

## Health and Safety Policy

March 2023

This is the Health and Safety Policy Statement of Horsham Matters, in accordance with Health and Safety at Work etc. Act 1974.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

### **Responsibilities**

Overall and final responsibility for health and safety is that of the Trustees of Horsham Matters Ltd.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Managing Director.

To ensure health and safety standards are maintained/improved, the following people have responsibility:

- Managing Director
- Operations Manager

However all employees have to:

- Co-operate with managers and supervisors on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

### **Health and safety risks arising from our work activities**

Risk assessments will be undertaken by either the Managing Director or Operations Manager

The findings of the risk assessments will be reported to the Managing Director and the Trustees

Action required to remove/control risks will be approved by the Managing Director and the Trustees

The Managing Director/Trustees will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

### **Consultation with employees and volunteers**

Horsham Matters will consult with employees on the following:

- Any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- Arrangements for getting competent people to help satisfy health and safety laws
- The information we give to employees on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- Planning and organising health and safety training
- The health and safety consequences for them of any new technology we plan to introduce

The information provided will be in a form that can be easily understood

Horsham Matters will consult directly with employees and volunteers through team meetings and face-to-face discussions.

Horsham Matters will allow enough time for employees and volunteers to consider the issues and give informed responses. Employees are encouraged to ask questions, raise concerns and make recommendations.

Horsham Matters will take employees' and volunteers' views into account before a final decision is being made, respond to any questions raised and explain the final decision and why it has been taken.

### **Safe equipment**

The Managing Director will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Managing Director/Operations Manager

### **Safe handling and use of substances**

The Managing Director will check that new substances can be used safely before they are purchased.

Substances requiring a COSHH assessment will be stored safely. COSHH data sheets will be available for relevant products.

### **Information, instruction and supervision**

The Health and Safety Law poster is displayed in the staff room at Redkilm Close and in the shop kitchen at West Street.

Health and safety advice is available from the Managing Director.

Supervision of trainees and volunteers will be arranged by the Managing Director; Operations Manager and delegated where appropriate to lead individuals within the charity.

### **Competency for tasks and training**

Induction training will be provided for all employees and volunteers by the relevant line-manager/supervisor.

Job specific training is required for specific roles within Horsham Matters.

Training will be identified, arranged and monitored by the Managing Director.

### **Accidents, first aid and work-related ill health**

First Aid boxes are kept in the staff room and foodbank warehouse at Redkilm and in the shop kitchen at West Street.

The appointed first aiders are displayed in the warehouse kitchen at redkilm and the kitchen at West Street.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Management office at Redkilm and in the office kitchen at West Street.

The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out inspections and spot checks
- Investigate any accidents that occur
- The Managing Director is responsible for investigating accidents
- The Trustees are responsible for acting on investigation findings to prevent a recurrence

### **Emergency procedures – fire and evacuation**

The Managing Director is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked each day as part of our daily opening checks.

An emergency evacuation drill is carried out annually at both Redkirk and West Street.

Staff and volunteers have seen the fire evacuation plan and personal evacuation plans implemented as required.

### **Vehicles**

In accordance with the Staff Handbook checks will be undertaken to ensure that staff/volunteers driving vehicles are suitable.

Daily checks of vehicles are completed by drivers and the defect check completed.

The Operations Manager will ensure that defects are remedied at the earliest.

Vehicles will be maintained, checked at appropriate intervals, insured and taxed.

### **Off-site Foodbank Distribution Centres**

Horsham Matter's Management team will ensure that buildings are suitable and have appropriate arrangements to ensure the safety of volunteers, staff and visitors. An annual audit will be conducted as part of these arrangements.

Staff and volunteers supporting our foodbank distribution centres will follow local procedures relating to health and safety.

As part of our induction staff and volunteers working at those locations will be shown local fire and accident arrangements.

That said, it is expected that staff and volunteers raise concerns with the Managing Director to ensure that they are addressed with the host management team at the earliest opportunity.

Any incidents at the foodbank should be immediately reported to the Managing Director.

### **Pandemic response**

In the event of any pandemic the Charity will follow all Government guidance.

**This Policy should be read in conjunction with:**

Staff/Volunteer Handbook  
Code of Conduct  
Vehicle Reversing Policy  
Fire Evacuation Plan

**Signed:**



**Name:**

LINDA EMERY

**Role:**

Chair of Trustees

**Date:**

27.3.23