

# Health and Safety Policy. *Making Safe is our first consideration. Act now to mitigate risk wherever and whenever it occurs.*

*Speak up and intervene if something is unsafe. Take responsibility for own and others health, safety and well-being.*

## Health and Safety Statement Policy for volunteers and customers at Hadlow Road Station Café.

The Catering Team Leader has day-to-day responsibility for ensuring this Policy is evident in practice.

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
<p><b>SAFE EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>Electrical Equipment</li> <li>Damaged Equipment</li> </ul>	<p>Volunteer purchasing equipment. All volunteers Catering Team</p>	<p>All electrical equipment will be subject to PAT testing prior to its use and annually thereafter. All Volunteers have a responsibility to report damaged equipment to the Catering team leader. It is the Team Leader's responsibility to assess the report and take action as necessary to ensure the safety of volunteers.</p>
<p><b>SAFE SUBSTANCES</b></p> <ul style="list-style-type: none"> <li>Toxic/Corrosive/Harmful/Irritant substances will be kept in line with COSHH safety precautions.</li> </ul>	<p>All Volunteers</p>	<p>All diluted disinfectant/sanitizer spray bottles are labelled-with name of product, dilution rate &amp; contact time and stored in a locked cleaning cupboard located in toilet area away from the kitchen.</p> <p>A poster is clearly displayed in the cleaning cupboard that reminds volunteers of risks and precautions to take.</p>
<p><b>NECESSARY INFORMATION, INSTRUCTION, SUPERVISION &amp; TRAINING</b></p> <ul style="list-style-type: none"> <li>Clear instructions, guides and information will be made available to volunteers and training will be provided to ensure volunteers are competent to undertake the tasks required.</li> </ul>	<p>Catering Team will ensure that all volunteers have the correct information.</p> <p>All Volunteers have the opportunity to read information, ask questions and are required to sign to acknowledge their reading and understanding.</p>	<p>All voluntary staff have access to a copy of the Safer Food Better Business Document (SFBBB) and complete an evidence sheet to confirm reading and understanding of the SFBBB. In-house training is also provided along with access to Health &amp; Safety, Fire Risk Assessment Policies/Guidance.</p> <p>At least one member of the Catering Team on duty will hold a Level 2 Food Hygiene Certificate and all volunteers receive in house training in Good Food Hygiene.</p> <p>Catering Team ensure health and hygiene procedures are followed (including dress, longer hair tied back, reporting equipment concerns).</p>
<p><b>ACCIDENTS/EMERGENCY</b></p> <ul style="list-style-type: none"> <li>Accidents</li> <li>Emergency Incidents including evacuation in case of fire.</li> </ul>	<p>Catering Team</p>	<p>First Aid Kit is available to volunteers and customers. In the case of a more serious incident, medical help or emergency 999 support will be sought. All incidents will be captured in the Accident Book. In addition, refer to <i>Fire Risk Assessment /Procedures</i>.</p>

Health and safety law poster is displayed at:

Kitchen on side of tall cupboard.

First-aid box is located at:	Kitchen on side of tall cupboard
Accident book is located at:	Kitchen in floor cupboard opposite door.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)  
<http://www.hse.gov.uk/riddor>

## RISK ASSESSMENT SHEET for FHRs Café Operation

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Volunteers and visitors may be injured if they trip over objects or slip on spillages..	<p>General good housekeeping is maintained by all volunteers.</p> <p>Hearth has been fitted with a levelling block.</p> <p>All areas lit as well as possible.</p> <p>No trailing leads or cables.</p> <p>Volunteers to keep work areas clear of obstacles.</p> <p>Deliveries are stored in cupboards or fridge/freezer on receipt.</p> <p>Tables and chairs placed with space between to minimise risk of trips.</p>	<p>Ensure hazards are removed as soon as possible e.g. place marker on cleaned up spill until dry.</p> <p>In very wet weather, ensure floor from kitchen to Waiting room is mopped regularly to remove any excess water.</p>	<p>All volunteers And Catering Team</p> <p>Catering Team</p>	Ongoing	
Robbery	<p>Volunteer taking payment in the Waiting room may be threatened for the cash.</p> <p>The volunteer taking the cash may be threatened on the way home or on the way to the Bank</p>	<p>Keep the amount of cash on display to an acceptable level.</p> <p>Ensure the cash being carried by the volunteer is not obvious to other parties.</p>	<p>Volunteer taking the cash to avoid confrontation with the robber and not to put themselves or others at risk of harm.</p> <p>Volunteer taking the cash to hand over the cash on display to the robber.</p>	Volunteers	Ongoing	

Approved by FHRs committee and signed:

Date: