

## Maintaining a Healthy and Safe Culture within Family Food Action (FFA)

*Protecting people and food donated to our partners are a governance priority for FFA and we need to take careful and practical actions to ensure neither come to any harm.*

### **Our Health and Safety and Risk Management policies support the following priorities:**

Maintain standards which comply with workplace and food safety regulations

Equip FFA volunteers with necessary equipment and training to do everything possible to protect themselves, other volunteers, visitors, and partners from harm.

Regularly review risks and ensure appropriate measures are in place to minimise them.

We manage the sorting environment to be a safe place for food hygiene and volunteers. Every volunteer involved in collections, sorting and delivering donated food to our partners shares responsibility for ensuring safe practices are followed. Our Sorting Leads are available during Tuesday sorting and delivery sessions to advise and answer any questions volunteers may have. FFA Health & Safety Lead is Mike Wilkins, who can be contacted by email [health.safety@familyfoodaction.org.uk](mailto:health.safety@familyfoodaction.org.uk)

### **We keep a healthy sorting environment by:**

- Ensuring surfaces, tables and food containers are clean
- Keeping floor and working areas clear of slip, trip and other hazards, reporting any to Sorting Leads

### **We keep Volunteers safe by:**

- Following guidance on safe manual handling techniques
- Ensuring food for onward delivery is packed safely and bags are not overloaded
- Using trollies provided to transport food from sorting area to and from cars
- Keeping first-aid kit stocked and on site
- Reporting any accidents or near misses to Sorting Leads
- Not volunteering when unwell, and not within 48 hours of vomiting and/or diarrhoea

### **We keep Food safe by:**

- Food sorters having clean hands before handling food
- Ensuring hair is tied back from face
- Storing all foodstuffs above floor level
- Storing chilled produce inside, labelled, and loaded for transport last
- Alerting Sorting Leads to any donations not fit for purpose, e.g open packaging, out of use by date, home-made food, food without ingredients listed, and non-ambient foods

### **We deliver Food safely by:**

- Ensuring vehicles are roadworthy and storage space is clean and free from contaminants
- Delivering all foods, and chilled foods in particular, promptly and carefully
- Ensuring appropriate manual handling techniques are used at all times

Our Health and Safety Policy and Risk Register can be viewed at [familyfoodaction.org.uk/policy-and-guidance/](https://familyfoodaction.org.uk/policy-and-guidance/)