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**FAIR FROME**

**HEALTH AND SAFETY STATEMENT**

It is the policy of Fair Frome to seek and provide a safe and healthy work environment for staff, board members and volunteers, to ensure that the Fair Frome Centre and all activity spaces are accessible and safe places to work and that safe practices are adhered to at all of our events and all of our community project working.

**THE HEALTH AND SAFETY AT WORK ACT 1974**

**AND SUBSEQUENT AMENDMENTS**

It is a statutory duty for employers to ensure as far as reasonably practicable the health and safety of their staff and volunteers at work. Staff and volunteers of the Fair Frome have a duty to take care of themselves and others who may be affected by their acts. Fair Frome, as far as is reasonably practicable, will ensure that:

• Adequate resources are provided, including time, to ensure that proper provision can be made for health and safety, e.g. fire extinguishers and first aid

• Risk Assessments are carried out on an annual basis

• Areas of work are safely maintained and used without risks to health

• All Fair Frome Trustees, staff and volunteers are provided with up to date health and safety information at induction, and regularly trained and provided with updates to ensure they comply with health and safety at work. This Health and Safety Statement will be reviewed on an annual basis and will be updated when necessary.

**Health and Safety Procedures for Fair Frome Centre and Furniture Bank**

**Introduction**

The name of the Health and Safety Officer for Fair Frome is Bob Ashford. Implementation of the policy with regard to the Fair Frome is delegated to Rosie Oakley and Lenka Grimes.

**Emergency Food**

Food collected by the foodbank is for the provision of emergency food for people in crisis or for charities providing cooked for those in need. It is vital that the food collected, stored and distributed is in a condition fit for consumption by the public. In line with The Food Safety Act 1990:

* Check each item of food is undamaged and within its consume by date.
* Date food (using permanent marker) on base or reverse of item
* Store in appropriate box (by month / year)
* Food must be kept in a dry, rodent free environment, approved by the District Council Environmental Health officer.
* The store is to be kept clean and tidy.
* Ingredient and allergen lists must be publicly displayed for any loose items in accordance with Natasha’s Law 2021

**Rodents and other pests**

All food waste to be cleared after each sorting session.

Check weekly for rodent droppings

Undertake regular stock rotation to check for split/ damaged packets.

**Manual Handling and Lifting**

Fair Frome will provide manual handling training for staff and volunteers, who will observe the following guidelines:

* Use correct lifting techniques to include: split the load, avoid twisting, clear the path from debris underfoot,
* Do not lift heavier items above chest height.
* Manual handling guidance will be displayed on the Food Bank Notice Board

**Relief Volunteers**

From time to time additional relief volunteers may be drafted in to assist with events etc. They should be briefed on the aims and ethos of the charity and health and safety procedures, manual handling techniques etc.

**Use of vehicles**

Staff and volunteers transporting food will be responsible for ensuring that they have the appropriate car insurance (business use – usually at no extra cost) to do so.

Deliveries and collections to and from the Food Bank;

* Vehicles to use the designated drop off and pick up point, located close to the door without causing obstruction.
* Vehicle to drive in and drive out.
* Vehicles collecting/delivering food from collection points to ensure the boot / foot well of car is clean to limit cross contamination.

**Equipment**

Fair Frome will provide all equipment necessary for employees and volunteers to carry out all tasks. No private equipment may be bought into the unit without the permission of the Health and Safety officer, who will ensure the equipment is safe to use and people are trained properly to use.

All equipment held by Fair Frome will be registered, maintained in a safe condition and in good repair. Where applicable, equipment is to be regularly checked for safety in accordance with current regulations, and records kept.

Employees and volunteers are not to use equipment they have not been trained to use. Equipment is to be used only for its due purpose, and used correctly. Careless or incorrect use can result in personal injury and/or damage to the equipment.

**Storage**

Ensure that the shelving is fit for purpose; store heavier items on metal shelving. Undertake weekly checks.

**Waste Disposal**

All out of date food donations are disposed of in accordance with the current Food Bank Procedures. Volunteers and Staff are to refer to the designated Food Safety Officer (Rosie Oakley) for updates on this procedure.

**Working in units**

* Volunteers must **never** work alone in the Storage Unit.
* Volunteers should ensure at least one of the team has emergency Fair Frome contact number and a charged phone
* Emergency numbers are displayed in the Units.

**New and expectant mothers**

Fair Frome will comply with current regulations in respect of new and expectant mothers.

**Smoking/Vaping**

Smoking is prohibited inside all premises and units used by Fair Frome.

Food Bank volunteers wishing to smoke/vape should do so outside and well away from the building on the Town Council site.

**Alcohol or substance misuse**

Staff and volunteers are not to consume alcohol or participate in the taking of any other intoxicating substance while working for Fair Frome.

**Violence, harassment or bullying will not be tolerated**

See our Bullying and Harassment policy

The Board of Fair Frome will carry out regular monitoring of policy and procedures. These Policies will be reviewed annually. The Policy and Procedures were accepted and adopted by the Trustees of Fair Frome:

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| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Date: |  | Signature: |  |

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