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**FAIR FROME FURNITURE BANK**

**HEALTH AND SAFETY STATEMENT**

**Statement**

Fair Frome Furniture Bank (FFFB) is committed to meeting in full, our duty to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, volunteers, contractors and members of the public. Our commitment to their health and safety is recognised by this policy. We recognise our duty under the Health & Safety at Work etc. Act (1974), the Management of Health & Safety at Work Regulations (1999) and accompanying protective legislation.

FFFB will provide the training, assistance and resources necessary to ensure that all the requirements of this policy can be met in full. Each of us must accept our role and responsibilities and undertake them to the best of our ability. In this way we can all play a part in creating a safe, risk-free environment for everyone.

**Responsibilities**

The Senior Coordinator is responsible for the overall Health and Safety of the Furniture Bank. The implementation of the policy with regard to the Furniture Bank is delegated to the Furniture Bank Coordinator. This responsibility includes the following tasks which are delegated as appropriate to the Fair Frome Furniture Bank Coordinator:

1. Review of, and updating, where necessary, the Health & Safety Policy
2. Consideration of concerns, criticisms and comments from staff and volunteers, relating to Health & Safety at FFFB
3. Ensuring that all outstanding matters are addressed, and corrected or resources and a timetable of action provided
4. Review all training needs and allocate resources as necessary and ensure that employees and volunteers receive necessary training commensurate with their activity. All training will be recorded (Fire, First Aid, Manual Handling etc)
5. Ensure that all accidents & incidents have been correctly investigated and reported.
6. The Health & Safety Law poster is displayed in the Fair Frome Furniture Bank and is also displayed in the place where furniture is being stored.

**Fair Frome Furniture Bank Coordinator**

It is the responsibility of the Furniture Bank Coordinator to ensure that the Fair Frome Senior Coordinator is kept up to date with all matters that relate to their responsibilities, and of any requirement for additional resources.

**Staff & Volunteers**

All volunteers will:

1. Take reasonable care of their own Health & Safety and of others who may be affected by their acts or omissions at work, and
2. Co-operate with their Manager so far as is necessary to enable us to fulfil or comply with any duty or requirement under the Health & Safety Act
3. Report to their manager, any situation that they consider to be a serious or imminent danger (e.g. electrical faults, problems with safety equipment, fire doors, lights not working etc.)
4. Report all accidents, incidents and damage, whether or not persons have been injured, to the FFFB Coordinator, or in their absence to the Fair Frome Centre as soon as possible
5. Report to the FFFB Coordinator any perceived shortcomings in the Health & Safety arrangements
6. Not intentionally or recklessly interfere with or misuse anything provided by the charity that is necessary to comply with provisions of the Health & Safety or other Acts (safety equipment, fire alarms, extinguishers etc).
7. Familiarise themselves with and sign (to show you understand the contents) the First Aid Kit.

FFFB will consult with employees and volunteers through face-to-face discussions. Sufficient time will be given to employees and volunteers to consider the issues and give informed responses. Staff and volunteers are encouraged to ask questions, raise concerns and make recommendations. FFFB will take the views of employees and volunteers into account before a final decision is made, respond to any concerns and explain the final decision and why it has been taken.

**First Aid Provision**

**Appointed Furniture Bank First Aider:** Fair Frome Furniture Bank Coordinator.

**A fully equipped First aid box is located in the:** Fair Frome Furniture Bank Vehicle, located behind the driver’s seat.

Training in First Aid will be given to nominated individuals and their names displayed for information on the First Aid Box. No untrained persons are to administer first aid except where nominated individuals are absent. No treatments are to be administered: First Aid only, i.e., no painkillers, tablets, eye ointments, creams or lotions. Where treatment is required, support should be sought from GP or emergency services.

**Accident Register**

As there are less than 10 employees, an Accident Book is not required by law. However best practice suggests that an Accident Register should be kept. This is kept in the kitchen at the Fair Frome Centre.

Employees and volunteers must report any accident or incident or cases of work-related ill health to the Fair Frome Furniture Bank Coordinator as soon as is practicable and, in any event, no later than the end of the day in which the incident occurred

The Fair Frome Furniture Bank Coordinator will make initial investigations and enter the detail in the accident book.

The Fair Frome Furniture Bank Coordinator will confirm the investigation and take the necessary action to ensure the incident is controlled or will not occur again. Where the accident is work related and results in an injury of a type which is reportable, the Fair Frome Furniture Bank Coordinator will pass the relevant information to the Senior Coordinator of Fair Frome so a report can be made.

A reportable injury is as follows:

* Work related accidents which cause deaths
* Work related accidents which cause certain serious injuries (reportable injuries)
* Diagnosed cases of certain industrial diseases
* Certain Dangerous occurrences with the potential to cause harm

**Emergency Procedures & Fire Prevention**

Information on emergency procedures and fire prevention forms part of the Induction training for all employees. The person responsible for Fire Training is: **Fair Frome Furniture Bank Coordinator.** The Fair Frome Furniture Bank Coordinator is responsible for evacuation procedures and the maintenance of all fire equipment and signs in their respective areas.

The Fair Frome Furniture Bank Coordinator will carry out a quarterly visual check of Fire Extinguishers as to external condition and location quarterly (part of the Workplace Inspection Checklist). An approved contractor will maintain the Fire Extinguishers.

**Safe Plant & Equipment**

The Fair Frome Furniture Bank Coordinator will be responsible for:

* Identifying all equipment / plant needing maintenance
* Ensuring that effective maintenance procedures are drawn up
* Ensure that all identified maintenance is implemented
* Check that new equipment meets health & safety standards before it is purchased

**Safe Handling and use of Substances**

The Fair Frome Furniture Bank Coordinator will be responsible for:

* Identifying all substances which need a Control of Substances Hazardous to Health (COSHH) assessment
* Undertaking COSHH assessments as follows (https://www.hse.gov.uk/toolbox/harmful/coshh.htm):
  + Collect information on the substance used and work practices
  + Evaluate the health risks
  + Select appropriate control measures to reduce or eliminate the risks
  + Record findings and implement control measures
  + Monitor performance and review assessment annually or if there is a change in procedure or risk.
* Ensuring that all actions identified in the assessments are implemented
* Ensuring that all relevant employees and volunteers are informed about any COSHH assessments.
* Checking that new substances (e.g., cleaning substances) can be used safely before they are purchased.

Assessments will be reviewed with the implementation of new product or when the work activity changes, whichever is soonest. When volunteers are using cleaning substances to clean white goods, gloves will be used.

**Electrical Safety**

Portable appliances will be individually PAT tested and visually inspected by the Furniture Bank Coordinator.

**Workplace inspections**

The Fair Frome Furniture Bank Coordinator will organise and / carry out quarterly audits of the workplace.

**Alcohol at Work (including Drugs)**

If you are prescribed drugs by your GP which may affect your ability to perform your volunteered activities, you should discuss the problem with the Fair Frome Furniture Bank Coordinator. Volunteers should not be under the influence of illicit drugs or alcohol whilst volunteering for Fair Frome.

**Risk Assessments**

Where a specific risk assessment is identified as required, the Fair Frome Furniture Bank Coordinator will nominate a responsible individual with the necessary background and experience to carry out that assessment. This will be verified on completion, if necessary, by submission to a Safety Consultant / Competent person.

Examples of specific assessments are: Asbestos, Electrical Safety, Fire, First Aid, General Housekeeping, Slips & Trips and Falls, Manual Handling Operations, Lone Workers, Personal Protective Clothing.

**Safety & Security**

All employees and volunteers are at all times required to ensure that they take care of themselves. Unless trained in pacification measures, violent or drunken doners are not to be confronted.

**Smoking**

Smoking is not permitted inside the Fair Frome Furniture Bank storage area or vehicle. No smoking signs are in place, and volunteers are informed of the No Smoking policy as part of their Induction.

**Training**

All new employees and volunteers will be provided with induction training and any other matters specific to their employment. In undergoing the training, they will be provided with a copy of relevant risk assessments and advised of likely hazards and controls in place. Training will be identified, arranged, and monitored by the Fair Frome Furniture Bank Coordinator. Training records are kept (confidentially) in the Fair Frome HQ office

**Monitoring**

Monitoring of our working conditions to ensure safe working practices are being followed will be through

* Quarterly workplace inspections
* Accident book
* Individual Risk & COSHH assessments as required

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: | John Killah | Position: | Chair of trustees |
| Date: | 2.12.24 | Signature: | John Killah |

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