

Right2Eat CIC Health and Safety Policy

The following policy towards health and safety can be summarized as follows:

- ensuring that Right2Eat legal duties, statutory obligations, policies and procedures are complied with at all times;
- using a risk assessment process to minimize personal injury, ill health, fire or damage to property;
- creating an environment which encourages staff to identify and prevent unsafe acts at source;
- providing staff with sufficient training, instruction, information and supervision to develop and encourage safety awareness;
- encouraging the understanding and implementation of the policy at all levels as well as employee involvement and consultation in the management of safety; and
- maintaining adequate records to enable easy presentation of evidence of the operation of safety systems.

1.1 Purpose

Right2Eat is committed to meeting its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees. This policy addresses not only

the duties of Right2Eat to protect the health, safety and welfare of its employees, but also the obligations placed upon every employee while at work.

1.2 Scope

This policy applies to all Right2Eat employees (full or part time, temporary or permanent), and to all temporary, casual and contract workers while working on Right2Eat premises. For the purpose of this policy, a reference to employee also includes all temporary, casual and contract workers.

2.1 The managing director is responsible for:

- developing a proactive health and safety culture throughout Right2Eat;

- ensuring appropriate resources are committed to health and safety training,

and overseeing effective induction arrangements; and

- ensuring Line Managers receive relevant health and safety training.

day to day actions and activities concerning health and safety;

- developing and implementing, through appropriate consultation, procedures to support the policy;

- maintaining an accident reporting system and investigating all health and safety accidents and “near misses” in conjunction with Line Managers;

- inducting new workers (whether permanent, temporary, full

or part time), and third-party contractors on health and safety arrangements and keeping appropriate documentation;

- ensuring sufficient staff with training in First Aid and Fire Safety are based in

Right2Eat premises; and

- ensuring maintenance arrangements are in place for equipment, systems and facilities (e.g. emergency lighting, fire extinguishers, portable electrical equipment testing, signage etc.) and appropriate records are kept.

ensuring all staff under their direction attend and complete all necessary health and safety training and are aware of all relevant health and safety procedures;

- cooperating with the Office/Facilities Manager to ensure that appropriate risk assessments are carried out for any activities undertaken by their staff in carrying out the duties of their role;
- where staff are working flexibly, outside normal office hours, (including travel arrangements when working off-site) ensuring that all risks have been discussed and considered with staff and minimized as far as practicable;
- encouraging consultation with staff on health and safety matters through inclusion on agendas of team meetings;
- organizing their respective teams so that operations or work carried out is to a satisfactory standard of safety, resulting in minimal risk to people, equipment and materials; and
- ensuring all accidents and “near misses” are reported to the Office/Facilities Manager.

2.2 Employees

All employees whether full or part time, temporary, voluntary or permanent, and all contract workers while working on Right2Eat premises are responsible for:

- taking reasonable care for the health and safety of themselves and others and co-operating fully with the arrangements in place for Right2Eat to meet its legal responsibilities for health and safety;
- reporting to the Office Manager or their Line Manager, any health and safety hazards or unsafe practices; any building and/or equipment defects; any shortfalls in cleanliness or issues and concerns which could be detrimental to themselves and others;
- complying with health and safety policy and related procedures. Any willful breach will be considered a disciplinary matter and may in some cases lead to dismissal;
- not attempting to repair any item of electrical equipment (unless properly authorized to do so) but to report any faults to the Office Manager or their Line Manager;
- keeping a tidy workstation ensuring that passageways are kept clear and that cables are not allowed to trail across open floor spaces;
- not attempting to lift heavy, awkward or dangerous loads. The office manager should be contacted to arrange for removal of loose items or to organize any heavy lifting;
- not plugging personal electrical equipment into the mains power supply inside

Right2Eat office (with the exception of mobile phone chargers). If in doubt you must check with the office manager;

- undertaking health and safety related training within the timescale specified.

You must also put into practice all instruction, training and systems of work intended to ensure safety; and

- bringing to the attention of their Line Manager any work-related activities (e.g. driving, flexible working, travelling arrangements) in order that any potential risks can be identified and ways agreed to minimize them.

3. General arrangements

3.1 Communication and consultation

Right2Eat policy of communicating with employees on matters affecting their health and safety is proportionate to the size of the organization and the level of risk involved.

This policy seeks to comply with the provisions of the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

- employees are provided with health and safety information in a number of different ways including, but not limited to, induction, newsletters, circulars,

Right2Eat intranet, notice boards and team meetings;

- health and safety is encouraged to be a regular item on the agenda of team meetings and allow for communication and consultation with staff at a local level on issues of health and safety concern. The Office Manager will attend such

meetings as appropriate; and

- any significant changes to this Policy will be communicated to staff following appropriate consultation.

3.2 Risk management

Right2Eat uses the concept of risk assessment as a fundamental part of its approach to safety management. The organization is committed to identifying the risks brought

about by its activities followed by implementation of control measures to reduce risks to a level that is as low as reasonably practicable.

Due to the relatively low risk environment at Right2Eat, a simple Likert scale scoring system can be used to evaluate the “likelihood” and “severity” of the risks. These can then be ranked so that the highest rated risks are addressed as priorities.

Risks connected with work activities are assessed by:

- identifying the groups of staff;
- identifying the main activities they perform (e.g. working at display screen equipment);
- listing the significant hazards associated with those tasks;

and

- selecting the most appropriate control measure to minimise the hazard.

Risk assessments must be carried out in conjunction with the staff performing the task

and Line Managers where appropriate. Control measures must be implemented and

these may include, in a limited number of cases, formal safe systems of work.

3.3 Accident reporting and investigation

Right2Eat policy is to use preventative measures to stop accidents occurring. On the occasion of accidents, incidents, near misses (a “near miss” is an event which under slightly different circumstances could have resulted in an accident) and occupational ill-health, the circumstances are to be reported and investigated promptly. When the underlying causes have been identified action is to be taken to prevent recurrence.

Reporting responsibilities

Personal accidents and near misses are reported via the accident report form which can be found in the staff office.

It is the responsibility of:

- all employees to ensure that all accidents, incidents, near misses and instances of occupational ill-health are reported;
- line managers, in conjunction with the Office/Facilities Manager, to ensure that instances are adequately investigated and remedial action taken; and
- Right2Eat to ensure that any injury, disease or dangerous occurrence that falls within the categories outlined in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), is reported within the relevant timescale.

Appropriate forms for reporting such occurrences are readily available through Corporate Services. The completed form should be sent to and held by Human Resources for

checking and recording.

First aid

Right2Eat provides first aid with the objectives of preserving life, limiting the effects of the

condition and promoting recovery. To meet these objectives Right2Eat has ensured:

- adequate first aid provisions are in place for employees and/or visitors

including contractors should they become injured or ill whilst at work at Right2Eat.

A list of current HSE Approved First Aiders is displayed in the staff office. Current First Aiders are: Shane White

The nearest Accident & Emergency is Ealing Hospital, 601 Uxbridge Rd, Southall UB1 3HW

First aid boxes are located in the staff office in the Lido Center .

- employees are provided with appropriate information at induction to ensure they are aware of first-aid provisions

3.4 Fire and emergency evacuation

It is Right2Eat policy that its premises will be subject to a fire risk assessment to determine the level of fire precautions and that staff will be trained to enable them to act correctly in the event of a fire.

- all staff are fully informed and trained in local evacuation procedures at induction and will receive suitable refresher training as appropriate;
- risk assessments are carried out annually to ensure that, as far as is reasonably practicable, all fire hazards and/or risks are minimized;
- all escape routes are easily identified and kept clear of obstructions at all times.

Emergency lighting, fire alarms and firefighting equipment is suitably maintained and tested at regular intervals;

- fire drills are carried out at least every 6 months (by arrangement with the managing agents for the building). Fire alarms are tested on a weekly basis (every Wednesday at 10.00am);
- suitable numbers of Fire Wardens are appointed and trained to assist with evacuation procedures. A list of current Fire Wardens is displayed in the staff office. Current Fire Wardens are: Shane White

Other emergency evacuations

Emergency evacuations prompted by other events (e.g. bomb threat) will have the same essential principles as for fire evacuation. Other emergency evacuations may not be signaled by an audible alarm, but via Fire Wardens as one or more escape routes could be impacted. Specific instructions will be issued to staff as the need arises.

Employees should read the appropriate evacuation procedure for secondary assembly points which can be found in the staff handbook.

Specific arrangements

This section provides information on arrangements for health and safety within Right2Eat to address specific work activities, statutory obligations or particular hazards. Staff are encouraged to check this regularly for new developments.

Display screen equipment (DSE)

Right2Eat policy is to provide safe working conditions in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, the objective being to minimize the risk of occupational ill health.

The overwhelming majority of employees at Right2Eat are dependent on the daily and prolonged use of DSE and are classed as essential users under the guidelines. Right2Eat will ensure that risk assessments are carried out annually (or whenever circumstances significantly change) to identify and minimize any workstation hazards and risks that the user may be exposed to;

- risk assessments will cover the whole working environment including IT equipment, workstations, work patterns, and lighting;
- all employees are entitled to have a free eyesight test every 2 years on appointment and on request. More detailed information is available in Right2Eat Eyesight Tests Policy in the staff handbook;
- as part of the workstation risk assessment all users of DSE shall be provided with suitable and sufficient training in how

to correctly set up and maintain their workstation;

- health & safety guidance recommends that anyone working regularly at a computer screen, keyboard and mouse should take regular breaks. It is recommended that you have a five-to-ten-minute break approximately every hour rather than sit at the keyboard and screen for several hours without a break. Short frequent breaks are more effective than long infrequent breaks; and
- employees should report any health issues associated with the use of display screen equipment immediately to Facilities and/or HR.

Pregnant workers and new mothers

- on receipt of the formal notification of pregnancy Right2Eat shall arrange for a risk assessment relevant to that persons work to be completed;
- for any potential risks that are identified and which could represent an additional risk, efforts will be made by Right2Eat to eliminate or minimize them;
- employees should report any changes in their health, and/or specific advice given by a medical practitioner during the course of their pregnancy immediately to HR.

Manual handling

Right2Eat policy in respect of manual handling is to identify and minimize risks in compliance with the Manual Handling Operations Regulations 1992:

- employees should never attempt to lift heavy, awkward or dangerous loads.

The Facilities Team should be contacted to arrange for removal of loose items or to organize any heavy lifting;

- all employees who regularly perform manual handling as part of their normal duties will attend manual handling training; and
- risk assessments will be carried out for any special task where there is a significant risk to personnel who are required to move an object through pushing, pulling, carrying or lifting. The assessment will consider the load, the working environment and the physical capability of the individual.

Occupational road risk and travelling on Right2Eat business

Right2Eat employees do not regularly drive as an essential part of day-to-day duties. However, there are specific times when an employee may decide that driving (e.g. to

attend an external meeting or conference) is the most convenient and practical form of transport. Right2Eat acknowledges that travelling by road is potentially hazardous

in comparison to alternatives modes of transport (e.g. rail, air) and that it has a duty to manage the safety of employees who drive in the course of their employment.

Similarly, Right2Eat acknowledges that employees who travel on business away from base are effectively at work while travelling and are due a duty of care by their employer:

- employees must inform their line manager of their intention to drive on Right2Eat business in order that any potential risks can be identified and reduced as far as practicable. Potential risks may be fatigue (making sure journeys are sensibly scheduled), stress, working alone;
- line managers must ensure that the journey is necessary and that full consideration has been given to using other, safer methods of transport particularly for longer journeys; and
- employees must inform their Line Manager of their travel arrangements (transport, accommodation arrangements) when working away from Right2Eat offices (e.g. attending an offsite meeting or conference) especially when this may involve travelling alone and late at night.

Control of substances hazardous to health (COSHH)

As a matter of policy, Right2Eat does not use strong chemicals and hazardous substances as part of day-to-day

activities. For example, cleaning materials used are normal household products.

- whenever a potentially hazardous substance must be used a risk assessment will be undertaken to minimize any risk; and
- full training and information will be given to all employees who are required to handle such substances and appropriate personal protective equipment issued.

Portable electrical equipment

- all portable electrical appliances will be inspected and tested annually by a competent person and appropriate records kept.

Third party contractors

- where appropriate, third-party contractors will be required to submit a copy of their safety documentation i.e. Health & Safety Policy, liability insurance and risk assessments/method statements prior to commencing work so that Right2Eat can ensure appropriate consideration has been given to safety;

- third party contractors will be supplied with a copy of Right2Eat Health and Safety Policy and will be expected to abide by the policy unless a variation has been explicitly agreed; and
- all contractors undertaking work within Right2Eat offices will be provided with information on local Health and Safety arrangements where appropriate and will only commence work with the approval of the Office Manager.

Building maintenance

- planned preventative maintenance for key building services such as air-conditioning, heating, hot and cold-water supplies are the responsibility of the Landlord. Where appropriate, copies of reports to demonstrate compliance with statutory requirements will be obtained from the Landlord by the Office Manager; and
- for services directly under the control of Right2Eat such as lighting, cleaning, fire extinguishers, intruder alarm systems, sanitary facilities and general decoration, appropriate records will be kept by the Office Manager.

Premises security

- appropriate security measures will be in place at Right2Eat and these will be actively monitored and reviewed to ensure the safety of workers, visitors and equipment. All visitors will be signed in at Reception;
- arrangements will be made for the provision of sufficient key holders and suitable training and information will be provided.

Occupational Health

Provision will be made for employees to discuss occupational health related issues in confidence with an occupational health professional. Further details are available from HR.

Harassment

Right2Eat as an employer is under a legal obligation of a duty of care to provide both a safe place and safe system of work. Please refer to the separate Harassment Policy for further details.

Alcohol and/or drug misuse

- Consuming alcohol during working hours, and working while intoxicated may be considered gross misconduct in terms of the Standards, Performance and Attendance Policy; and

Alcohol and/or drug misuse may be treated as an illness when health, occupational, domestic or social problems occur. If you suffer such an illness, Right2Eat will treat you fairly, and in confidence, and you will be encouraged to seek appropriate external professional assistance. Right2Eat will also, as far as possible adopt a sympathetic attitude to any employee undergoing drugs and/or alcohol rehabilitation.

Stress

- Right2Eat recognizes the potential dangers of work-related stress, and seeks to offer support should you suffer from stress. Should you suffer work-related stress please discuss this matter with your line manager or the HR Manager & CS. Depending on the severity of the stress, your line manager may need to consider reducing workloads, a change of job role, job rotation, or a period of part time employment;
- employees are encouraged to report, in confidence, any concerns about colleagues to their line manager or to HR so that any problems can be addressed and if possible, prevented; and
- Right2Eat has a confidential employee assistance service for employees which is available during working hours. The service is designed to help with a wide variety of work and non-work-related problems in the form of informal discussions with the employee providing advice and guidance and referral to qualified counsellors if the needs of the individual require professional intervention.

Home-working

Right2Eat is committed to providing an environment in which employees have some discretion and flexibility to work from home. This generally takes the form of occasional home working to assist with the delivery of a particular project or to accommodate a medical appointment.

When considering home working all employees must bring the issue to the attention of their Line Manager in order that any potential risks can be identified and ways agreed to minimize them.

Training

- provision will be made to ensure all employees receive adequate information, instruction and training with respect to health and safety;
- new starters will receive health and safety training during their initial induction;

and

- on the job training will take a number of different forms depending on the job

Monitoring and performance review

Right2Eat is committed to a process of continually improving its arrangements for ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. It recognizes health and safety auditing as an essential component in measuring and validating the organization's compliance with legal requirements and its organizational objectives.

- The Office Manager or the Director will update the health and safety every 12 months if there have been amendments to legislation or policy.

The Director will submit an annual report on health and safety to the members committee if new changes are required;

- health and safety performance will be subject to review every 12 months.

The use audit results to improve health and safety arrangements; and

- any new policy will be reviewed following any significant organizational change at least annually.

This policy is for guidance only and does not form part of any employee's contract of employment.

DECLARATION:

I have read and understood Right2Eat Health and Safety policy and agree to work to the expected standards.

Print Name: Shane White

Signature.....

Date: 05.09.2024