



<b>Policy Number</b>	<b>Review Date</b>	<b>Next Review Date</b>
<b>8</b>	<b>March 2021</b>	<b>March 2022</b>

## **Little Village Health and Safety Policy**

### **Introduction**

Little Village is committed to ensuring that its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times. It will observe the Health and Safety at Work Act 1974 (“HASAWA”) and all relevant regulations and codes of practice made under it, including:

- Management of Health and Safety at Work Regulations 1999 ;
- The Regulatory Reform (Fire Safety) Order 2005; and
- The Equality Act 2010.

The Stock Manager and/or Warehouse Manager at each Little Village site has overall responsibility for health and safety at the relevant site, and for ensuring that Little Village fulfils its legal responsibilities. Little Village recognises that it is the duty of the Stock Managers, members of staff and volunteers to uphold this Policy.

This policy will be reviewed annually by each site and the Board of Trustees

### **Little Village Responsibilities**

The Stock Managers and/or Warehouse Manager at each site responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary are: Barbara Chewings (Camden), Matt Mowat & Ailie Neill (Battersea). Sophie Livingstone, Chief Executive has overall responsibility for Health & Safety as delegated by the Trustee Board. The Head of Operations, Emily Compston, is considered to be the Competent Person, as defined in The Management of Health and Safety at Work Regulations 1999.

All accidents or unsafe incidents will be investigated by the relevant Stock Manager as soon as possible and then reported to the Hub Manager. All accidents, incidents and near misses will be recorded in a log, to include the date, time and nature of the event, the persons involved and any remedial action taken as a result of the event.

The relevant Managers must be aware of their responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report to the HSE (Health and Safety Executive) and in this instance, any such event should be reported to Little Village's CEO and/or Head of Operations the same day. Any incidents reportable under RIDDOR will be reported to the Chair of the Trustees by the CEO on the same day or as soon as practically possible.

#### Little Village is responsible for

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for events and donating are safe and minimising risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Ensuring that staff are sufficiently trained in Health and Safety, including but not limited to, First Aid and Fire Risk, to a level suitable for their role;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Ensuring that all employed members of staff interacting with the public are Disclosure & Barring Service ("DBS") checked and making all volunteers aware of the Little Village Child Protection Policy and Adult Safeguarding Policy;
- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- Establishing emergency procedures as required.
- Putting in place adequate insurance to cover employer's liability

#### **Volunteer Responsibilities**

Little Village Volunteers are responsible for ensuring that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions

- They report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Stock Manager or another member of staff at once, who should report them in the accidents or near misses record.
- They are aware of the precautions they need to take as noted on the relevant risk assessments.
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it to the relevant Stock Manager.

### **Risk Assessments**

The Stock Managers will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a

- An event to organise;
- A change in legislation;
- A change of premises;
- An event occurs that highlights an aspect of health and safety
- Significant change in work carried out; or
- Transfer to new technology

or any other reason which makes original assessment not valid or not adequate for the circumstances of a specific group of people.

### **Training**

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions;
- on the introduction of new technology;
- when changes are made to venues; and
- when training needs are identified during risk assessments.

### **Fire Risk**

Little Village is committed to maintaining a safe environment. It meets its fire safety requirements by undertaking annual Fire risk assessments and following up on any issues identified. It also ensures that regular fire equipment servicing and testing is undertaken by its landlords. The Head of Operations will follow up on all recommendations made by our landlords' Health and Safety representatives, whom we expect to carry out regular fire risk assessments.

Fire Risk Assessments will be carried out when there are changes to the layout and/or the use of the buildings occupied by Little Village.

Fire evacuation drills are carried out at least once a year and all new staff are briefed in fire evacuation procedure. Fire equipment is tested as per legislation by qualified personnel, managed by our landlords, and copies of all checks maintained on site are scrutinised at least annually by the Little Village Head of Operations.

All volunteers at Family Sessions are given Fire Action information upon arrival.

### **Resolving health and safety problems**

Any volunteer with a health and safety concern must first tell the relevant Stock Manager.

If, after investigation, the problem is not corrected in a reasonable time, or the Stock Manager decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the Hub Manager. This should be in writing, however, volunteers should be encouraged to contact the Hub Manager by other means, such as phone, if this is more immediate/appropriate.

If the volunteer is still dissatisfied, the matter should be raised with the CEO in writing.

### **Covid-Specific Health and Safety**

Little Village has undertaken a series of Health and Safety reviews and instigated a number of measures in response to the world-wide Covid pandemic, including, but not limited to:

- Regular updates to staff and volunteers on Covid H&S measures.
- Covid-specific risk assessments
- Reducing numbers of people at hubs, to maintain safe social distancing measures
- Implementing HR procedures to ensure staff members affected by covid can work from home/are offered furlough.
- Encouraging working from home wherever possible
- Making PPE on sites compulsory
- Introducing rigorous hygiene regimes

Signed:

Sophie Livingstone

CEO

Reviewers:

Emily Compston, Head of Operations

Geraldine Wright, Trustee

Review date: March 2021