



## **Health and Safety Policy**

### **Section 1 - Policy Control**

1. Connect Foundation recognises that good health and safety management supports the delivery of services and projects in all locations where it operates. Connect Foundation is committed to ensuring so far as reasonably practicable, the health, safety and welfare of all volunteers, employees, temporary workers, contractors (collectively known as 'Representatives') and members of the public who may be affected by our activities. Connect Foundation declares its intention to satisfy the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation or Regulations.
2. Our representatives 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.
3. Trustees of the Connect Foundation (North Lincs) 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.
4. Connect Foundation will:
  - i) Comply with all relevant statutory requirements for health, safety and welfare.
  - ii) Consult with 'Representatives' at all levels in order to improve the health and safety culture across all areas of our project.
  - iii) Ensure that all 'Representatives' have access to and are aware of the Health and Safety Policy, procedures and guidance.
  - iv) Undertake risk assessments that are suitable and sufficient for work activities and implement appropriate risk control measures.
  - v) Provide and maintain a safe place of work, including safe access to and leaving from, for staff, volunteers and members of the public visiting our premises or accessing our services.
  - vi) Implement safe systems and processes for all activities conducted.
  - vii) Provide information, instruction, training and supervision of 'Representatives' in matters of health and safety.
  - viii) Provide and maintain safe equipment.
  - ix) Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of Connect Foundation services or activities.
  - x) 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 Connect Foundation's activities.
  - xi) Provide a regular report on Connect Foundation's health and safety performance to the trustees and ensure the report contains proposals for

the continual improvement of health and safety management as appropriate.

5. Competent people will be appointed to assist Connect Foundation in meeting our statutory duties including, where appropriate, specialists from outside the organisation.
6. Every representative has 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 all levels of representatives.
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 staff members and/or volunteers.

## **Section 2 - Organisation and Responsibilities**

1. Safety is the concern of everyone, management and representatives at all levels.
2. Connect Foundation is ultimately responsible for the health, safety and welfare of all representatives and for the health and safety of visitors to our establishments or others who may be affected by our activities.
3. This responsibility is exercised on its behalf by the Trustees of Connect Foundation, aided by the leader of any of the projects within the organisation (known as the Project Leader). They, along with external Health and Safety assistance as required, and other representatives, will assist in the implementation of the Health and Safety Policy.

### 2.1 Trustees

- i) The Trustees are responsible for the implementation of this policy.
- ii) 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.
- iii) The Trustees are responsible for:
  - the development of the Connect Foundation health and safety policy.
  - coordinating health and safety matters throughout the food bank by implementation of a health & safety management system.
  - providing financial resources and included in the annual budget adequate provision for any necessary expenditure on premises, equipment and/or training.
  - monitoring the auditing and inspection of the performance of the Connect Foundation establishments to ensure good health & safety practice.
  - instigating an investigation and report, if required, to the enforcement authorities any accidents and incidents as required under RIDDOR.

## 2.2 Project Leader

It is the responsibility of Project Leader:

- i) to ensure that the organisation and arrangements for meeting the Connect Foundation Health and Safety policy are effectively implemented within the project they oversee.
- ii) to assist with the coordination of health and safety matters throughout Connect Foundation by implementation of a health & safety management system.
- iii) to ensure that financial resources are included in their annual budget provision for any necessary expenditure on premises, equipment and or training.
- iv) to demonstrate by example safe and healthy working practices and to encourage such practices by all representatives and contractors.
- v) where and when appropriate to bring Connect Foundation Health and Safety policy to the notice of external organisations and or contractors.
- vi) to consult with representatives to improve Connect Foundation health and safety performance.
- vii) to provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- viii) to 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.
- ix) to understand that there is an additional duty of care needed to ensure the safety of young person's at work, pregnant and breast-feeding representatives and those with a temporary or permanent physical or mental disability.
- x) To compile and maintain with the assistance of others an 'Active Equipment Schedule' (such as for tools or machinery) for the purposes of risk assessments.
- xi) To compile and maintain with the assistance of others an 'Active in Use Chemical Schedule' for the purposes of COSHH assessments.
- xii) To arrange for the necessary statutory inspections of machinery and equipment and maintain records of these inspections.
- xiii) To assess the need for and display appropriate notices, documents and safety signs as a means of keeping employees informed and to meet statutory requirements.

## 2.3 Volunteer Managers

Managers are responsible for ensuring that the safety policy is implemented in the specific departments or sessions which they work in or have oversight of. 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.

Duties include the following:

- i) ensuring that representatives, including staff and volunteers, contractors and visitors are aware of safety procedures including the completing of risk assessments when required.

- ii) undertake periodic inspections of your workspace or work area, e.g. warehouse, food bank centre, etc.
- iii) 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.
- iv) to assist in the identification of the appropriate Health and Safety training needs of representatives.
- v) bringing to the prompt attention of the Project Leader any health and safety issues that require attention.
- vi) ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causation factors.
- vii) maintaining safe access to and from the [warehouse/food bank centre] at all times.
- viii) consult with representatives on health and safety matters.
- ix) notifying the representatives at the earliest opportunity for bringing into use and or change 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.
- x) assist in the carrying out of assessments of the risks involved in the use of any equipment or substance used and then bring to the notice of the representatives concerned a system or procedure to be followed to minimise the degree of risk.
- xi) understands that there are additional duty of care to ensure the safety of young person's at work, pregnant and breast-feeding representatives and those with a temporary or permanent physical or mental disability.

#### 2.4 Representatives (includes all employees and volunteers)

All representatives must:

- i) take reasonable care of their health and safety.
- ii) consider the safety of any other persons who may be affected by their acts or omissions.
- iii) work in accordance with the information and training provided.
- iv) refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons or purpose.
- v) report any hazardous defects in machinery and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- vi) not undertake any task for which authorisation and/or training has not been given.
- vii) cooperate with the relevant leaders in all matters of accident prevention, reporting and investigation.
- viii) 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.
- ix) seek advice or assistance on any matters related to health and safety from their line manager or relevant team leader.

#### 2.5 Appointed Person(s) for Fire Warden(s)

- i. To supervise the orderly evacuation and assembly of staff, volunteers and visitors to the buildings designated muster point, accounting for them and reporting to the fire service if they attend.

- ii. To continually observe the standard of housekeeping in relation to fire hazards and ensure that staff and volunteers remove any hazards in their workstation area.
- iii. Ensure fire extinguishers and fire exits are not obstructed.
- iv. In conjunction with the Project Leader, arrange for the replacement of any used, damaged or missing fire extinguishers as soon as known.
- v. To attend training courses as required.
- vi. To comply fully with any directions given regarding fire regulations when renting spaces owned by other organisations or individuals. Arrangements

## **Section 3 - Guidance**

### **Risk Assessments**

It is the responsibility of the Project Leader to ensure that Risk Assessments are in place for activities taking place and that those taking part in the activities are briefed in respect of risks identified and control measures taken.

### **Accident Reporting & Investigation**

Accident Reports are passed to the Project Leader who will:-

- check and ensure that any immediate danger has been dealt with
- arrange an investigation
- record and monitor actions arising from the investigation
- report trends and items of concern to the Trustees
- file accident reports and associated investigation documents electronically; paying attention to data protection guidelines

### **COSHH**

The Project Leader is responsible for ensuring our obligations under COSHH Regulations 2002 are met and will:-

- maintain a schedule of control measures
- collate appropriate Safety Data Sheets for products in use
- ensure this information is accessible to users of Connect Foundation buildings
- review these provisions on an annual basis

### **Fire Safety & Emergency Evacuation**

This is covered by separate policies and individual Risk Assessments for different venues and projects, which are to be periodically reviewed by the trustees of Connect Foundation.

### **First Aid**

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

### **Insurance**

It is the responsibility of the Trustees of Connect Foundation (North Lincs) to ensure that appropriate levels of cover in respect of Employers Liability, Public Liability and Building & Contents cover is in place for the activities of Connect Foundation.

### **Maintenance of Fixed Electrical Systems and Gas Equipment**

The Trustees (or delegated to the Project Leader) will arrange independent testing by competent persons on the following basis:-

- Electrical Equipment every five years

Documentation in respect of these tests to be filed electronically where appropriate.

### **Maintenance of Premises and Equipment**

Users of the buildings used by Connect Foundation are requested to advise the Project Leader of building damage or faults they become aware of.

Additionally the Project Leader will undertake:-

- risk assessments in respect of the church's premises and main activities
- regular documented walk-rounds to look for damage to the building and its facilities
- regular documented checks to ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature
- to display appropriate notices/posters to alert users to:-
  - relevant safety regulations
  - emergency evacuation procedures
  - potential risks arising from the use of equipment

### **Preparation of Food**

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

### **Manual Handling**

Connect Foundation will:-

- arrange for Manual Handling Training to be made available when required
- ensure training is kept up to date
- maintain a database of those trained
- keep electronic copies of certificates

Where it is not possible for someone to attend training prior to them starting to volunteer, literature promoting best practice will be made available to them.

### **Portable Appliance Testing**

The Trustees will appoint a Competent Person to manage the maintenance of Connect Foundation owned electrical equipment should it be deemed necessary.

The Competent Person will:-

- in the first instance be responsible to the Project Leader
- have basic electrical knowledge
- have received basic training in PAT testing
- be familiar with HSE guidelines on PAT Testing
- maintain a schedule of Connect Church owned electrical equipment:-
  - distinguish the need for:-
    - user checks
    - visual inspections
    - formal PAT testing
  - test equipment in accordance with the schedule and record same

### **Working at Height**

Project Leaders are responsible for ensuring that all Risk Assessments take account of any occurrence of working at height and mitigate accordingly. This includes:

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example you are working at height if you:-

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- could fall into an opening in a floor or a hole in the ground.

Before you work at height you must work through these simple steps:-

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

You should:-

- do as much work as possible from the ground;
- ensure you can get safely to and from where you work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained
- and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects;
- consider your emergency evacuation and rescue procedures;
- where-ever possible work in a pair, or as a minimum only when someone else is in the vicinity and is aware of what you are doing.

In planning work at height, you must by law:-

- take account of weather conditions that could compromise worker safety;
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan.

*Approved by the Trustees on: June 2023*

*To be reviewed: June 2025*

Signed:

