

# Health and safety policy

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

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

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| Veggies Catering Campaign<br>Name of organisation |
| Company Directors<br>Name of employer             |
| Patrick Smith, David Otieno                       |

| Statement of general policy   | Responsibility of<br>(Name / Title)                                  | Action / Arrangements<br>(Customise to meet your own situation)  |
|---|--|--|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities                        | All crew   | Any risks identified should be escalated at the regular planning meetings, appropriate actions can there and then be decided upon and delegated.   |
| To provide adequate training to ensure employees are competent to do their work   | Patrick Smith / Training Monitor                                     | Food Hygiene training is the obvious case here. Refreshers should be periodically organized for key personell.   |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health                             | David Otieno / H&S Monitor<br>Natalie Rocca / Volunteer Co-ordinator | This role is split between a crew communication function (which is Natalie's responsibility) and an H&S monitoring, escalation and follow through function which is David's responsibility)  |
| To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below) | All crew when out, Chrissy O'Brien and Patrick Smith at base.        | Evacuation is generally trivial as we mostly operate outdoors or in simple marquees, however a significant amount of preparation work is performed at our base and here Chrissy and Patrick ensure escape routes are not obstructed and emergency procedures are followed. |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances                     | All crew   | Crew induction includes various health and safety training.  |

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|---|---|--------|--|
| Health and safety law poster is displayed:  | We are a voluntary organization and are not an employer in the legal sense.   |        |  |
| First-aid box and accident book are located:<br>Accidents and ill health at work reported under RIDDOR:<br>(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) | At base, first aid kit is located in the kitchen near the outside door.<br>When out, first aid kit is located in the trailer on the shelf underneath the serving shutter, nearest the entrance. |        |  |
| Signed: (Employer)  |   | Date:  | 11/06/2016                                   |
| Subject to review, monitoring and revision by:  | David Otieno  | Every: | 12 months or sooner if work activity changes |

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)