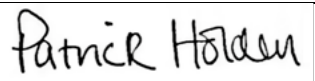
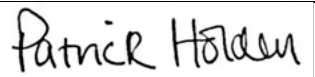


Sustainable Food Trust – Health and Safety Policy and Procedures

| | |
|--------------------------------|------------------------------------------------------------------------------------|
| Policy prepared by: | Morwenna Lewis |
| Policy approved by CEO: | Patrick Holden |
| Signed by CEO: |  |
| Became operational: | 1 January 2016 |
| Due for review: | January 2021 |
| Reviewed by and on: | ML January 2017, ML 2018, ML 2019, ML 2020 |
| Signed by CEO: |  |

Introduction

This health and safety policy contains three sections:

1. A statement of context and intent
2. Responsibilities for health and safety
3. Health and Safety arrangements and specific risk assessments.

Statement of context and intent

The Sustainable Food Trust is fully committed to the health and well-being of its staff, and aims to provide a safe, supportive and enjoyable working environment.

The Sustainable Food Trust is an office-based charitable company which campaigns on food issues. As part of its work it runs workshops, conferences and other events on farms and in educational establishments.

Sustainable Food Trust – Health and Safety Policy and Procedures.

Version 2020:1

Charity no. 1148645

The charity employs a total of 12 staff. The charity’s offices are located on the ground and basement floors of a residential home which is rented to the charity by the Chief Executive.

In non-Covid times the office is mainly used Monday – Friday 8am – 6pm, with some evening and weekend working as required. Cleaning is contracted to an external cleaner who comes in weekly for two hours. A large amount of work is undertaken out of the office, with extensive travel being undertaken by the Chief Executive and other staff, with a significant proportion of office staff working from home some of the time.

The main areas that this health and safety policy aims to address are: office working, working from home, events, staff engagement and training.

This policy was presented to the staff for review. This policy will be reviewed and updated on an annual basis, or immediately if there are any major changes in the workplace or working conditions.

Responsibilities for health and safety

Responsibility for health and safety in the organisation lies with the Head of Operations and Development at a strategic level and with the Finance and Operations Manager on a day to day basis.

| Statement of general policy | Staff | Action/Arrangements |
|------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | ML | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed annually and when working habits or conditions change.) |
| Prevent accidents when working off site (i.e. running events) by managing the health and safety risks presented by the specific location | ML | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed for each new event and when conditions change.) |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | ML | Staff given necessary health and safety induction and provided with appropriate training (including ergonomics). We will ensure that suitable arrangements are in place to support employees when travelling and working from home. |

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| Engage and consult with employees on day-to-day health and safety conditions | ML | Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | ML | Escape routes kept clear at all times. Evacuation plans are tested from time to time and updated as necessary |
| Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances | ML | Toilets, washing facilities, drinking water and kitchen provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects. |

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| Health and safety law poster is displayed at: | In office above first desk on left. |
| First-aid box is located: | In kitchen under the sink |
| Accident book is located: | In first desk on left as you enter the office - top left drawer |
| Muster Point: | Outside front of building in street. |

First Aid

- There is currently no-one trained in first aid.

Recording of Incidents and Accidents

- All accidents are reported to the office manager, and recorded in the accident book.
- Accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
- An annual review of the accident book takes place each October, to identify any recurrent issues. This review feeds into the revision of this health and safety policy.
- Serious incidents or accidents are immediately used to revise this health and safety policy.

Electrical Safety

- PAT testing is carried out on an annual basis, each September.

Gas Safety

- A gas safety check is carried out by the utility company every two years.
- The boiler is serviced on an annual basis.

Home Working

- SFT equipment is PAT tested by SFT. Staff are responsible for maintaining a safe working environment when working from home.

Training

- H&S training is provided to staff as part of their induction. When necessary health and safety information is shared in staff meetings.

Review of Health and Safety Policy

- This policy is reviewed on an annual basis.

Risk Assessments

- See table on next page
- When completing a risk assessment for an activity each column must be completed, based on an in person check of the risk in question.
- All incidents and accidents should be reported to the Finance and Operations Manager and recorded in the accident book – see above.

Risk Assessments

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk | Action by who? | Action by when? |
|-----------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------|-----------------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways. | Keep rugs from riding up Decking closed off during public events | All staff, supervisor to monitor Manager | Ongoing |
| Assault by intruder | Staff working alone in the office may suffer assault | Turning latch on front door | Ensure basement front door is not left on the latch | All staff | Ongoing |
| Infection spread by rodents | Staff may contract rodent borne illnesses | Putting down poison | Ensure all food is stored in rodent-proof containers Block up rodent access points | Morwenna Morwenna | Ongoing |
| Electric shock | Staff and visitors may receive an electric shock if they touch a faulty device | Visual checks on safety of all devices PAT testing on an annual basis | | All Staff Morwenna | Annual PAT test |
| Smoke and fires | Staff may be suffocated by smoke or caught in a fire | Smoke alarms | Install fire blanket and extinguisher in kitchen | All Staff Morwenna | Ongoing |

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|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------|---------|
| | | Care taken when using fires and cooker | Ensure all staff know muster point | | |
| Burns | Staff may burn themselves on the oven | Care taken when using oven Oven gloves provided | | All Staff | |
| Gas explosion | Staff and visitors may be burnt if gas left on and combusts | Care taken to turn hob off after cooking | | All Staff Morwenna | |
| RSI, neck and back strains | Staff working on laptops may get chronic muscle pain | Provision of stands, mice and keyboards Care taken over posture | | All Staff Morwenna | Ongoing |
| Poisoning by hazardous substances | Staff and cleaners could receive chemical burns from cleaning products | Care taken when using products Products stored in secure containers, in safe cupboards | | Cleaning Staff All Staff Morwenna | Ongoing |
| External events - slips and trips - cables / uneven flooring / slippery surfaces when wet weather | Attendees could fall and injure themselves | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables and cables covered. Staff keep work areas clear, e.g. no boxes left in walkways. Delegates warned to take care in wet weather. | | Event manager Technical staff Venue staff Morwenna | Ongoing |

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|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|---------|
| | | Delegates told to contact reception in case of injury. | | | |
| External events - electrical shock from wet equipment. | Attendees / guests could come into contact with electrical equipment - danger of electrocution, risk of death | Electrical equipment cordoned off. Delegates warned to stay clear of equipment. Suitable shelters set up when wet. Delegates told to contact reception if case of injury. | | Event manager Technical staff Morwenna | Ongoing |
| External events - crew hazards - carrying equipment (such as tables) | Staff could suffer lifting injuries | Crew provided with manual lifting guidance in advance. | | Event manager Technical staff Morwenna | Ongoing |
| External events - Smoke and Fires - danger of fire at event location | Staff and attendees could suffer burns, smoke inhalation, risk of death | Ensure venue has functioning smoke alarms. Ensure extinguishers and fire blankets are available. Evacuation and muster point information provided to delegates. | | Event manager Venue staff Morwenna | Ongoing |

| | | | | | |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------|---------|
| | | Accurate delegate numbers held by event manager | | | |
| External events - Catering Hazard - food allergies / food poisoning / using hot catering equipment - | Staff could suffer burns. Attendee could experience allergic reactions, food poisoning | Delegates required to give allergy information on booking. Professional caterers used with proven food safety standards and training. | | Event manager Catering staff Morwenna | Ongoing |
| External events – child becomes lost | Child could become lost and potentially be abducted or run out into a road or other dangerous area | Reception area constantly staffed. Adults asked to keep close eye on children accompanying them. External gates/doors kept shut if possible. Children are told where reception desk is should they become lost. | | Event manager Morwenna | Ongoing |
| External event - Transport / Traffic Hazard - danger of collision / injury during parking at an event - | Staff and attendee could experience serious injuries – crushing or bruising or broken limbs. | Delegates requested to travel by public transport or car share to reduce volume. Car park staffed by stewards. | | Event manager Venue staff Morwenna | Ongoing |

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External Events Checklist

Below is a checklist to ensure that all the above mitigation measures are being met when planning an event.

If the event poses additional hazards beyond those already listed please use the blank risk assessment table to carry out a risk assessment. This checklist and any additional risk assessments should be shared with the event staff team in the lead up to the event.

The following actions should be taken in advance of the event:

- Ensure all areas well lit, including stairs.
- No trailing leads or cables; cables covered.
- Electrical equipment cordoned off.
- Ensure venue has functioning smoke alarms.
- Ensure extinguishers and fire blankets are available.
- Suitable shelters set up when wet.
- Crew provided with manual lifting guidance in advance.
- Delegates required to give allergy information on booking.
- Professional caterers used with proven food safety standards and training.
- Delegates requested to travel by public transport or car share to reduce volume.

The following information should be provided to delegates at the start of the event:

- Delegates warned to take care in wet weather.
- Delegates warned to stay clear of equipment.
- Evacuation and muster point information provided to delegates.
- Delegates told to contact reception if case of injury.
- Children are told where reception desk is should they become lost.

The following actions should be taken during the event:

- Staff keep work areas clear, e.g. no boxes left in walkways.
- General good housekeeping is carried out to keep spaces clear
- Reception area constantly staffed.
- Adults asked to keep close eye on children accompanying them.
- External gates/doors kept shut if possible.
- Car park staffed by stewards.
- Accurate delegate numbers held by event manager

External Event Risk Assessment pro forma

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk | Action by who? | Action by when? |
|-----------------------|------------------------------|-----------------------------|------------------------------------------------------|----------------|-----------------|
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