



MELKSHAM FOODBANK and LIFELINE CIO HEALTH AND SAFETY POLICY

Date of issue – April 2026

Date for Review – April 2027

1. Policy Statement

Melksham Foodbank and Lifeline CIO's Health and Safety Policy is to:

- Prevent Accidents and cases of work-related ill-health;
- Manage health and safety risks in our place;
- Provide clear instructions and information, and adequate training to ensure volunteers are competent to carry out their roles;
- Provide personal protective equipment;
- Provide and maintain safe equipment;
- Ensure safe handling of substances;
- Maintain safe and healthy working conditions;
- Implement emergency procedures, including evacuation in case of fire or other significant incident;
- Consult with volunteers on matters concerning health and safety;
- Review and revise this policy regularly

2. Responsibilities for Health and Safety

- Overall and final responsibility for health and safety: Sharon Pearce, Trustee
- Day-to-day responsibility for ensuring this policy is put into practice: Kay Perry, Manager

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Policy Review and update: Sharon Pearce
- Safety, risk Assessments, accident procedures, first aid, work-related health and consulting volunteers: Sharon Pearce and Kay Perry
- Monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation: Sharon Pearce and Kay Perry
- Information, instruction and supervision, training, equipment maintenance: Kay Perry

All volunteers and representatives of partner agencies should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

3. Arrangements for Health and Safety

Risk Assessment

We will complete relevant risk assessments and take action.

We will review risk assessments when working habits, processes or conditions change.

Training

We will give volunteers health and safety induction and provide appropriate training.

We will provide personal protective equipment.

Consultation

We will consult volunteers on health and safety matters as they arise and when we review health and safety.

Evacuation

We will make sure escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated if necessary.