

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Ipswich Outreach, Charity number 1164938

Our health and safety policy is to:

- Prevent accidents and cases of work related ill health
- Manage Health and Safety Risks on the Soup Kitchen
- Provide clear instructions and training for Soup Kitchen volunteers
- Consult with Employees and volunteers on matters affecting their Health and Safety
- Implement emergency procedures
- Review and revise this policy regularly

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Signed

04/05/2022

Date

BRADLEY SMITH (TRUSTEE)

Print name

04/11/2022

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Ian Walters (Chair / Soup Kitchen Coordinator)

2 Day-to-day responsibility for ensuring this policy is put into practice:

Jo-Anne Smith (Operations Manager)
Group Leader for Soup Kitchen Evening

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

Ian Walters - first aid
Bradley Smith/ Fiona Simpson - risk assessments, monitoring, emergency procedures

4 All employees 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).

Part 3: Arrangements for health and safety

Risk assessment

- We will complete relevant risk assessments based on the activity being completed and take action based upon these.
- We will regularly review the risk assessments for more permanent activities such as the Soup Kitchen and the charity shop.

Training

- The Soup Kitchen group leader will provide appropriate training for their Soup Kitchen sessions and will provide an induction on Health and Safety.
- Jo-Anne Smith will provide training and a health and safety induction for those working at the charity shop.

Consultation

We will consult employees and volunteers on health and safety matters and allow them to raise concerns where they feel appropriate. We will allow formal portals for volunteers and employees to raise formal issues regarding health and safety where they feel appropriate.

Evacuation

- We will make sure all escape routes in the shop are well signed and kept clear at all times.
- We will make sure all Soup Kitchen volunteers are aware of the emergency protocol should they need to evacuate the scene in an emergency.