

Health and Safety Policy

Purpose:	To outline the Health and Safety Policy statement and organisational responsibilities at North Cotswold Foodbank.		
Date:	February 2025	Approved:	14 March 2025
Contact:	Jenny Jones, Trustee		
Version:	v2.1	For Review:	February 2026

Version	Author	Date	Changes
v1.0	Kevin Carden, Manager	7 June 2022	Approved
v1.1	Kevin Carden, Manager	10 May 23	Minor changes to layout and spelling corrections
v2.0	Jenny Jones, Trustee	19 July 24	Spelling, grammar and typographical corrections Para 1.4.3 amended to include mental health and wellbeing. Para 4.1 Deleted "Senior Managers" Para 4.1.10 deleted, subsequent paragraph renumbered Para 5.1.3 - 5.1.5 deleted, subsequent paragraphs renumbered Section 5 heading amended to clarify who is responsible Para 5.1.7 moved to 6.2.13 Para 5.1.10 moved to 6.2.12 Para 5.1.11 deleted Para 6.2.5 revised wording Para 9 & 10 Footnote added to clarify application Para 8.1.5 deleted

2.1		February 2025	<p>Updated template and branding</p> <p>Minor change to wording of under Purpose of document</p> <p>Section 1 - heading changed from Policy Control to Policy Statement</p> <p>Para 1.3 deleted as duplicated by para 2.3</p> <p>Para 1.4.1 deleted as duplicated in para 1.1</p> <p>Section 2 - heading changed from Organisation and Responsibilities to Organisation</p> <p>Para 3.1.1 - amended to clarify that NCFB act as the Responsible Person for Fire Safety</p> <p>Para 3.1.8 - new paragraph requiring an annual report on H&S to NCFB Trustees</p> <p>Para 5.1.2 - amended to include timing of annual review and report</p> <p>Section 8 - heading amended to clarify delegated fire responsibilities</p>
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Contents

[1. Policy Statement](#)

[2. Organisation](#)

[3. Responsibilities](#)

[3.1. Trustees](#)

[4. Project Manager](#)

[5. Health and Safety Lead Trustee](#)

[6. Project Manager, Assistant Manager and Warehouse Manager](#)

[7. Employees, partner agency representatives and Volunteers:](#)

[8. Outlet leads, designated deputies, warehouse manager- delegated fire responsibilities](#)

[9. Appointed Persons for First Aid – Fully trained first aider](#)

[10. Appointed Persons for First Aid - person responsible for getting medical assistance where no trained first aider is required on site¹](#)

[11. Temporary Contractors \(if applicable\)](#)

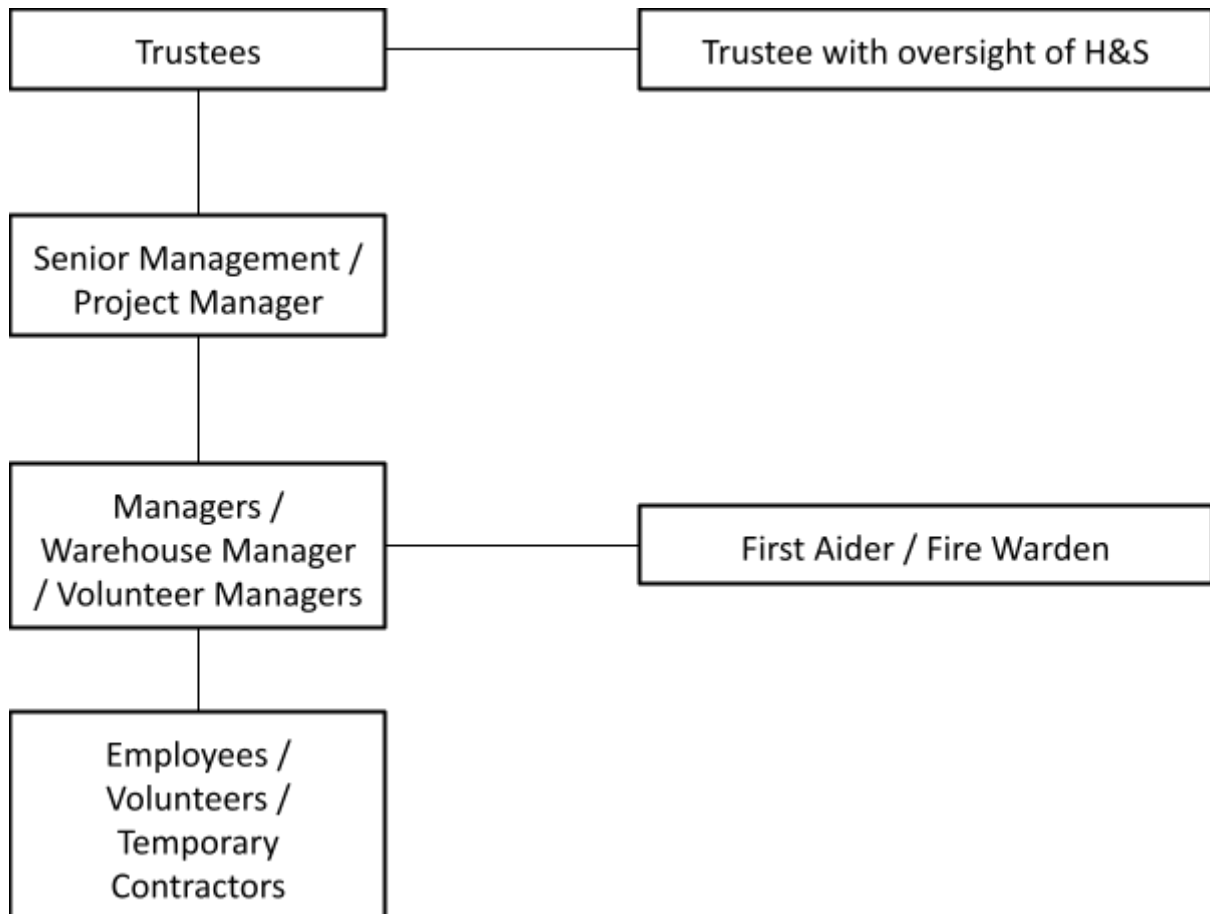
1. Policy Statement

- 1.1. North Cotswold Foodbank recognise that good health and safety management supports the delivery of services and projects in all locations where it operates. North Cotswold Foodbank is committed to ensuring so far as reasonably practicable, the health, safety and welfare of all volunteers, employees, temporary workers, contractors and members of the public who may be affected by our activities. North Cotswold Foodbank declares its intention to comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation.
- 1.2. Our employees and volunteers 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.
- 1.3. 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.
- 1.4. North Cotswold Foodbank will:
 - 1.4.1. Comply with all relevant statutory requirements for health, safety and welfare.
 - 1.4.2. Consult with employees and volunteers at all levels in order to improve the health and safety culture across all areas of our project.
 - 1.4.3. Ensure that all employees and volunteers have access to and are aware of the Health and Safety Policy, procedures and guidance. Make employees and volunteers aware of the mental health and wellbeing support provided to all employees and volunteers by Trussell.
 - 1.4.4. Publish the Health and Safety Policy and Health and Safety Procedures on our [website](#) so they are widely accessible
 - 1.4.5. Undertake risk assessments that are suitable and sufficient for work activities and implement appropriate risk control measures.
 - 1.4.6. Provide and maintain a safe place of work, including safe access to and leaving from, for employees, volunteers, contractors and members of the public visiting our premises or accessing our services.
 - 1.4.7. Implement safe systems and processes for all activities conducted.
 - 1.4.8. Provide information, instruction, training and supervision of employees and volunteers in matters of health and safety.
 - 1.4.9. Provide and maintain safe equipment.
 - 1.4.10. Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of North Cotswold Foodbank services or activities.
 - 1.4.11. 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 North Cotswold Foodbank's activities.

- 1.4.12. Provide a regular report on North Cotswold 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.
- 1.5. Competent people will be appointed to assist North Cotswold Foodbank in meeting our statutory duties including, where appropriate, specialists from outside the organisation.
- 1.6. All employees and volunteers have 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 employees and volunteers at all levels.
- 1.7. 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 employees and volunteers.

2. Organisation

- 2.1. Safety is the concern and responsibility of everyone working for or volunteering at North Cotswold Foodbank.
- 2.2. North Cotswold Foodbank is ultimately responsible for the health, safety and welfare of all employees and volunteers and for the health and safety of visitors to our establishments or others who may be affected by our activities.
- 2.3. This responsibility is exercised on its behalf by the Trustees aided by the Project Manager and Management team. They, along with external Health and Safety assistance as required, will assist in the implementation of the Health and Safety Policy.



3. Responsibilities

3.1. Trustees

- 3.1.1. The Trustees are responsible for the implementation of this policy and are the 'Responsible Person' for fire safety. 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.
- 3.1.2. The Trustees are responsible for:
 - 3.1.3. the development of the North Cotswold Foodbank health and safety policy.
 - 3.1.4. coordinating health and safety matters throughout the food bank by implementation of a health & safety management system.
 - 3.1.5. providing financial resources and including in the annual budget adequate provision for any necessary expenditure on premises, equipment and/or training.
 - 3.1.6. monitoring the auditing and inspection of the performance of the North Cotswold Foodbank establishments to ensure good health & safety practice.
 - 3.1.7. instigating an investigation and report, if required, to the enforcement authorities for any accidents and incidents as required under RIDDOR.

- 3.1.8. Receiving and reviewing an annual report on performance of the Health and Safety policy from the Health and Safety Lead Trustee.

4. Project Manager

- 4.1. It is the responsibility of the Project Manager to:
 - 4.1.1. ensure that the organisation and arrangements for meeting the North Cotswold Foodbank Health and Safety policy are effectively implemented.
 - 4.1.2. assist with the co-ordination of health and safety matters throughout North Cotswold Foodbank by implementation of a health & safety management system.
 - 4.1.3. ensure that financial resources are included in their annual budget provision for any necessary expenditure on premises, equipment and or training.
 - 4.1.4. demonstrate by example safe and healthy working practices and to encourage such practices by all employees, volunteers and contractors.
 - 4.1.5. where and when appropriate to bring North Cotswold Foodbank Health and Safety policy to the notice of external organisations and or contractors.
 - 4.1.6. consult with employees and volunteers to improve North Cotswold Foodbank health and safety performance.
 - 4.1.7. provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
 - 4.1.8. 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.
 - 4.1.9. understand that there is an additional duty of care needed to ensure the safety of young person's at work, pregnant and breast-feeding employees and volunteers and those with a temporary or permanent physical or mental disability.
 - 4.1.10. assess the need for and display appropriate notices, documents and safety signs as a means of keeping employees informed and to meet statutory requirements.

5. Health and Safety Lead Trustee

- 5.1. The Health & Safety Lead Trustee will:
 - 5.1.1. assist the Project Manager and other Trustees with monitoring the Health and Safety practices in the food bank.
 - 5.1.2. monitor the effectiveness of the implementation of the Health and Safety Policy and present an annual review to Trustees to coincide with review of the Policy.
 - 5.1.3. assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
 - 5.1.4. Keep up to date and provide advice to the Project Manager on changes in legislation and best practice

- 5.1.5. prepare, regularly review and update the North Cotswold Foodbank Health and Safety policy and to bring the policy and any changes and amendments to the notice of the Trustees.
- 5.1.6. provide advice and guidance to the Project Manager and other employees on request.

6. Project Manager, Assistant Manager and Warehouse Manager

- 6.1. 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.
- 6.2. Managers duties include the following:
 - 6.2.1. ensuring that employees, volunteers, contractors and visitors are aware of safety procedures including the completing of risk assessments when required.
 - 6.2.2. undertaking periodic inspections of your workspace or work area, e.g. warehouse, food bank centre, etc.
 - 6.2.3. 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.
 - 6.2.4. assisting in the identification of the appropriate Health and Safety training needs of employees and volunteers.
 - 6.2.5. identify and rectify any health and safety issues that require attention, escalating to the Project Manager if necessary.
 - 6.2.6. ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causation factors.
 - 6.2.7. maintaining safe access to and from the warehouse/food bank centre at all times
 - 6.2.8. consulting with the Trustee with oversight for health and safety matters.
 - 6.2.9. notifying employees and volunteers at the earliest opportunity before bringing into use and / or changes 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.
 - 6.2.10. assisting in carrying out assessments of the risks involved in the use of any equipment or substance used and then bringing to the notice of the employees and volunteers concerned a system or procedure to be followed to minimise the degree of risk.
 - 6.2.11. understanding that there is an additional duty of care to ensure the safety of young person's at work, pregnant and breast-feeding employees and volunteers and those with a temporary or permanent physical or mental disability.
 - 6.2.12. liaise with the building manager when certain aspects of Health & Safety and Fire policy are not the responsibility of the food bank.
 - 6.2.13. assist in the provision of adequate training, information, instruction and supervision to ensure that work is conducted safely.

7. Employees, partner agency representatives and Volunteers:

- 7.1. All employees, partner agency representatives and volunteers must:
 - 7.1.1. take reasonable care of their health and safety.
 - 7.1.2. consider the safety of any other persons who may be affected by their acts or omissions.
 - 7.1.3. work in accordance with the information and training provided.
 - 7.1.4. refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons or purpose.
 - 7.1.5. report any hazardous defects in machinery and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
 - 7.1.6. not undertake any task for which authorisation and/or training has not been given.
 - 7.1.7. co-operate with Warehouse manager/Volunteer Manager/Project Manager in all matters of accident prevention, reporting and investigation.
 - 7.1.8. 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.
 - 7.1.9. seek advice or assistance on any matters related to health and safety from their line manager or relevant team leader.

8. Outlet leads, designated deputies, warehouse manager- delegated fire responsibilities

- 8.1. Duties include the following:
 - 8.1.1. To supervise the orderly evacuation and assembly of foodbank employees, volunteers and visitors to the designated muster point.
 - 8.1.2. To continually observe the standard of housekeeping in relation to fire hazards and ensure that employees and volunteers remove any hazards in their workstation area (and to report issues that cannot be resolved without the assistance of the building owner).
 - 8.1.3. Ensure fire extinguishers and fire exits are not obstructed (reporting any issues to the building manager).
 - 8.1.4. 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 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).

9. Appointed Persons for First Aid – Fully trained first aider¹

- 9.1. Duties include:
 - 9.1.1. To attend to any employee, volunteer or visitor requiring first aid.
 - 9.1.2. To ensure that the First Aid Equipment is as per stock lists and statutory requirements.

¹ Either Para 9 or Para 10 applies. Para 9 describes the duties where a fully trained first aider is present. As outlets are not required to have a fully trained first aider present this para will not generally be applicable to NCFB operations and Para 10 will apply.

- 9.1.3. 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 casualty is off work for seven consecutive days or more, to report to the Project Manager for further reporting to the HSE under RIDDOR.
- 9.1.4. To assist in North Cotswold Foodbank Accident Investigation Reports.
- 9.1.5. 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.

10. Appointed Persons for First Aid - person responsible for getting medical assistance where no trained first aider is required on site¹

10.1. Duties include:

- 10.1.1. To take charge when someone becomes ill or injured whilst working, such as calling emergency services when required.
- 10.1.2. To ensure the first aid box is in a clearly marked area, in an accessible place in the food bank premises.
- 10.1.3. To ensure the first aid box contents are in date and contain the correct equipment.
- 10.1.4. To restock the first aid box when necessary.
- 10.1.5. To ensure that every accident is recorded accurately and completely in the Accident Book and where the incident requires.

11. Temporary Contractors (if applicable)

- 11.1. 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.
- 11.2. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the premises and the general public.
- 11.3. All machinery or equipment brought onto the premises by 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 contractor must be provided to the North Cotswold Foodbank before work commences.
- 11.4. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use and in good condition.
- 11.5. Any injury sustained or damage caused by the contractors' employees whilst on the North Cotswold Foodbank premises must be reported immediately.
- 11.6. Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- 11.7. All contractors on North Cotswold Foodbank premises will wear appropriate personal protective equipment at all times where there is a foreseeable risk of injury. Signs erected that safety equipment is to be worn must be complied with by the contractors personnel.

This policy was approved by the Trustees:

Name: Garry Dick	Signed: Garry Dick
Position: Chair	Date: 14 March 2025