



Charity Number: 1156481

Health & Safety Policy

The Health and Safety Policy of Sherborne Food Bank is, so far as is reasonably practicable, to:

- Take all practical steps to safeguard the health, safety and welfare of all employees, volunteers and visitors to our premises.
- To provide adequate working conditions for our employees and volunteers with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken does not, as far as is reasonably practicable, produce a risk to health or safety.
- To encourage employees and volunteers to co-operate with Depot Management Team and Trustees in all safety matters: to identify hazards which may exist and to report any condition which may appear dangerous or unsatisfactory: and to ensure that each member of the staff/volunteer accepts his/her own responsibility not to endanger himself/herself or others and actively to assist in fulfilling the requirements and spirit of the act.
- While the final responsibility for matters of health and safety rests with the Trustee Board, it is important that all employees/volunteers as part of their duties involve themselves in matters of health and safety. There is a personal responsibility to report back to the Depot Management Team, any condition or arrangement on the site which appears dangerous or unsatisfactory. There is also a responsibility to make suggestions for improvement for existing facilities and arrangements where appropriate.
- It is the duty of every employee/volunteer to take reasonable care of their own and other people's welfare, to be aware how others can be affected by their own acts or omissions and to report any situation which may pose a threat to the wellbeing to themselves or any other person. If any employee/volunteer is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's/volunteer's duty to report this to the Depot Management Team or a Trustee.
- All injuries, however caused and however slight, must be reported to the Depot Management Team and be entered into the Accident Book. These records must be accurate, up to date and comprehensive and be regularly monitored by the Trustee Board.
- Failure to adhere to the Sherborne Food Bank Health and Safety Policy may result in action being taken by the Trustees.

The Trustees,
Sherborne Food Bank
September 2022