

Dated 10th October 2023



HEALTH & SAFETY POLICY

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Policy Statement

It is the policy of the Newbury Soup Kitchen to ensure the health, safety and welfare of its employees, volunteers and that of other persons who could be affected by their undertaking. In accordance with the requirements of the Health and Safety at Work Act 1974 and other applicable legislation, the Organisation will undertake assessments of risks and instigate arrangements that, so far as is reasonably practicable, ensure;

- Places of work are maintained in a safe condition;
- Environments are safe and without risk to health;
- Equipment and systems of work are safe and without risk to health;
- Adequate welfare facilities are provided;
- Information, instruction, training and supervision is provided to ensure the health and safety of its employees and that of persons who may be affected by their work activities;
- Seek to reduce accidents by implementing an accident reduction program and introducing the principles of continuous improvement.

The effective implementation of this policy requires the co-operation of personnel at all levels and employees and volunteers are reminded that they have specific legal responsibilities to:

- Ensure the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work;
- Use equipment in accordance with the instructions and training provided;
- Report any work situation, which is considered to pose a serious and imminent danger;
- Co-operate with the Organisation to comply with any statutory requirement placed upon them; and Report any matter where it is considered that safety arrangements in force fail to reduce risk to an acceptable level.

It is also the intent of this Organisation to enlist the support of all employees and volunteers towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. The Organisation accepts its responsibility for the health and safety of other people who may be affected by our activities including clients', employees, visitors, other contractors and members of the public. The Organisation also accepts responsibility for any effects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document. This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

Meryl Prail

Founder

Dated: 4th October 2021

Purpose and Scope

It is important to note that the policy statement is itself a broad outline as to the objectives and arrangements pertaining health and safety within the organisation. This document however further expands on the specifics; the processes and procedures – the fundamentals of the organisations' management of health and safety.

This policy is reviewed *at least* annually in line with changes and developments within the operating practices adopted by the charity. Further reviews are made when there are significant changes whether by growth or expansion or by some other influence. Legislation and regulation are typically the primary driver to change and review, but experience and continual improvements can be adopted to provide a better system of work.

Key Personnel

The Trustees of the Charity remain ultimately responsible for all health and safety issues pertaining to the charity. Adequate insurance is in place to mitigate such liabilities in this regard and this is reviewed annually in line with any developing requirements. However, on a day-to-day basis, Meryl Prail and Session Manager are the appropriate contacts in adopting this policy.

Organisations' Duties

It will always be the organisations intention to comply with all its legal obligations, in particular its duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. In particular, so far as is reasonably practicable, it will eliminate significant risks to all employees and volunteers and will also ensure that all necessary arrangements are in place to carry out this and other duties under the regulations, principally: -

- Procedures for planning, controlling and reviewing safety measures and training;
- Appointment of suitably qualified 'competent persons' for specific roles;
- Evacuation procedures in cases of serious and imminent danger e.g. fire, explosion etc.;
- Information to employees and volunteers regarding these arrangements and procedures; and
- Appropriate health and safety training of employees.

To assist management in ensuring that it is both aware of what legislation is applicable and to what extent, the organisation will ensure that systems are in place to alert the business to changes in applicable legislation and the issue of new legislation. To meet the above requirement, the organisation currently subscribes to the Health and Safety Executive's weekly e-mail update bulletin as well as a monthly Health and Safety Magazine.

Further duties include the following:

- ensure appropriate levels of resource are allocated to H&S matters;
- provide and maintain a safe place of work, safe systems of work, safe equipment and machinery for work and a safe work environment;
- provide employees and volunteers with such information and instruction as may be necessary to ensure compliance with relevant legislation;
- ensure that where equipment is used, suitable training is provided;
- ensure that where individuals are provided with personal protective equipment [PPE], they are trained in how to use or wear it correctly and safely, how to care for their equipment and that they are aware of how to request / order replacement equipment;
- understand and implement all health and safety policies and procedures relevant to their area of responsibility;
- ensure new employees or volunteers are given appropriate induction training to include relevant local (and where applicable), national emergency, first aid and accident reporting procedures;
- identify, manage and communicate, by means of the risk assessment process, hazards associated with their staff's working environment;
- carry out any health and safety assessments, audits and inspections as required;
- be responsible for good housekeeping and ensure that defects and unsafe conditions are promptly reported and rectified;
- appoint competent personnel to ensure compliance with statutory duties;
- provide employees with health surveillance, where necessary; and
- to promote awareness and understanding of health and safety throughout their workforce.

Employee Responsibility

All employees and volunteers of the organisation agree, by extension to their engagement, to comply with their individual duties under sections 7 and 8 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999 in that they will:

- Make themselves familiar with and conform to this Health and Safety Policy and relevant procedures at all times.
- take reasonable care of their own health and safety;
- consider the safety of other persons who may be affected by what they do or don't do;
- operate in accordance with information and training provided;
- refrain from intentionally or recklessly interfering with anything that has been provided for health and safety purposes;
- immediately report any hazardous defects in plant and equipment, or shortcomings in existing safety arrangements to their manager or another responsible person;
- not to undertake any task for which authorisation and/or training has not been given;
- co-operate with the organisation to allow them to carry out their health and safety duties;
- report all workplace injuries to the relevant session leader, key personnel and/or trustee;
- to report all serious threats of violent aggression or injury to themselves or other employees or volunteers;
- never put themselves in a situation that could cause injury to themselves or others; and
- inform any visitor / contractor under their control of emergency procedures and relevant hazards.

Failure by an employee or volunteer to comply with the organisations' Health & Safety Policy or associated procedures may result in disciplinary action and/or a request to remove you from a specific engagement.

Golden Rules

The organisation maintains some very simple 'golden rules' which are designed to highlight the more important behaviours and activities designed to safe guard both employee health and safety, but that of the wider community. These are not exhaustive and should be considered flash cards or reminders to the minimum conduct expected of an employee or volunteer of the charity.

GOLDEN RULES



Health and Safety Assistance

Competent person(s) have been appointed to assist the company in meeting its health and safety obligations. These people have sufficient knowledge and information to ensure that appropriate advice and guidance can be given to Trustees, employees and volunteers; to give guidance on how statutory provisions are to be met and to monitor adherence to the safety policy.

Safety Objectives

Due to the nature of some of the services provided by the organisation, it must be appreciated that risk cannot be entirely removed, but the organisation will always endeavour to minimise those risks and to that end.

Planning & Organisation

The organisation will have in place appropriate systems and procedures to assess and control risks to which employees, volunteers and other people may be exposed to, due to the development or deployment of new or novel products and services, or through the deployment of services at new locations.

Continual Improvement

The organisation will always strive to reduce, and if possible, eliminate adverse events which affect our employees, volunteers, people who work for us or those who might be affected by our activities. To this end, all adverse events will be investigated and wherever reasonably practicable the identified potential improvements (designed to eliminate repetition) will be implemented locally and if appropriate, published to the wider business via the regular Trustee Meeting process. Also, where technological change may allow improvements in safety or health, they will be reviewed for suitability and if practicable implemented.

Control and Monitoring

Standards will be established within this Policy, other policies or procedures for relevant environments and activities. Performance will be measured against those standards and if shortcomings are revealed, measures will be taken to ensure these are remedied and that the organisation learns from the experience and continues to improve its performance.

Information and Training

All employees and volunteers will be provided with comprehensible information on the health, safety and welfare matters that are relevant to their duties. Appropriate training will be provided as necessary to enable them to carry out their duties in a safe and responsible manner.

All employees and volunteers will undertake appropriate induction training upon commencing employment with the company and such induction training will include relevant health and safety training.

Stakeholders and Interested Parties

The organisation has procedures in place to allow this policy and other information or documentation to be made available to people or organisations requesting it. This includes making it available through the organisation website, and further providing it upon request.

Communication

The principle route for communication and implementation of this Health and Safety Policy will be through the organisations' operational management. This Policy and the Health and Safety Policy Statement will be available on the company's website. The Policy Statement will be displayed in prominent positions in all appropriate locations and/or offices. Copies will be made available to accreditation bodies and organisations as well as Clients when requested.

Procedures

The current system for on-going formal communication and consultation in relation to health and safety matters between Trustees and employees and volunteers, is via the organisations' session leaders.

Risk Assessment

The organisation will ensure risk assessments are carried out on the tasks and duties undertaken by its employees and volunteers. Where significant risks are identified, these are to be recorded. Where only trivial risks are identified, the act of assessment is to be recorded but the details of the assessment need not be.

Risk assessments are to be carried out by competent persons who may be Trustees, employees, volunteers with appropriate experience and/or external consultants. Of course, there may be occasions where dynamic risk assessments are required (for example, while tackling a minor fire) but the primary responsibility for ensuring that sufficient risk assessments are considered, rests with the Trustees.

The organisation will ensure that it has appropriate and adequate resources, procedures & processes in place to allow a suitable assessment of risk to be carried out; to ensure assessments are appropriately reviewed and when / where required, the identified controls are implemented.

Where required or necessary, the organisation will co-operate with statutory duty holders or others in the assessment of risks to protect the safety of its own workers and others who may be affected by its activities. The organisation expects and requires individuals to reciprocate and assist the company, when required to do so, to eliminate or reduce risk exposure.

All controls identified by risk assessment for the elimination or reduction of risk will be implemented by the organisation (so far as it is reasonably practicable to do so) to maintain the health, safety and welfare of its workers and others.

Personal Protective Equipment (PPE)

The organisation will provide PPE where it has been identified as required by risk assessments, general rule or subordinate organisation policy. Prior to the issue of some types of PPE, the Trustees may be consulted to ensure equipment provided is both fit for purpose, current or in-date and beneficial in addressing the risk being considered.

Note: Consideration is given to the 'Provision and Use of Work Equipment Regulations 1998' and 'Personal Protective Equipment at Work Regulations 2002'.

Hazardous Substances (COSHH)

It is the policy of the organisation to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

The organisation will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the organisation will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- reducing weights
 - reducing the frequency of manual handling
 - the use of additional manpower
 - through the provision of suitable equipment to assist in the operation
 - the selection of persons to carry out
- 1) Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
 - 2) The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
 - 3) When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
 - 4) The route over which the load is to be lifted or moved should be inspected to ensure that it is free from obstruction or spillage, which could cause tripping, or spillage.
 - 5) Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.
 - 6) Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
 - 7) When lifting an object off the ground employees should assume a squatting position, keeping the back straight. Straightening the knees, not the back, should lift the load. These steps should be reversed for lowering an object to the ground.

Workplace Injury Reporting and Investigation

In recognition of its duties (in the UK) under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations, the organisation has a system for reporting incidents and injuries, both internally and to relevant enforcing authorities.

The defined process requires the affected individual to report any injury to the Session Leader, Lead Volunteer and/or Trustee. Once provided with the required information, the recipient of the information will escalate the incident as necessary.

The organisation will maintain suitable accident records and additional statistical analysis, the latter for wider distribution where appropriate. Accident Records will record workplace injury information in an appropriate format and it will be made available for inspection by Inspectors of the HSE or other enforcing authorities. The company will also maintain systems and procedures to allow employees to report near miss and threat of violence, incidents.

These processes will apply equally to incidents which involve employees, workers and others, if potentially caused by the organisations' staff or volunteers - or through their actions. Failure to report and / or investigate incidents or injuries may constitute a criminal offence under HSE legislation.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) - 2013:

Certain "specified injuries" are reportable to the HSE's Incident Contact Centre. Meryl Prail **must** be notified as soon as practicable after incidents causing the following injuries:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:

- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

Over SEVEN DAY Incapacitation of an Employee

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Over THREE-DAY Incapacitation of an Employee

Accidents must be recorded, but not reported where they result in an employee being incapacitated for more than three consecutive days. The Company maintains an accident book under the Social Security (Claims and Payments) Regulations 1979 for compliance in this regard.

Non-Fatal Accident to Non-Workers

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Analysis of Statistical Information and Data Protection

To assist the organisation in learning from adverse incidents, collected data will be analysed to identify trends, to assist management in making informed decisions, to support the general commercial activities of the organisation e.g. to answer health and safety questions within insurers, to provide information to enforcing authorities, stakeholders and other organisations or bodies for whom it would be beneficial for the company to cooperate with. The organisation currently classifies adverse incident severity in accordance with guidelines published by the HSE and is in line with RIDDOR reporting requirements.

The organisation will also maintain a 'statistical summary' of accidents covering a minimum of a 5-year period and revised or reviewed quarterly. These will be broadly fall into the following categories:



Workplace injury



Work-related ill health



Enforcement

Data Protection

The organisation will only process data in compliance with the General Data Protection Regulation (GDPR). The organisation only requests or holds data specific to the intended function made clear at the outset and does not hold data for marketing purposes, or for purposes which are manifestly different from which the original data was provided.

There are limited justifications for the disclosure of data without the consent of the subject to which the data pertains. For example, Article 6 (1) (c) provides such a justification whereby a disclosure is necessary for compliance of a legal obligation to which the organisation is subject. There are other permissible justifications, but these are unlikely to affect or be applied our organisation in the short term.

Note: Where a potential risk or concern is identified, the organisation will seek the advice of Legal Counsel before proceeding further.

Insurance

In recognition of its statutory and common law duties, the Company has taken out insurance, with an approved insurer, against liability for death, injury and/or disease suffered by any of its employees and volunteers arising out of and in the course of employment, if it was caused by the negligence and/or breach of statutory duty on the part of the organisation. The organisation purchases all insurances through the brokerage firm 'The Thomas Gray Partnership' and their annual declaration is available on request.

Management Review

This Policy is reviewed at least annually. Recommendations or topics will be discussed for inclusion in the following update of the policy, and reviews will be documented to include the Trustees.

Summary

This policy has been prepared in furtherance of Section 2(3) of the Health and Safety at Work etc. Act 1974.

