



Policy Number	Review Date	Next Review Date
14	March 2026	March 2027

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 Operational 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 all employees,volunteers and visitors to uphold this Policy.

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

Scope

This policy applies to all LV sites, warehouses, hubs, offices, events, and publicfacing activities (including donation days and community sessions).

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: Nickie Everett (Camden), Jen Cottington (Tooting), Shaun Godfrey (Wandsworth Warehouse), Renata Acioli de Lima (Brent), Pip Hulse and Dina Doerfel (Southwark). Sophie Livingstone,

Chief Executive has overall responsibility for Health and Safety as delegated by the Trustee Board. The Head of Operations, Barbara Chewings, is considered to be the Competent Person, as defined in The Management of Health and Safety at Work Regulations 1999.

Incident Reporting and RIDDOR

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.

From **1 April** (golive), all H&S incidents, safeguarding concerns, data protection breaches and whistleblowing concerns are reported via the **LV Incident Reporting Form** (single front door)

Managers must ensure timely triage and that serious incidents are escalated the same day to the appropriate senior contact(s) (per safeguarding/data protection escalation routes).

The relevant Managers must be aware of Little Village's 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 first be reported to Little Village's CEO and/or Director of Operations the same day, who will make the submission to the HSE. 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.

RIDDOR reporting will follow the latest HSE digitised processes, ensuring incidents are recorded with structured data and evidence, and reported within statutory deadlines (10 days for major injuries; 15 days for over7day injuries (resulting in an employee being absent for work for more than 7-days))

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, Fire Risk, Manual Handling, Working at Height, 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 are Disclosure & Barring Service (“DBS”) checked and making all volunteers aware of the Little Village Child Protection Policy and Adult Safeguarding Policy;
- Ensuring all eligible volunteer roles are DBS checked in accordance with LV Safeguarding policy and statutory DBS eligibility guidance
- 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 and they have adequate insurance;
- Ensuring that we check all items we gift to make sure they are safe wherever possible.
- Ensuring that safeguards are in place to protect the welfare of employees, including mental health and wellbeing, as outlined in their HR policies and volunteers, as outlined in Volunteer policies.

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/ Warehouse 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 / Team Lead or another employee.

Risk Assessments

The Operational Lead at each site 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 Session Lead or event organiser.

Record keeping should be timely, accurate and suitably detailed. Any sensitive data to be managed in line with our Data Protection policy.

The annual risk assessment review is managed by the Head of Operations, who supports sites with their practical implementation.

Assessments will be reviewed 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 or process carried out;
- Transfer to new technology;
- Individuals who are identified as needing a specific assessment
- Any other reason which makes original assessment not valid or not adequate for the circumstances of a specific group of people
- Temperature Changes extremes
- Personal Safety Risks

Mandatory Risk Assessment

- Pregnancy-specific
- Disability-specific adjustments (aligning to Equality Act 2010)

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.

Risk assessments and training will now be more aware of psychosocial risks, including:

- stress
- workload
- lone working
- trauma exposure

Public Safety & Martyn's Law (Protect Duty)

Little Village sometimes hosts public events. These may require specific risk assessment relating to venues that have capacity greater than 200+. These could include:

- public donation days
- large volunteer events

- community sessions

Public-facing LV activities will follow the proportional security requirements under the Terrorism (Protection of Premises) Act 2025 (Martyn's Law), including threat-aware emergency planning for events.

Fire Safety

Little Village is committed to maintaining a safe environment. It meets its fire safety requirements by undertaking annual Fire Risk assessment reviews 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 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.

PEEPs (Personal Emergency Evacuation Plans) are in place and up to date where relevant. The need to create a PEEP may be identified by the volunteer team as part of volunteer onboarding. However, in some instances the need for a PEEP may become apparent at a later date and so daily briefings, with a reminder for volunteers to keep staff up to date with any relevant changes.

Equipment, PPE & Safe Methods of Working

LV provides adequate equipment and role appropriate PPE, plus instructions and supervision so that tasks can be completed safely. Warehouse/hub operations will follow safe systems of work, including **racking safety, ladder checks, load limits, and vehicle/pedestrian segregation**; LV will seek competent external advice where necessary.

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 / Team Lead and/or a member of the Volunteer team.

If, after investigation, the problem is not corrected in a reasonable time, or the the staff member decides that no action is required but the employee/volunteer is not satisfied with

this, they may then refer the matter to the Director of Operations. This should be in writing, however, individuals should be encouraged to contact the Director 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, Director of Operations

Geraldine Wright, Trustee

Barbara Chewings, Head of Operations

Review date: March 2026