



## Health and Safety

Under the Health and Safety at Work Act, we all have responsibility for the safety of ourselves and others. We are committed to providing a safe and healthy work environment for all volunteers and beneficiaries. To achieve this we will as far as is reasonably practicable, ensure the safety of volunteers and beneficiaries at the charity by maintaining safe premises, safe equipment, and safe systems of work and provide adequate information and instruction relating to matters of health and safety.

Richard Pike, Founder Trustee, has the overall and final responsibility for health and safety.

Working safely involves everyone. We each have a responsibility to ensure that our working practices are safe, to ourselves, other volunteers, beneficiaries and visitors to the charity.

In order to achieve this we all need to:

- Be familiar with this policy
- Take reasonable care that all work is carried out in a safe manner and seek advice if further information on how to work safely is required
- Advise Richard Pike if something comes to your attention that you consider is potentially harmful
- Follow the instructions for First Aid and/or Accident Reporting
- Be familiar with our fire and emergency drill procedure

New volunteers will have a health and safety component to their induction drawing attention to the correct ways of working during lunch days, first aid and accident reporting procedures, and fire drill procedure.

### First Aid

There are general first aid supplies on the kitchen. First aid covers the initial treatment of any injury or illness as work, although it may not be work related. It does not cover taking tablets or medicines.

If you require first aid assistance, you should speak to one of the First Aiders – Richard Pike or Cheryl Edwards.

Any treatment that is required must be recorded in the “Accident Record Book” held at reception.

### Accident Reporting

If you have an accident either during work time or on the way to or from the charity, or to or from a beneficiary/supplier visit, the accident must be reported to Richard Pike and written up in the “Accident Record Book” held at reception.



## **Fire and Emergency Evacuation Procedures**

On discovering a fire:

- Break the glass on the nearest fire alarm
- If possible, without endangering yourself or others try to extinguish the fire
- Report the fire to your Fire Officer Richard Pike or Cheryl Edwards immediately.

On hearing the fire alarm: (continuous alarm)

- Prepare to leave the building immediately
- Do not go to your work area for personal belongings
- Assemble outside the building in the car park

The Fire Officers will ensure that everyone they are responsible for has been evacuated from the building and are accounted for.

Once outside, act on the instructions of the Police and Fire Brigade. Do not re-enter the building without their instruction under any circumstance.

### **Fire Officers:**

The current Fire Officers are Richard Pike and Cheryl Edwards.

The building fire alarms are checked regularly.