

## **FFA Health and Safety Policy**

FFA is committed to providing and ensuring that volunteers have a safe and healthy place in which to work, and that food supplied to partners is handled in compliance with Food Safety and Hygiene regulations

It is our aim to:

- establish standards which take account of legal, statutory, and other requirements
- provide information, training, and supervision to promote awareness of and adherence to those standards
- require the commitment of all FFA trustees, volunteers, and collectors to exercise personal responsibility and do everything possible to prevent injury to themselves, their colleagues, and members of the public while going about FFA work.
- review this procedure and associated documents every 12 months

### **1) Organisational Responsibilities for Safety**

The Board of Trustees is ultimately responsible for fulfilling all Health and Safety duties, including all Statute Health and Safety Legislative requirements.

The Chair has overall responsibility to the Trustees for ensuring that appropriate and effective health and safety management systems are both in place and adhered to.

The Chair and Health and Safety lead are ultimately responsible for:

- controlling identified risks through the risk assessment process
- promoting a safety culture at all levels
- providing health and safety guidelines and supervision for all volunteers and collectors
- ensuring any accidents, incidents or near misses are properly recorded, acted upon and learned from

Sorting and Delivery Team Leaders have a responsibility to ensure that all necessary procedures and arrangements for health and safety are in place and operating efficiently in their area of responsibility, and that all their volunteers are aware of them. They also need to ensure that each volunteer understands their responsibilities and is equipped to work effectively and safely.

### **2) Aims and Objectives**

#### **Family Food Action:**

- aims to provide a safe environment for all volunteers
- will make available safe and adequate plant, materials, work systems, information, and strong safety supervision to ensure competence in the volunteer team.
- will comply with all legislation relating to health and safety.

#### **Volunteers:**

- have a responsibility to accept their personal involvement in the practical application of this policy
- have responsibilities to ensure the health, safety and welfare of themselves, their colleagues, and visitors.

### **3) Mitigating, managing, and learning from risk**

A comprehensive register of any risks and legislation pertaining to FFAs activities will be maintained and updated according to any changes in activity, equipment, legislation, accidents or near misses. An annual review of FFAs risk register and this health and safety policy will be undertaken by the Health and Safety Lead with the support of Chair and the board of Trustees to ensure that our policies and procedures remain fit for purpose and any gaps are identified and promptly acted upon.

#### **a) Reporting of Accidents, Incidents and Near Misses**

Any accidents, incidents or near misses, and actions taken, should be recorded in the accident log by the Sorting and Delivery Team Leader on duty and reported to the Health and Safety Lead as soon as possible on the same day. The Health & Safety Lead is responsible for escalating such events to the Chair and board of trustees as appropriate. It is the responsibility of the Health and Safety Lead, in conjunction with the Sorting and Delivery lead on duty, to complete a risk assessment and action plan including any new control measures required to reduce the risk of reoccurrence. The timing of this will be at the discretion of the Health and Safety lead and in proportion to level of risk but it must be completed within 1 week of any such event. Any significant findings that staff and volunteers need to know to ensure their health and safety will be communicated. The Health and Safety Lead and Sorting and Delivery Team Leaders will work together to identify and instigate any changes in training or equipment as required. All new risk assessments will be held on file and readily available to all staff and volunteers for reference. Any substantive changes must be added to the H & S policy and FFA risk register.

#### **b) Food Handling and Food Hygiene**

FFA commits itself to compliance with the requirements of the Food Safety Act 1990, Food Safety & Hygiene (England) Regulations 2013 and subsequent regulations/amendments as a basis for its minimum standard. It is the responsibility of the Trustees, Chair, Health and Safety Lead and Service Sorting and Delivery Team Leaders responsible for food acquisition, processing, and delivery, to ensure that standards are met, training is provided to all food handlers commensurate with their responsibilities and that food handling practices are responsive to changes in FFA activities and legislation.

#### **c) Manual Handling and Lifting**

Training and equipment will be provided where required to ensure safe practice in manual handling, this will be reviewed annually and in response to any new risks or issues which arise. The Sorting and Delivery Team Leader on duty will take all necessary steps to ensure safe handling and lifting guidance is adhered to by new and existing volunteers.

### **4) First Aid**

FFA will provide sufficient first aid boxes equipped in accordance with statutory requirements. First aid will be provided by suitably trained FFA volunteers or in the absence of such a person by the nominated first aider on duty at the Ardagh (by arrangement with the manager). First aiders treating casualties should take care to protect the casualty and themselves from further harm or spread of infection.

## 5) Maintaining health and safety awareness and competence

Training will be provided to increase the health and safety awareness and competence of volunteers, so that they do not put themselves or others at risk of injury or ill health. All new volunteers will be provided with a comprehensive induction pack including links to FFA's generic risk assessment and this policy. They will be asked to sign that they have received and read this information before starting work with FFA. A register of volunteer training will be maintained by the volunteer co-ordinator and any gaps in training promptly addressed.

## 6) Monitoring & Compliance

FFA continually strives to achieve 100% compliance with this policy and its intended outcomes. Where this is not met an action plan will be formulated and agreed by the Board of Trustees and reviewed by them until completion. Please see the table below for standards and monitoring arrangements.

Standard / Process / Issue	Monitoring & Audit			
	Method	By	Reported to	Frequency
Mitigating and managing risk	<ul style="list-style-type: none"> <li>• Risk register covering FFA's day to day activities</li> <li>• Health and safety policy</li> <li>• Recording and risk assessment of any changes in activity, equipment, accidents or near misses and actions taken</li> </ul>	Health and Safety lead in collaboration with Sorting and delivery leads	Chair & board of Trustees	Annually and as required to assess and respond to specific events
Maintaining health and safety competence	<ul style="list-style-type: none"> <li>• Maintain a register of volunteer training and ensure all volunteers undertake it.</li> <li>• Review training and adapt as required according to changes in FFA activity and legislation.</li> </ul>	Health and Safety lead in collaboration with Sorting and delivery leads	Chair & board of trustees	Annually and as required to assess and respond to any changes