



Policy Number	Review Date	Next Review Date
14	March 2024	March 2025

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, employees and visitors ensuring that risks to volunteers, employees 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 Fire Safety Act 2021; and
- The Equality Act 2010.

The Baby Bank Manager/Team Lead 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 Baby Bank Manager/Team Lead, employees and volunteers to uphold this Policy.

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

Little Village Responsibilities

The Operational lead at each site is responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary - these leads are: Elizabeth Knowles (Camden), Jen Cottingham (Tooting), Barbara Chewings (Roehampton), David Smith (Hounslow), Renata Acioli de Lima (Brent), Aliza James Weller (Southwark). 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 Baby Bank Manager/Team Lead as soon as possible. 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, employees 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 employees 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, to include lone working;
- Providing adequate equipment, and training on how to use that equipment where relevant, to enable employees to safely carry out their work, including, but not limited to: PPE, lifting equipment, ladders;
- Ensuring that all employees 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 employees 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;
- Where Little Village is responsible for the health and safety and maintenance of premises, they have in place sufficient checks, maintenance and servicing schedules. Where the responsibility lies with the landlord (eg in a shared community space), Little Village seeks to have reassurance and proof that relevant and appropriate maintenance, servicing and checks are carried out;
- Ensuring that we check all items we gift to make sure they are safe wherever possible.

Volunteer Responsibilities

Little Village Volunteers are responsible for:

- Ensuring they are aware of the contents of this safety policy;
- Ensuring they comply with this policy;
- Ensuring they take care of themselves and others who may be affected by their actions or omissions;
- Ensuring they report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the Baby Bank Manager/Team Lead or another employee at once, who should report them in the accidents or near misses record;
- Ensuring they are aware of the precautions they need to take as noted on the relevant risk assessments;
- Ensuring they are aware of all fire procedures for the area in which they are working;
- Ensuring that if they identify anything which they think could be in any way unsafe, they will report it to the relevant Baby Bank Manager/Warehouse Manager.

Risk Assessments

The Baby Bank Manager/Warehouse Manager will usually ensure that all premises and tasks are assessed in line with the current relevant legislation. In some circumstances Risk Assessments may be carried out by another employee, eg. A Creche Manager or event organiser.

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;
- Transfer to new technology;
- Individuals who are identified as needing a specific assessment; 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 and/or by Little Village where they are responsible for the premises. The Head of Operations will follow up on all recommendations made by our landlords' Health and Safety representatives and/or external Fire Safety consultants, 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 employees and volunteers are briefed in fire evacuation procedure. Fire equipment is tested as per legislation by qualified personnel and managed by our landlords, and copies of all checks maintained on site are scrutinised at least annually by the Little Village Head of Operations. Where we have responsibility for maintaining fire equipment, we employ qualified contractors and consultants.

All volunteers at Family Sessions are given Fire Action information during their briefing.

Resolving health and safety problems

Any employee or volunteer with a health and safety concern must first tell the relevant Baby Bank Manager/Warehouse Manager.

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

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

Signed:

Sophie Livingstone,
CEO, Little Village

Reviewers:

Emily Compston, Head of Operations
Geraldine Wright, Trustee

Review date: March 2024