

Health and Safety Policy

Policy Statement

Under the Health and Safety at Work Act (ect.) 1974 all organisations who employ more than 5 people require a Health and Safety Policy. Churches Together in Kington (CTiK) do not act as an employer, but our activities (specifically Foodbank) are maintained by a group of regular volunteers. As a matter of best practice this policy has been produced and reflects the requirements of the above Act. It is the intention of CTiK to take all reasonable steps to ensure the safety of volunteers and members of the public who participate in our activities. This may include consultation with external agencies.

The CTiK accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective, including access to relevant training and the mitigation of risk. CTiK will nominate a suitable individual to implement this policy, and it will be reviewed on a regular basis.

It is the duty of each individual to exercise personal responsibility for their own safety and that of others. This policy will be made available to our volunteers (and linked to the Kington Foodbank Webpage).

Organisational and Management Responsibility

CTiK is an ecumenical association run by committee. The main officers are Chair, Secretary and Treasurer. Offices are elected annually. Each year a member of the committee will be elected to oversee the implementation of this policy.

The committee are responsible for;

- The implementation and review of this policy
- Provide a safe environment for volunteers to operate in which includes access to hygiene facilities and drinking water.
- Managing the risks associated with CTiK activities and responding to identified hazards including the provision of Personal Protective Equipment (PPE).
- Providing relevant training and education to volunteers
- Recorded, investigate and report as necessary, any accidents which result from CTiK activity
- Ensure access to First Aid

The committee also appoints the Operations Team who oversee the day to day running of Foodbank. The Operations Team will;

- Comply with the implementation of this policy
- Make volunteers are aware of their health and safety responsibilities
- Inform the committee of any training requirements
- Implement safety measures identified through related risk assessments
- Report any identified hazards to the committee
- Where hazards cannot be corrected immediately, take interim steps to minimise risk
- Report accidents to the committee
- Set a personal example on matters of health and safety.

Volunteer Responsibilities

CTiK are grateful for all who volunteer their time and resources. The committee will endeavour to ensure their safety and wellbeing. All volunteers have a responsibility towards their own and their colleague's health and safety.

All volunteers will;

- Read and comply with the Health and Safety guidance
- Complete their work taking any necessary precautions to protect themselves and others, this includes wearing appropriate items of clothing/ footwear.
- Comply with any safety rules, equipment operating instructions and other working procedures
- Commit to maintaining their work environment in a clean and orderly condition
- Report any hazard, defect or damage, so that this might be dealt with
- Attend any training required to enable them to carry out their duties safely
- Report any accident, incident or complaint
- Ask for help and/or clarification when needed.

Safety Functions and Responsible Persons

Risk Assessments

Each activity undertaken by CTiK will require a risk assessment to be prepared prior to the activity taking place. All identified hazards/risks must have measures assigned and implemented to reduce those risks as far as reasonably practical. The person nominated to lead the activity will undertake the risk assessment and report back to the committee.

The risk assessments will be regularly reviewed to ensure that they remain fit for purpose.

First Aid

Each activity undertaken by CTiK will require the provision of access to a basic first aid kit and the identification of a nominated, trained First Aider. The nominated First Aider must have a mobile telephone which can be used to contact the Emergency Services if required.

Fire Safety

CTiK do not own a building. Venues are hired for the purposes of conducting indoor activities. The CTiK committee will ensure all venues hired have fire safety risk assessments in place, will have fire alarm systems in place, provide fire extinguishers and have signed emergency exits.

Information and Training

CTiK will ensure that volunteers are offered training relevant to their role. This will include instructions on how to use any equipment provided and personal training relevant to tasks undertaken on behalf of CTiK. Training can take the form of written instructions, in person or on-line training. Where external agencies are used, these will be assessed to ensure the quality of provision. Any costs will be met by CTiK.

All volunteers have a duty to complete any training deemed necessary to ensure their safety.

Accident and Incident Reporting

CTiK will keep an accident/incident book and record details therein. This will be held by the secretary. We will keep records of accidents/ incidents to volunteers and members of the public in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations. Relevant authorities will be informed when necessary.

Road Safety

The Highway Code now has a hierarchy of responsibility where those road users with the potential to do most harm bear the greatest responsibility. CTiK recognise that where activities involve pedestrians using of public highways, we have a duty of care to those taking part. This will involve producing a Traffic Management Plan which details the route and any potential hazards with steps to mitigate these. Permission will be gained from relevant local authorities and Temporary Traffic Regulation Orders applied for if necessary. Each event will have identified marshals who will go before and behind the group involved. Where necessary, support will be sought from the Safer Neighbourhood Policing Team.

Specific Arrangements for Foodbank

Lone Working

CTiK does NOT approve lone working. All volunteer shifts require a minimum of two persons and access to a mobile telephone. Should a volunteer turn up for a shift and the other person not turn up, then the person should contact a member of the operations team using the Foodbank phone number- DO NOT PROCEED WITH DUTIES UNTIL A SECOND PERSON IS PRESENT.

Food Hygiene

The Foodbank is registered with the local Environmental Health team and are subject to inspection. Foodbank must comply with Food Safety Management Procedures for small business. Compliance will involve the operations team completing Level 2 Food Hygiene training and cascading relevant information to other volunteers.

Control of Substances Hazardous to Health

CTiK does not advocate the use of cleaning materials which are potentially hazardous to people and the planet. However, volunteers may come into contact with cleaning products which present a potential hazard if used incorrectly in hired venues. We will educate volunteers about COSHH symbols and the use of appropriate PPE.

Manual Handling

The movement and storage of donated food items have manual handling implications. Every effort will be made to keep the weight of bulk moves to less than 20kg. All volunteers will receive an information leaflet on safe manual handling techniques and are invited to attend a short online training session.

Equipment

Any equipment provided for volunteers undertaking duties for CTiK should be in good working order. Volunteers should make a visual inspection of the equipment to check for damage before using. Any damage must be reported to the operations team and the item taken out of use.

All electric equipment should be PAT tested prior to use.

Instructions for use of equipment will be available on site.

Where maintenance or repair is required, this will be carried out by persons with relevant qualification.

Display Screen Equipment

CTiK does not supply DSE for volunteers to use.

Document Review

This policy is reviewed, approved and endorsed by the committee. It is updated when required by legislation, to ensure that it reflects statutory responsibilities, government guidance and best practice or every 24 months whichever is the soonest.

Associated Documents

Kington Foodbank Manual Handling Procedure

Kington Foodbank Operations Procedure (including Food Hygiene)

Kington Foodbank Control of Substances Hazardous to Health Guidance