



Health and Safety Policy Statement

Section 1 - Policy Control

Version Description: 10th November 2022

Next Review: November 2023

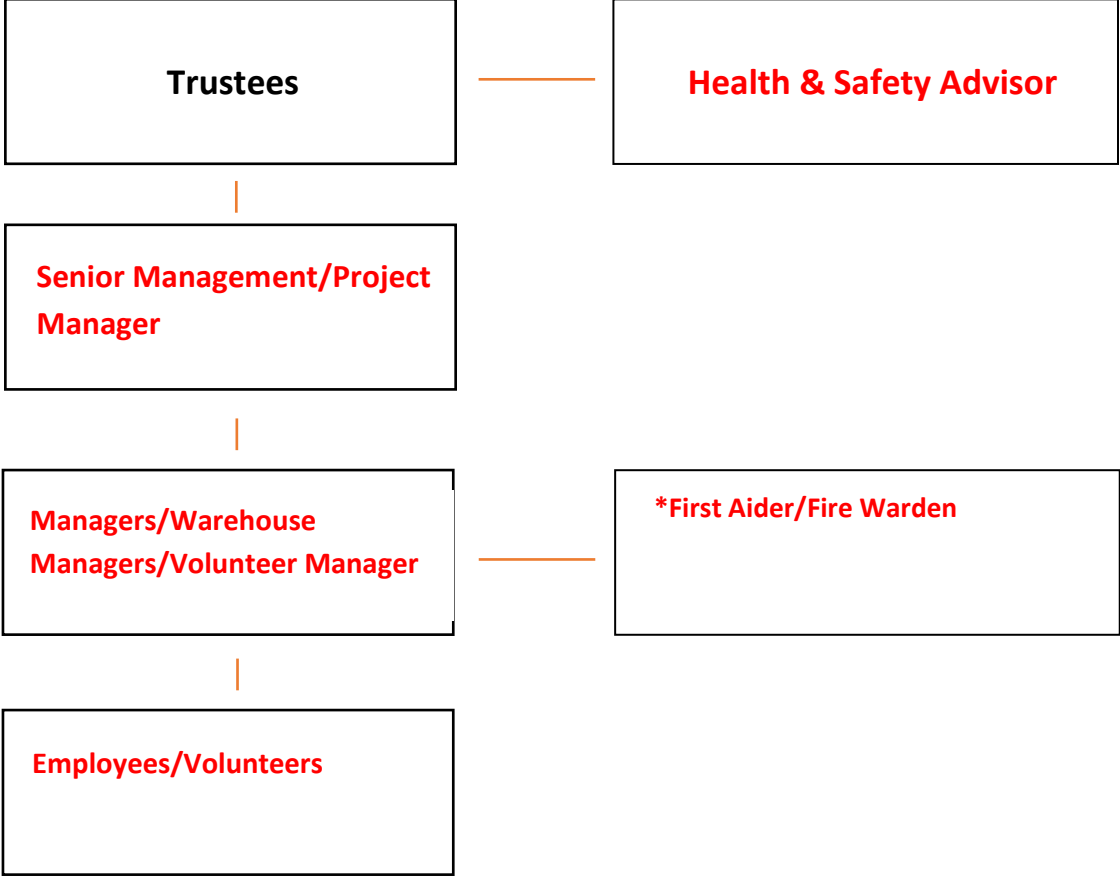
1. Leeds South and East Foodbank recognise that good health and safety management supports the delivery of services and projects in all locations where it operates. Leeds South and East Foodbank is committed to ensuring so far as reasonably practicable, the health, safety and welfare of all volunteers, employees, temporary workers, contractors (collectively known as 'Representatives') and members of the public who may be affected by our activities. Leeds South and East 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 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. Leeds South and East Foodbank will:
 - i) Comply with all relevant statutory requirements for health, safety, and welfare.
 - ii) Consult with 'Representatives' at all levels 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 Leeds South and East 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 Leeds South and East foodbank's activities.
 - xi) Provide regular report on 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 Leeds South and East 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. Leeds South and East 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 Operations Manager and Warehouse Supervisor. 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 to discharge responsibilities effectively they may delegate duties and authority to members of the team.
- iii) The Trustees are responsible for:
 - the development of the Leeds South and East Foodbank health and safety policy.
 - co-ordinating health and safety matters throughout the food bank by implementation of a health & safety management system.
 - providing financial resources and include 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 Leeds South and East 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.

2.2

It is the responsibility of Senior Managers:

- i) to ensure that the organisation and arrangements for meeting the Leeds South and East Foodbank Health and Safety policy are effectively implemented.
- ii) to assist with the co-ordination of health and safety matters throughout Leeds South and East Foodbank by implementation of a health & safety management system.
- iii) to ensure that financial resources are included in their annual budget provision for any necessary expenditure on premises, equipment and or training.
- iv) to demonstrate by example safe and healthy working practices and to encourage such practices by all representatives and contractors.
- v) where and when appropriate to bring Leeds South and East Foodbank Health and Safety policy to the notice of external organisations and or contractors.
- vi) to consult with representatives to improve Leeds South and East Foodbank health and safety performance.
- vii) to provide adequate training, information, instruction, and supervision to ensure that work is conducted safely.
- viii) 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.
- ix) understands that there is additional duty of care needed to ensure the safety of young people at work, pregnant and breast-feeding representatives, and those with a temporary or permanent physical or mental disability.

- x) To compile and maintain with the assistance of others an 'Active Equipment Schedule' (such as for tools or machinery) for the purposes of risk assessments.
- xi) To compile and maintain with the assistance of others an 'Active in Use Chemical Schedule' for the purposes of COSHH assessments.
- xii) To arrange for the necessary statutory inspections of machinery and equipment and maintain records of these inspections.
- xiii) 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.

2.3

The Health & Safety Advisor will:

- i) Assist the Operations Manager/Trustees with monitoring the Health and Safety practices in the food bank.
- ii) monitor the effectiveness of the implementation of the Health and Safety Policy.
- iii) report to the Operations Manager/Trustees concerns relating to Health and Safety matters, making recommendations, as necessary.
- iv) assist in investigating all accidents and dangerous occurrences, as directed by the Trustees and recommend corrective action as necessary.
- v) assist when required, in inspecting any new machinery, buildings and equipment for potential hazards, if applicable.
- vi) undertake reviews under for example 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health and Safety at Work Regulations' and other Regulations appropriate, calling in experts in specific fields if necessary.
- vii) prepare, regularly review, and update the Leeds South and East Foodbank Health and Safety policy and to bring the policy and any changes and amendments to the notice of the Trustees.
- viii) provide advice and guidance on the health and safety content of job descriptions and training.
- ix) assist in the provision of adequate training, information, instruction, and supervision to ensure that work is conducted safely.
- x) To liaise with the building manager when certain aspects of Health & Safety and Fire policy are not the responsibility of the food bank.
- xi) To ensure the food bank can be assured that these matters are correctly dealt with, collaborating with the building manager or owner and to establish a communication channel.

2.4 Managers including Warehouse Manager, Volunteer Manager, etc.

Managers are responsible for ensuring that the safety policy is implemented in the areas which they work in or have oversight of, such as the food bank 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 and volunteers, contractors 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 Operations 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) always maintaining safe access to and from the warehouse/foodbank.
- 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 is additional duty of care to ensure the safety of young persons at work, pregnant and breast-feeding representatives, and those with a temporary or permanent physical or mental disability.

2.5 Representatives (includes all employees and volunteers)

All representatives 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 **Warehouse Supervisor/Volunteer Manager/Operations Manager** 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.

2.6 Appointed Person for Fire Warden is Operations Manager of Leeds South and East Foodbank

- i. To supervise the orderly evacuation and assembly of staff, volunteers and visitors to the building designated muster point, accounting for them and reporting to the fire service if they attend.
- ii. To continually observe the standard of housekeeping in relation to fire hazards and ensure that staff and volunteers remove any hazards in their workstation area.
- iii. Ensure fire extinguishers and fire exits are not obstructed.
- iv. In conjunction with the Project Manager, arrange for the replacement of any used, damaged, or missing fire extinguishers as soon as known.
- v. To attend training courses as required.
- vi. 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).
- vii. Ensure fire extinguishers and fire exits are not obstructed (reporting any issues to the building manager).
- viii. In conjunction with the Project Manager, arrange for the replacement of any used, damaged, or missing fire extinguishers as soon as known. If there are any
- ix. Damaged or missing fire extinguishers, to report this to the building manager as soon as known, and to raise with the Operations Manager, if a satisfactory solution is not provided by the building manager.
- x. To attend training courses as required by the building manager. As a minimum the building manager should train the marshal to understand the evacuation

procedure. No expectation should be placed on the marshal to train to use emergency fire equipment.

2.7 Appointed Persons for First Aid - Fully trained first aider

- i. To attend to any representative or visitor requiring first aid.
- ii. To ensure that the First Aid Equipment is as per stock lists and statutory requirements.
- iii. To ensure that every accident they assist at is recorded accurately and completely in the Accident Book and where the incident requires i.e., the representative is off work for seven consecutive days or more, to report to the Project Manager for further reporting to the HSE under RIDDOR.
- iv. To assist in Leeds South and East Foodbank Accident Investigation Reports.
- v. To 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.

***2.7 Appointed Persons for First Aid - person responsible for getting medical assistance (Wendy Doyle)**

- i. To take charge when someone becomes ill or injured whilst working, such as calling emergency services when required.
- ii. To ensure the first aid box is in a clearly marked area, in an accessible place in the food bank premises.
- iii. To ensure the first aid box is in date and contains the correct equipment.
- iv. To restock the first aid box when necessary.
- v. To ensure that every accident at is recorded accurately and completely in the Accident Book and where the incident requires.

2.8 Temporary Contractors

- i) All contractors will be expected to comply with this policy for Health, Safety and Welfare whilst work is carried out on behalf of the food bank.
- ii) All work must be carried out in accordance with the relevant statutory provisions and considering the safety of others on the premises and the public.
- iii) 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 Project Manager before work commences.
- iv) All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use and in good condition.
- v) Any injury sustained or damage caused by sub-contractors' representatives whilst on the Leeds South and East Foodbank premises must be reported immediately.
- vi) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- vii) All operatives, sub-contractors, visitors, etc. on Leeds South and East Foodbank premises will always wear appropriate personal protective equipment 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.

Signed:

Date: /...../.....

Name:

Position:

Leeds South and East Foodbank