



Registered charity no. 1193997

Health and Safety Policy

Our volunteers need to be aware of the following risk areas:

- driving, parking, collecting food, handling food, interacting with supermarket staff and partner volunteers (see foodbank.community Volunteer Agreement Sign-Up Form and foodbank.community Food Collector Role Description)
- lifting and carrying loads (see foodbank.community Lifting Guidance Leaflet)
- use of social media (see foodbank.community Social Media Policy)

Responsibilities

All volunteers must:

- follow all advice given on health and safety matters.
- comply with anything provided to safeguard their health and safety (e.g. wearing a high visibility jacket, if required).
- take reasonable care of their own health and safety.
- report all health and safety concerns to an appropriate person (i.e. a foodbank.community coordinator or trustee via their WhatsApp communication channel, or a trustee via trustees@foodbank.community).

Health and safety risks arising from volunteering activities

Risk assessments will be undertaken by the trustees, who will act to remove/control risks. Health and safety risks and significant incidents will be noted by trustees, and risk assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Manual handling

The trustees have responsibility for ensuring that manual handling operations are carried out in a way that does not cause any risk to volunteers. Volunteers will be asked to read the foodbank.community Lifting Guidance Leaflet and comply with the information within.

Competency for volunteering

Upon joining foodbank.community, driver volunteers will be asked to confirm they hold a valid driving licence, a valid MOT certificate and personal car insurance that covers them at all times while acting as a volunteer. Volunteers will be sent and asked to read the following documents and policies:

- foodbank.community Volunteer Agreement Sign-Up Form
- foodbank.community Food Collector Role Description
- foodbank.community Lifting Guidance Leaflet
- foodbank.community Health and Safety Policy

- foodbank.community Privacy Policy
- foodbank.community Social Media Policy

Once the foodbank.community Volunteer Agreement Sign-Up Form has been signed and returned, volunteers will be given clear instructions and support to ensure they are competent and confident to complete their role.

Date reviewed: January 2023
Next date of Review: January 2024