consult with 'Representatives' at all levels in order to improve the health and safety culture across all areas of our project.
 - iii) Ensure that all 'Representatives' have access to and are aware of the Health and Safety Policy, procedures and guidance.
 - iv) Undertake risk assessments that are suitable and sufficient for work activities and implement appropriate risk control measures.
 - v) Provide and maintain a safe place of work, including safe access to and leaving from, for staff, volunteers and members of the public visiting our premises or accessing our services.
 - vi) Implement safe systems and processes for all activities conducted.
 - vii) Provide information, instruction, training and supervision of 'Representatives' in matters of health and safety.
 - viii) Provide and maintain safe equipment.
 - ix) Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of **Doncaster Foodbank** services or activities.
 - x) 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 Doncaster Foodbank's activities.
 - xi) Provide regular report on Doncaster Foodbank health and safety performance to the trustees and ensure the report contains proposals for the continual improvement of health and safety management as appropriate.
5. Competent people will be appointed to assist Doncaster Foodbank in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

6. Every representative has a legal obligation to co-operate to enable all statutory duties to be complied with and to take reasonable care for their own health and safety and for the 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.
7. 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 staff members and/or volunteers.

Section 2 - Organisation and Responsibilities

1. Safety is the concern of everyone, management and representatives at all levels.
2. Doncaster Foodbank is ultimately responsible for the health, safety and welfare of all representatives and for the health and safety of visitors to our establishments or others who may be affected by our activities.
3. This responsibility is exercised on its behalf by the Trustees aided by the Project Manager, Warehouse Manager and Centre Supervisors. They, along with external Health and Safety assistance as required, and other representatives, will assist in the implementation of the Health and Safety Policy.

Organisational Structure for Health & Safety



2.1 Trustees

- i) The Trustees are responsible for the implementation of this policy.
- ii) The Trustees cannot delegate or devolve this accountability but in order to discharge responsibilities effectively they may delegate duties and authority to members of the team.
- iii) **The Trustees are responsible for:**
 - preparing, regularly reviewing and updating the Doncaster Foodbank Health and Safety policy.
 - providing financial resources and including in the annual budget adequate provision for any necessary expenditure on premises, equipment and/or training.
 - monitoring the auditing and inspection of the performance of the Doncaster Foodbank establishments to ensure good health & safety practice.
 - instigating an investigation and report, if required, to the enforcement authorities any accidents and incidents as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

2.2 Project Manager

It is the responsibility of the Project Manager:

- i) to ensure that the organisation and arrangements for meeting the Doncaster Foodbank Health and Safety policy are effectively implemented.
- ii) to ensure that financial resources are included in their annual budget provision for any necessary expenditure on premises, equipment and or training.
- iii) to demonstrate by example safe and healthy working practices and to encourage such practices by all representatives.
- iv) where and when appropriate to bring Doncaster Foodbank Health and Safety policy to the notice of external organisations.
- v) to consult with representatives to improve Doncaster Foodbank health and safety performance.
- vi) to provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- vii) to take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity including accidents and near misses.
- viii) understands 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.
- ix) To assess the need for and display appropriate notices, documents and safety signs as a means of keeping employees informed and to meet statutory requirements.
- x) To report to the Trustees concerns relating to Health and Safety matters, making recommendations as necessary.

2.3 Warehouse Manager and Centre Supervisors

They are responsible for ensuring that the safety policy is implemented in the areas which they work in or have over-site of, such as the warehouse or food bank distribution centre. They must 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.

Duties include the following:

- i) ensuring that representatives, including staff, volunteers and visitors are aware of safety procedures including the completing of risk assessments when required.
- ii) undertake periodic inspections of your workspace or work area, e.g. warehouse, food bank centre, etc.
- iii) establishing 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.
- iv) to assist in the identification of the appropriate Health and Safety training needs of representatives.
- v) bringing to the prompt attention of the Project Manager any health and safety issues that require attention.
- vi) ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causation factors.
- vii) maintaining safe access to and from the warehouse/food bank centre at all times.
- viii) consult with representatives on health and safety matters.
- ix) notifying the representatives at the earliest opportunity for bringing into use and or change to any substance or item of equipment used in the course of their work as identified by the relevant risk assessment and safety method statement.
- x) assist in the carrying out of assessments of the risks involved in the use of any equipment or substance used and then bring to the notice of the representatives concerned a system or procedure to be followed to minimise the degree of risk.
- xi) understands that there are additional duty of care 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.
- xii) in case of fire, supervising the orderly evacuation and assembly of food bank staff, volunteers and visitors to the designated muster point by agreement with building manager,
- xiii) continually observe the standard of housekeeping in relation to fire hazards and ensure that staff and volunteers remove any hazards in their workstation area and to report issues that cannot be resolved without the assistance of the building manager.
- xiv) Ensuring fire extinguishers and fire exits are not obstructed, reporting any issues to the building manager.
- xv) If there are any damaged or missing fire extinguishers, to report this to the building manager as soon as known, and to raise with the Project Manager, if a satisfactory solution is not provided by the building manager.
- xvi) To take charge when someone becomes ill or injured whilst working, such as calling emergency services when required.

- xvii) To ensure that every accident at is recorded accurately and completely in the Accident Book and where the incident requires.

2.4 Volunteers

All Volunteers must:

- i) take reasonable care of their health and safety.
- ii) consider the safety of any other persons who may be affected by their acts or omissions.
- iii) work in accordance with the information and training provided.
- iv) refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons or purpose.
- v) report any hazardous defects in machinery and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- vi) not undertake any task for which authorisation and/or training has not been given.
- vii) co-operate with Project Manager, Warehouse manager and Centre Supervisor in all matters of accident prevention, reporting and investigation.
- viii) put forward any suggestions and ideas for the improvement of health and safety activities and any recommendations for eliminating or minimising hazards in the food bank premises.
- ix) seek advice or assistance on any matters related to health and safety from their line manager or relevant team leader.

Signed:

Date: 15th November 2021

Name: Peter Hymans

Position: Chair of Trustees

Doncaster Foodbank

Review date: November 2022