

SLACC-*tt* Health and Safety Policy

Date created	Reviewed and updated	Reviewed and updated	Next review due
Jan 2019	August 2020	March 2024	March 2025

Introduction

The trustees of SLACC-*tt* have overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities. They recognise that it is the duty of all involved to uphold this policy, and of the trustees to provide the necessary funds and resources to put it into practice. The trustees of SLACC-*tt* are committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks are minimised at all times. This policy will be reviewed annually by the trustees.

1. Responsibilities of trustees

The trustee responsible for the oversight of health and safety policies and recommending changes where necessary is the Chair of Trustees.

All accidents or unsafe incidents will be investigated by the Chair of Trustees on behalf of the trustees as soon as possible and then be reported to the trustees at the next available meeting.

The Chair will ensure that there is a process in place for:

- assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with SLACC-*tt*'s health and safety obligations;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- Ensure that health and safety is regularly raised by all café, larder and volunteer leads via Oversight Group
- Establishing emergency procedures as required;
- Ensuring an incident reporting system is in place and action is taken on reports of incidents.

The Chair will maintain overall responsibility but specific actions may be delegated/undertaken by other trustees, contract workers or volunteers. The Oversight Group of the Waste into Wellbeing project will ensure that volunteers are aware of and have access to this policy

The following is accepted by all Oversight group members

All Oversight group members will ensure that, in the event of any health and safety or safeguarding issue that they witness or hear about they will:

Take immediate measures to ensure safe operation at the time

Inform others in the OS group and include a message & report to the Chair of SLACC Trustees

Ensure that the issue is monitored, recorded (in the box file) and followed up. They should seek help and support from other Oversight Group members and advice from the SLACC Chair as appropriate.

Incident pathway It is expected that all Health & Safety “events” are reported according to the incident pathway included with this policy.

2. Volunteer Responsibilities. All volunteers will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to any trustee as soon as possible.
- They are aware of fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it.

3. Risk Assessments

The Chair will ensure that all premises and tasks are assessed for risk. Assessments will be repeated when there is a significant change (e.g. of premises or work undertaken) and reviewed every six months.

4. Training & Awareness

To promote the health, safety and welfare of volunteers, health and safety awareness will be provided at inductions and during working sessions

- when significant changes are made e.g. any specific responses to National Health emergencies.
- when training needs are identified during risk assessments.

5. Underpinning procedures in place:

- Risk assessments for specific aspects of SLACC project delivery (at this time Waste into Wellbeing People's Café and Food share)
- Record of activities, including reporting of incidents
- Training log for volunteers: induction, food hygiene
- Access to policies and procedures in Better Impact App. for volunteers