



## **HEALTH AND SAFETY POLICY**

## **The Arrangements for the Effective Management of Health and Safety.**

The North Lakes Foodbank health and safety policy can be found under Section 1. This sets out our commitment to provide and maintain safe working conditions for our staff, volunteers and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to all North Lakes Foodbank staff and volunteers, initially through our induction training and our Health and Safety Handbook (OD2 – NLFB – H&S Staff/ Volunteer Guidance). We will monitor progress towards these objectives at both Management Group and Project Manager level and we will review them annually in consultation with our staff, volunteers and other interested parties.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety; see the organogram in Section 2.

We are aware that the North Lakes Foodbank Management Group and Project Manager are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned as set out in Section 3. The Project Manager is appointed as the person with overall responsibility for health and safety and managing health and safety matters on a day to day basis. This includes ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our staff and volunteers; therefore, we have established clear lines of communication and encourage our staff and volunteers to cooperate with us in achieving our objectives.

## **1. General statement of Health and Safety**

It is our policy to ensure, so far as is reasonably practicable, the safety of all staff and volunteers and any other persons who may be directly affected by the activities of North Lakes Foodbank. Notice boards at each Foodbank Centre and Warehouse provide details of health and safety law.

North Lakes Foodbank will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures and safe working practices.
6. Include the management of health and safety as a specific responsibility of individuals at all levels.
7. Ensure this policy is understood and implemented throughout the organisation.
8. Involve staff and volunteers in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all staff and volunteers to avoid hazards and contribute to their own health and safety at work.
12. Ensure that staff and volunteers receive appropriate training, and are competent to carry out their designated responsibilities.

Signed: *A Robinson*

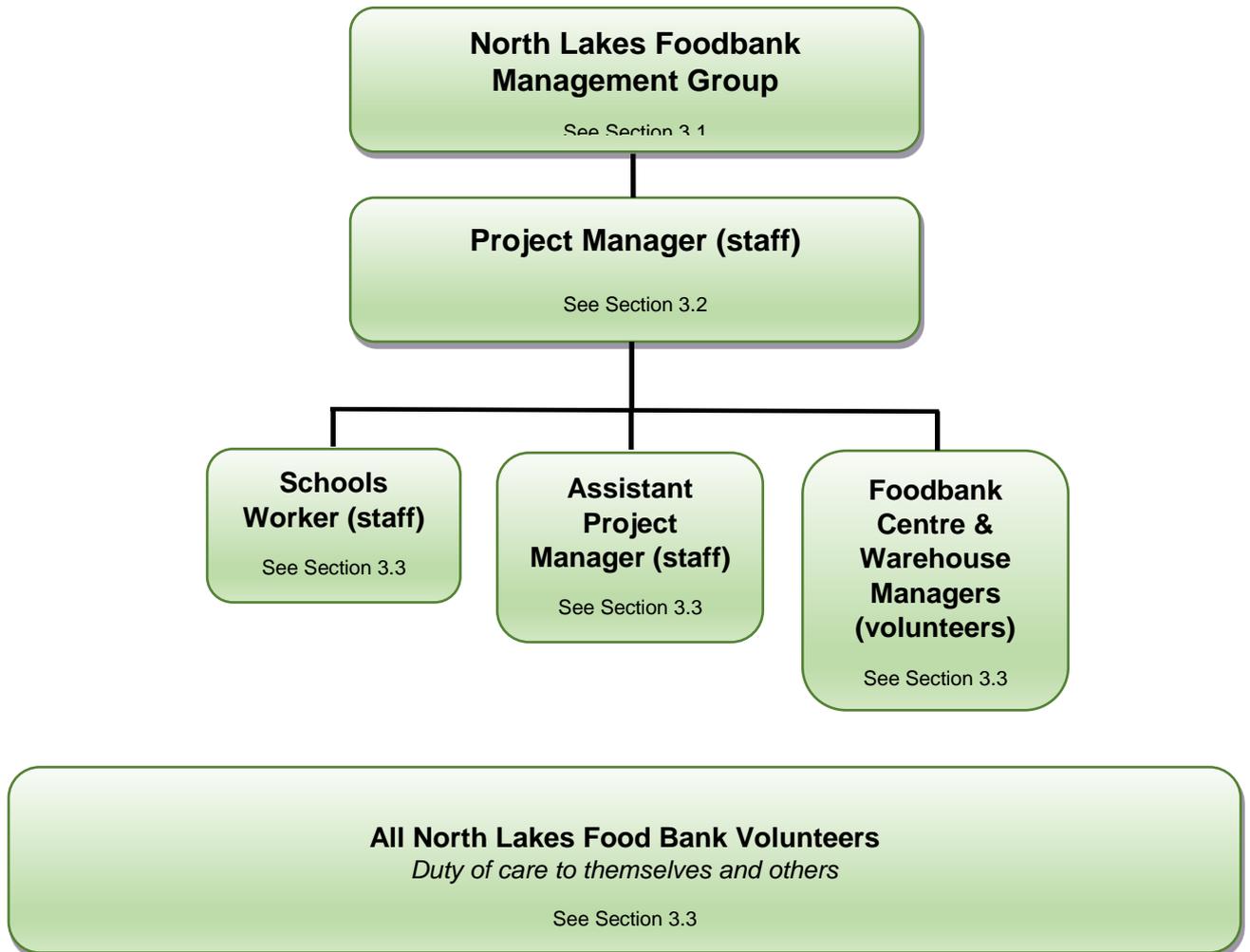
**Andrew Robinson**

**Chair – North Lake Foodbank Management Group**

Date: 13/11/18

## 2. Organisation

The simple organisational chart below shows North Lakes Foodbank's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in Section 3.



### **3. Responsibilities for Health and Safety**

The following responsibilities have been assigned to competent people to enable North Lakes Foodbank to meet the objectives of our health and safety policy.

#### **3.1 North Lakes Foodbank Management Group**

The North Lakes Foodbank Management Group has overall responsibility for the formulation and implementation of North Lakes Foodbank's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that North Lakes Foodbank Management Group is accountable for health and safety.
2. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
3. Including health and safety on the agenda of Management meetings.

Signature:

*A Robinson*

Date: 13/11/18

**Andrew Robinson**

**Chair – North Lake Foodbank Management Group**

#### **3.2 Project Manager**

The Project Manager has particular responsibility for implementation of North Lakes Foodbank's health and safety policy, including:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that the North Lakes Foodbank Management Team is accountable for health and safety.
2. Considering health and safety during the planning and implementation of North Lakes Foodbank strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with staff and volunteers and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of North Lakes Foodbank Management Group meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across North Lakes Foodbank, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.
8. Ensuring that health and safety is considered prior to the implementation of new processes.
9. Monitoring and reviewing the implementation of the health and safety policy.
10. Ensuring that responsibilities for health and safety are clearly allocated.
11. Ensuring that the arrangements for communication, cooperation and consultation are maintained.

12. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
13. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety; and that risk assessments are provided for all significant work activities and the results of these risk assessments are implemented and communicated to staff and volunteers.
14. Ensuring personal protective equipment is provided, worn and maintained.
15. Ensuring suitable emergency arrangements are in place and implemented in relation to fire, accidents and first aid.
16. Ensuring suitable controls are in place for the effective management of contractors and to monitor contractor's performance.
17. Ensuring that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated, actioned and implemented without delay.
18. Monitoring health and safety standards at all Foodbank locations at regular intervals and ensure remedial action is implemented.
19. Investigating and reviewing accidents and other incidents in relation to health and safety, ensuring that any improvements identified in relation to working practices are implemented and reporting to the North Lakes Foodbank Management Group on the outcome of these investigations.
20. Informing the North Lakes Foodbank Management Group of any situation which may affect or incur adverse publicity for North Lakes Foodbank.
21. Promptly informing the North Lakes Foodbank Management Group of any significant health and safety failure.

Signature: *A Cozens*

Date: 13/11/18

**Adrian Cozens**

**North Lakes Foodbank Project Manager**

### **3.3 Staff and volunteers**

It is the duty of all staff and volunteers to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with the North Lakes Foodbank Management Team and other Staff and volunteers in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous equipment unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check equipment before using it, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their Centre Manager and removed from service until it is repaired.
6. Conduct themselves in a responsible manner while on company business and be alert for hazards.
7. Comply with the arrangements for emergencies and fire as they have been instructed.
8. Use the personal protective equipment, clothing or safeguards provided.

9. Co-operate with staff and colleagues promoting safe working practices.
10. Keep their work areas tidy and clear of hazards.
11. Report accidents, incidents, near misses and hazards they observe to their Centre/Warehouse manager.

### **3.4 Senior Fire Warden/Fire Wardens**

The Senior Fire Warden is the Project Manager. The Senior Fire Warden (SFW) and Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures (all).
2. Taking appropriate and effective action if a fire occurs (all).
3. Identifying hazards in the workplace and recording and reporting their observations (SFW).
4. Ensuring that escape routes and doors are kept clear and are available for use (all).
5. Ensuring fire doors are kept closed (all)
6. Checking suitable and sufficient notices are displayed (SFW).
7. Ensuring appropriate extinguishers are in place and are subject to regular maintenance (SFW).
8. Checking/ensuring fire alarms and emergency lighting is checked and serviced (SFW).

If a fire is discovered, the Fire Wardens should:

1. Ensure that the alarm has been raised.
2. Check that equipment/ machinery has been made safe.
3. Collect roll call registers.
4. Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
5. Ensure the fire service has been called.
6. Go to the designated assembly point.
7. Conduct a roll call.
8. Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
9. Report to the Senior Fire Warden to confirm all persons are accounted for and report any persons missing.

### **FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE**

### **3.5 First Aiders**

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures (with Project Manager).
2. Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.

6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained (with Project Manager).
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.
8. Recording details of all accidents and treatments in the appropriate incident log.
9. Ensuring the Project Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

### **3.6 Visitors**

The responsibility for visitors rests with the person that invited them, and they should be escorted whenever practical and reasonable.

Visitors should be given such fire, evacuation and safety information, instruction or training as may be necessary or appropriate.

Visitors also have a duty to comply with the foodbank health and safety policy and procedures, and not to misuse or recklessly interfere with anything provided.

Visitors to the warehouse are to be booked in and out of the building so they can be accounted for in case of fire.