



Hope 4 (Rugby) Ltd – Health and Safety Policy

This is the statement of general policy and arrangements for: Hope 4 (Rugby) Ltd.

Overall responsibility for health and safety is that of the Trustees represented by the Chairperson of the Trustees

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: the Support Worker or, in their absence, the Director or Person on duty.

Name of organisation Hope 4 (Rugby) Ltd
Name of employer : Hope 4 (Rugby) Ltd.

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Support Workers always on site to oversee and implement appropriate action	Regular checks on all equipment. The premises/kitchen are under supervision and any matters arising are actioned/monitored
To provide adequate training to ensure employees are competent to do their work	The Company Secretary	Regular meetings and updates with volunteers. Ongoing programme for Catering Leaders to undertake further training
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	The Company Secretary / The Property Manager	
To implement emergency procedures - evacuation in case of fire or other significant incident.	The Company Secretary / The Property Manager / Support Workers	Everyone is made aware of the procedure and equipment stations. Fire Drill takes place.. The equipment is regularly checked.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Property Manager	All equipment is assessed and is scheduled for the appropriate regular checks as required.

Health and safety law poster is displayed:	Property Manager			
First-aid box and accident book are located:	Support Workers			
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) http://www.hse.gov.uk/riddor				
Subject to review, monitoring and revision by:	The Trustees	Every:	12 months	months or sooner if work activity changes

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Done
<i>Slips and trips</i>	<i>Kitchen volunteers may be injured if they trip over objects or slip on spillages</i>	<i>Good housekeeping- work areas kept tidy, goods stored suitably, etc Kitchen equipment maintained to prevent leaks onto floor-by Property Manager Equipment faults leading to leaks reported promptly to Property Manager There are no trailing leads or cables or obstructions in walkways CL's and volunteers clean up spillages (including dry spillages) immediately using suitable methods and leave floor dry. Suitable cleaning materials available. Good lighting in all areas. Anti-slip floor.</i>			
<i>Manual Handling</i>	<i>Kitchen volunteers may suffer injuries such as strains or bruising from handling heavy/bulky objects</i>	<i>Commonly used and heavy stock stored on shelves at waist height Suitable step provided and volunteers understand how to use it. Sinks at good height to avoid stooping</i>			
<i>Contact with steam, hot water, hot oil and hot surfaces</i>	<i>Kitchen volunteers may suffer scalding or burns injuries</i>	<i>Mixer taps provided Heat-resistant gloves provided CL's trained in use of cooker and warming oven Water temperature checked monthly by Property Manager</i>			
<i>First Aid including Knives</i>	<i>Kitchen volunteers involved in food preparation could suffer cuts from contact with blades</i>	<i>Knives suitably stored when not in use First Aid box provided in office/kitchen Access to the BID Team via intercom /telephone; b) call an ambulance if the situation warrants it. CL's and volunteers trained to handle knives</i>			
<i>Food Handling</i>	<i>Frequent hand washing can cause skin damage. Some foods can cause volunteers to develop skin allergies</i>	<i>Volunteers reminded about hand washing procedures when handling food Food grade non-latex gloves provided for tasks that can cause skin problems Appropriate kitchen hygiene / food safety paperwork to be completed and up to date.</i>	<i>Hope Centre Administrator to continue to ensure that this is done</i>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Done
		<i>Use by checks, temperature and food storage rules in place</i>	<i>Hope Centre Administrator to continue to ensure that this is done</i>		
<i>Contact with cleaning and washing chemicals</i>	<i>Skin damaged/irritation from using certain products Eye damage/irritation from direct contact with some cleaning products</i>	<i>Dishwasher used instead of washing by hand. Use handle on hose wash to rinse crockery All containers clearly labelled Long-handled mops and brushes provided and labelled and only used on designated area Rubber gloved provided Bleach not used Milder/weaker bought and used where possible All cleaning chemicals kept in a locked cupboard outside the larder.</i>			
<i>Electrical</i>	<i>Volunteers could suffer serious/fatal injuries as a result of electric shock</i>	<i>Fixed equipment inspected and serviced by qualified contractors at recommended intervals System inspected and tested every five years by an electrician Access to fuse box kept clear Plugs, sockets etc suitable for kitchen environment Support Workers know where the fuse box is and how to safely switch off electricity in and emergency All plugged in equipment checked 3 monthly by Property Manager Volunteers to report any defective plugs, discoloured sockets or damages cable and equipment Volunteers to dry hands before handling portable or hand-held devices Team leaders record any defects, problems they have encountered in the kitchen, in the daily log unless it is of immediate danger to others. In this instance it must also be reported to support staff and Property Manager.</i>			
<i>Machinery</i>	<i>Volunteers risk serious injury from contact with dangerous/moving parts on machinery</i>	<i>Instructions for new equipment included in CI's manual (a copy given to each) and copy in the office CI's to sign when read training manuals Dishwasher instructions on wall above dishwasher Training given to CL's on new equipment</i>			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Done
		<i>Adding Rinse Aid and Detergent Cooker hood filters, checking and cleaning responsibility (monthly) Cooker hood filter replacement as necessary by property manager</i>			
<i>Fire</i>	<i>Volunteers could risk serious/fatal injury from burns/smoke inhalation</i>	<i>Fire risk assessment Fire blanket in kitchen Fire extinguishers in kitchen and dining room Kitchen back door exit unlocked at beginning and locked at the end of each session</i>	<i>Annual review Monthly safety check Annual service by qualified contractor</i>	<i>Property Manager</i>	
<i>Workplace temperature</i>	<i>Kitchen volunteers may suffer ill health when they overheat in hot working conditions</i>	<i>Fans and extractors provided to control air temperature Volunteers only in kitchen for 3 hours</i>			
<i>Falls from height</i>	<i>Volunteers risk serious injury from a fall from any height</i>	<i>One suitable step provided</i>			

Health & Safety Policy

The Hope 4 Directors expect staff and volunteers at all times to act reasonably and to observe all duties imposed on them by statute and by Hope 4 agreed Policy, to protect and preserve the health, safety and welfare of themselves and others they come into contact with in the course of their work.

Staff and volunteers should make themselves familiar and comply with all the food hygiene and fire and safety precautions and procedures that are laid down for Hope 4's charitable work, and for the premises in which we work.

Any safety hazard, accidents or hazardous occurrences which come to your notice should be reported in the first instance to the Chairperson of the Trustees of Hope 4 (Rugby) Ltd.

Agreed by the the Board of Trustees, April 2015

Review date: annually Introduced: April 2015. Reviewed June 2016. Updated October 2016. Updated October 2017.