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**FAIR FROME**

**HEALTH AND SAFETY STATEMENT AND POLICY**

It is the policy of Fair Frome to seek and provide a safe and healthy work environment for staff, Trustees, 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 across all our projects.

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

**AND SUBSEQUENT AMENDMENTS**

Organisations have a duty of care towards their volunteers, and an obligation to protect them under [section 3 of the Health and Safety at Work etc Act 1974](http://www.legislation.gov.uk/ukpga/1974/37/section/3).

The duty of care is a [common law duty](https://libguides.bodleian.ox.ac.uk/law-uklaw/legalsystem#:~:text=common%20law%20system) to take reasonable care to avoid harming others. Organisations have a duty of care towards their volunteers. The organisation and its trustees could be liable if a volunteer is injured because the duty of care was not met.

This means that reasonable steps should be taken to reduce the likelihood and potential seriousness of injury to volunteers. For example:

* giving volunteers the right information
* training volunteers
* making sure volunteers use safety clothing or equipment
* supervising volunteers closely.

The Health and Safety Executive has [guidance for organisations that do not have paid staff but do involve volunteers](https://www.hse.gov.uk/voluntary/employer/health-and-safety-law.htm#:~:text=When%20health%20and%20safety%20law%20does%20not%20apply)

**The Management of Health and Safety at Work Regulations 1999**

[The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made) say employers must do risk assessments that identify potential risks to their employees and others who may be affected by their activities. This includes volunteers. If the employer has five or more employees they must write risk assessments down.

Organisations that don't have any employees should still consider what might cause harm to those involved in their work. They should then take reasonable steps to prevent that harm. It’s hard to argue that the duty of care is being followed if the organisation has not taken steps to protect volunteers from injury or harm.

It makes sense for all organisations to do written risk assessments. Written assessments will help you keep a record and show the safety measures have been put in place.

**Insurance and liability**

Breaking health and safety law is a criminal offence. The Health and Safety at Work etc Act 1974 says that if someone has committed an offence under health and safety law that was due to the actions of someone else, or their failure to meet a legal responsibility, this other person can be charged with the offence (whether or not the first person is charged). This could include committee members and senior managers, as well as the individuals directly involved.

For example, if a volunteer’s line manager failed to warn the volunteer about a potential hazard in an activity the volunteer was supervising and someone else came to harm, the line manager may be charged – or potentially a senior manager or trustee where there has been a systemic failure to ensure safety ([Health and Safety at Work etc. Act 1974 s.36](http://www.legislation.gov.uk/ukpga/1974/37/section/36)).

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 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 for all projects

• 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.

* Fair Frome has adequate insurance in the form of Public Liability and employer Liability, including accident cover

**Health and Safety Procedures for Fair Frome Centre, Community Pantry, Furniture Bank and other projects**

**Introduction**

The name of the Health and Safety Officer for Fair Frome is Lenka Grimes Implementation of the policy with regard to Fair Frome is delegated to Lenka Grimes. Nick McCulloch is the Health and safety Officer for the Furniture Bank.

Risk assessments for all projects are available in the Fair Frome office. For the pantry this is in the Elliot Building.

 **Food**

Food collected by the foodbank and Community Pantry. 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 Somerset Council Environmental Health officer. (Somerset Council rated Fair Frome as a 5 for Food Hygiene on 3.8.2023
* 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
* 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

**Equipment**

Fair Frome will provide all equipment necessary for employees and volunteers to carry out all tasks. No private equipment may be brought 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.

**Smoking/Vaping**

Smoking is prohibited inside all premises used for Fair Frome projects

**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.

**Pets**

No animals are permitted inside premises used for Fair Frome projects except assistance animals. This will be authorised by the Health and Safety Officer.

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