**HEALTH AND SAFETY POLICY**

**Purpose of policy**

1. Hillingdon Television takes health and safety seriously and is committed to protecting the health and safety of all those who come into contact with the organization and all those affected the organizations activities and attending its premises. This policy is intended to help the organization achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of volunteering. This policy may be amended at any time by the organization in its absolute discretion. The organization will review this policy at regular intervals to ensure that it is achieving its aims effectively.

**Who is responsible for workplace health and safety?**

1. Achieving a healthy and safe workplace is a collective task shared between the and Associated Persons. This policy and the rules contained in it apply to all Associated Persons of the organization, irrespective of seniority, tenure and working hours, including all Associated Persons and DIRECTORS.  Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

**Organization responsibilities**

1. The organization is responsible for:
   1. taking reasonable steps to safeguard the health and safety of Associated Persons, people affected by the organizations activities and of people visiting its premises;
   2. identifying health and safety risks and finding ways to manage or overcome them;
   3. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
   4. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
   5. providing safe arrangements for the use, handling, storage and transport of stock and equipment;
   6. providing adequate information, instruction, training and supervision to enable all Associated Persons to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The organization will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
   7. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
   8. providing a health and safety induction and appropriate safety training to your role, including:
      * manual handling;
      * the use of personal protective equipment (PPE);
      * Health and Safety;
      * Safeguarding;
      * First Aid;
      * Food Hygiene;
      * PERSONAL SAFETY
   9. promoting effective communication and consultation between the organization and all in contact with the organization concerning health and safety matters and will consult with staff directly relating to health and safety;
   10. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to organization as to the organization of operations and steps to be taken to minimize the risk of infection; and
   11. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
2. The DIRECTORS committee has overall responsibility for health and safety this includes day to day running.
3. Any concerns about health and safety matters should be notified to a trustee

**Responsibilities of all staff**

*General staff responsibilities*

1. All Associated Persons must:
   1. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
   2. co-operate with the Principal Health and Safety Officer and the organization generally to enable compliance with health and safety duties and requirements;
   3. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
   4. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
   5. keep the workplace tidy and hazard-free;
   6. report all health and safety concerns to a trustee promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
   7. co-operate in the organization’s investigation of any incident or accident which either has led to injury or which could have led to injury, in the organization opinion.
2. All Associated Persons must:
   1. use equipment as directed by any instructions given by representatives of Associated Persons and DIRECTORS or contained in any written operating manual or instructions for use and any relevant training;
   2. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the food bank manager or trustee, who is responsible for maintenance and safety of equipment;
   3. ensure that health and safety equipment is not interfered with; and
   4. not attempt to repair equipment unless suitably trained and authorized.

*responsibilities relating to accidents and first aid*

1. All personnel must:
   1. promptly report any accident at work involving personal injury, however trivial, to the food bank manager or trustee so that details can be recorded in the Accident Book and cooperate in any associated investigation;
   2. familiarize themselves with the details of first aid facilities and trained first aiders.
   3. if an accident occurs, please speak to the duty first aider, giving name, location and brief details of the problem.
   4. The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports.

*responsibilities relating to Coronavirus (COVID-19)*

1. Given the outbreak of Coronavirus (COVID-19), it is important that all associated persons and visitors follow these guidelines to ensure maximum safety and minimize the risk of infection.
2. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance. Please see the section below on returning to work in light of Coronavirus (COVID-19) for further details.

*responsibilities relating to emergency evacuation and fire*

1. All associated persons and visitors must:
   1. familiarize themselves with the instructions about what to do if there is a fire.
   2. ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency;
   3. comply with the instructions of the fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
   4. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months;
   5. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
   6. notify the most senior DIRECTOR or EMPLOYEE immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Director and fellow Associated Persons to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you
2. On discovering a fire, all Associated Persons or visitors must:
   1. immediately trigger the nearest fire alarm and, if time permits, call fire bridge  and notify the location of the fire; and
   2. attempt to tackle the fire **ONLY** if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.
3. On hearing the fire alarm, all Associated Persons must:
   1. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
   2. leave without stopping to collect personal belongings;
   3. stay out of any lifts; and
   4. remain out of the building until notified by a fire warden that it is safe to re-enter.

The DIRECTOR is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

**Risk assessments, display screen equipment and manual handling**

1. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The organization will assess any risks and consider measures to best minimize any risk. DIRECTORS must ensure that any necessary risk assessments take place and the resulting recommendations are implemented.
2. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
3. Associated Persons who use a computer for prolonged periods of time should try, where possible to organize short breaks every few hours away from the computer screen.
4. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer and where necessary training will be provided by the organization.

**Associated Persons returning to work - Coronavirus (COVID-19)**

1. Ensure you familiarize yourself with the guidelines provided here alongside the government guidance.
2. If your role is considered a critical role (as defined by the government guidance), you will be informed of such and we will make arrangements for your return to the physical office or work location.
3. A fit to work assessment form will be completed when allowed.

**Social distancing**

1. Where you are required to return to the physical office or work location, you will be required to maintain social distancing in line with government guidelines wherever possible.
2. We may change your arrival and departure times in the foodbank to reduce crowding in and out of the organizations spaces and will ensure that we discuss this with you first to accommodate your needs as far as possible.
3. We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010, namely sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. This means we will ensure our measures do not adversely affect one group over another.
4. We may also implement new seating or desk arrangements to maintain social distancing. We will review any current seating or desk arrangements to ensure that workstations are assigned to an individual and are not shared and may use floor tape, paint or signs to mark areas to help you keep a 2-meter distance.
5. Where social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue.
6. In the event of an accident or emergency, you are not expected to follow social distancing rules if it would be unsafe to do so. You will be given instructions in the event of an emergency on what you should do.
7. A mask will need to be work at ALL times within the foodbank,
8. Washing hands every as often as possible with hot soapy water will be encouraged

**Hygiene practices at work**

1. Staff must follow all hygiene measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitizing workstations and desks.
2. We will provide adequate handwashing facilities (or hand sanitizer where not possible) at entry/exit points and expect all Associated Persons and visitors to use these facilities frequently whenever entering and exiting the workplace also every 20 – 30 minutes
3. We also expect Associated Persons to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.
4. Associated Persons are expected to wipe down surfaces at their desk regularly. We will provide adequate cleaning equipment to enable you to clean the surfaces that you have touched, such as keyboards, computer screens and telephones, and we will make sure there are adequate disposal arrangements.

**Meeting rooms**

1. Where possible, Associated Persons are expected to maintain social distancing during face to face meetings.

**Protective clothing and face coverings**

1. Where you are already using PPE in your work activity to protect against non-Coronavirus (COVID-19) risks, you should continue to do so.
2. In line with government guidance, we recommend the use of extra PPE to protect against Coronavirus (COVID-19) when responding to a suspected or confirmed case of Coronavirus (COVID-19).
3. We may require all Associated Persons to wear a face covering as a precautionary measure to protect others. If you do wear a face cover, it must cover your mouth and nose. However a face covering is not a substitute or replacement for general hygiene practices.
4. You MUST wear a face covering, we encourage the following steps:
   * Wash your hands regularly with soap and water for 20 seconds before putting the face cover on, and after removing it and wash your hands again after applying face mask
   * Avoid touching your face or face covering to prevent contamination.
   * Change and wash your face covering daily if it is washable or dispose of it responsibly.

**Mental health whilst working during Coronavirus (COVID-19)**

1. We take the health of our Associated Persons seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to a trustee or a colleague regarding any concerns or issues you may have.
2. If you are working remotely from home or returning to the workplace, we encourage Associated Persons to:
   * Connect with their fellow volunteer for informal chats or video calls;
   * Get regular exercise and sunlight outdoors;
   * Take regular breaks away from their workstation; and
   * Ensure they are drinking sufficient water and eating properly.

**Non-compliance with health and safety rules**

1. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the organizations disciplinary policy, up to and including immediate dismissal.