



# **JOSIMAH BABY BANK**

## **HEALTH AND SAFETY POLICY**

### **Introduction**

This document outlines Josimah Baby Bank's (hereinafter known as JBB) health and safety policy and procedures. This policy covers all paid staff, volunteers, and contractors.

### **1. Purpose**

JBB is committed to ensuring the health, safety, and well-being of all our paid staff, volunteers, visitors, stakeholders, and anyone working on its premises. This Health and Safety Policy outlines our dedication to providing a safe and secure working environment where everyone can carry out their duties without compromising their health or safety. JBB will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it, including:

- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Provision and Use of Work Equipment Regulations (PUWER) 1998.
- The Fire Safety Act 2021
- The Equality Act 2010.

### **2. Policy Statement**

1. Health and Safety Responsibilities: We prioritise the health and safety of our staff and volunteers. Management and volunteers are responsible for implementing and adhering to this policy, ensuring a safe workplace. The Chief Executive Officer (CEO) is responsible for any Health and Safety queries.

2. Regular risk assessments are carried out to identify potential hazards and proactively implement preventive measures, prioritizing the health and safety of everyone involved.

3. Accident Reporting and Investigation: All accidents and incidents are promptly reported, investigated, and appropriate actions are taken to prevent reoccurrence.

4. Health Promotion: We promote the well-being of our paid staff and volunteers by encouraging a healthy work-life balance and offering resources to support physical and mental health.

5. Fire Evacuation: We ensure all escape routes have proper signage and are always kept clear.

### **3. Josimah Baby Bank's responsibility**

JBB responsibilities include but are not limited to:



- Providing and maintaining safe and healthy working conditions by ensuring that venues or vehicles used for events and donations are safe and minimising risk to health, including safe ways of entering and leaving.
- Provide personal protective equipment where applicable and ensure that equipment is safe and well-maintained in accordance with the Provision and Use of Work Equipment Regulations (PUWER)1998.
- prevent accidents and cases of work-related ill health by assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations.
- Ensure safe handling and use of substances where applicable in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Provide clear instructions, information, and adequate training to ensure paid staff and volunteers are competent to do their work. Training includes, but is not limited to, health and safety training, safe working methods, first aid awareness, fire risk, and safeguarding to a level suitable for their role.
- Ensuring that all staff and volunteers interacting with the public are Disclosure & Barring Service (“DBS”) checked and making all volunteers aware of the Josimah Baby Bank Safeguarding Children and Vulnerable Adults Policy.
- Consult with all staff and volunteers on matters affecting their health and safety.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy yearly or when necessary.

#### **4. Volunteers and Staff Responsibilities**

JBB Volunteers are responsible for ensuring that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They report all accidents, unsafe situations, and any near misses (things which could have led to an accident) to the Manager or another member of staff at once, who should report them in the accidents or near misses’ record.
- They know the precautions they must take, as noted on the relevant risk assessments.
- They are aware of all fire procedures for their work area.
- If they identify anything they think could be unsafe, they will report it to the relevant person.

#### **5. Risk Assessments**



Josimah, baby Bank site managers and the Health and Safety lead will ensure that the premises and tasks are assessed per the current relevant legislation. Assessments will be repeated when there is:

- An event to organise.
- A change in legislation.
- A change of premises.
- An event occurs that highlights an aspect of health and safety
- Significant change in work carried out; or
- Transfer to new technology or any other reason which makes the original assessment not valid or not adequate for the circumstances of a specific group of people.

## **6. Training**

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions.
- On the introduction of new technology.
- when changes are made to venues, and
- When training needs are identified during risk assessments.

## **7. Fire Risk**

Josimah Baby Bank is committed to maintaining a safe environment. It meets its fire safety requirements by undertaking annual Fire risk assessments and following up on any issues identified.

It also ensures that regular fire equipment servicing and testing are undertaken. It follows up on all recommendations made by the Health and Safety representatives, who we expect to carry out regular fire risk assessments.

Fire Risk Assessments will occur when the layout changes or the storage area is moved to a new building.

Fire evacuation drills are carried out at least once a year, and all new staff are briefed on the procedure. Fire equipment is tested as per legislation by qualified personnel when installed and by the competent person at least annually.

All volunteers at Josimah Baby Bank are given Fire Action information upon arrival.



## 8. Responsible Persons

The Chief Executive Officer is the responsible person for ensuring this policy is put into practice and has responsibility in the following areas:

- safety, risk assessments, consulting paid staff, accidents, first aid and work-related ill health.
- monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation.
- maintaining equipment, information, instruction, supervision, and training

## 8. Health and Safety Information

- JBB's Health and Safety policies, certificates, risk assessments and other related documents are stored under Policies in JBB's SharePoint Drive. They can be made available upon request to the Chief Executive Officer.

- Health and Safety advice is available from the following sources:

Environmental Health Department

City of London, Guildhall

PO Box 270, London, EC2P 2EJ

Tel: 020 7606 3030

- British Safety Council and Croner-I: +44 (0)20 3510 8355
- Health & Safety Advice: 0870 163 0023, 0208 741 1231

## 9 Compliance

All volunteers and paid staff are expected to cooperate with management and take reasonable care of their own health and safety. They must also report all health and safety concerns to the Chief Executive Officer.

Non-compliance with this Health and Safety Policy may result in verbal reminders or written warnings.

## 10 Policy Review and Queries

This policy is not contractual and may be subject to change at JBB's discretion in line with government legislation.

Any questions on the application of this policy should be directed to the Charity by email at [operations@josimahbabybank.org](mailto:operations@josimahbabybank.org).



### **Policy Effective Date and reviews**

- 1st April 2023, JBB
- Reviewed April 2024
- Reviewed 2025
- Next review date: April 2026