

Health and Safety Policy and Operational Procedures Revision v0.5

For Lichfield Foodbank

Charity Number: 1162359

Registered Address: Saxon Hill Academy, King's Hill Rd, Lichfield WS14 9DE

Approved by the Board of Trustees	Date: 07-Jul-2026
 Name: Trish Thompson	Date: 07-Jul-2026

Revision Record (Policy, Risk Assessments and Procedures to be reviewed at least annually even if there are no changes)

Revision	Date	Section Revised	Brief Description of Revisions Made
0.1	12.05.2026		Updated template
0.2	18.05.2026		From page 7
0.3	20.05.2026		Trustee review and update
0.4	23.06.2026		Updates following Trustee & Trussell review
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Health and Safety Policy

Part 1: Statement of Intent

Lichfield Foodbank recognise that good health and safety management supports the delivery of services and projects in all locations where it operates. Lichfield Foodbank is committed to ensuring so far as reasonably practicable, the health, safety and welfare of employees, temporary workers, volunteers, contractors (collectively called Representatives) and members of the public who may be affected by our activities. Lichfield Foodbank declares its intention to satisfy the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation or Regulations.

Lichfield Foodbank will:

- i. Comply with all relevant statutory requirements for health, safety and welfare.
- ii. Consult with Representatives at all levels in order to improve the health and safety culture across all areas of the organisation.
- iii. Ensure that all Representatives have access to and are aware of the Health and Safety Policy, procedures and guidance.
- iv. Undertake risk assessments that are suitable and sufficient for work activities and implement appropriate risk control measures.
- v. Provide and maintain a safe place of work, including safe access to and egress from, for Representatives and members of the public visiting Our premises or accessing our services.
- vi. Implement safe systems and processes for all activities conducted.
- vii. Provide information, instruction, training and supervision of Representatives in matters of health and safety.
- viii. Provide Personal Protective Equipment (PPE) where required and maintain safe equipment.
- ix. Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of Lichfield Foodbank services or activities.
- x. Implement a procedure for the recording, reporting and investigating of accidents, incidents, near misses and instances of ill health to determine if such are the result of Lichfield Foodbank's activities.
- xi. Provide regular report on Lichfield Foodbank health and safety performance to the Trustees and ensure the report contains proposals for the continual improvement of health and safety management as appropriate.
- xii. Review this Health and Safety Policy together with the Operational Procedures annually or earlier when there change to the operational environment.

Part 2: Responsibilities for Health and Safety

The responsibility for the management of health and safety within Lichfield Foodbank is set out in the following table:

Responsible Person(s)	Responsibilities
Trustee Trish Thompson	The Trustees have personal responsibility for the health, safety and welfare of all those acting under their direction or control including visitors at all sites where the charity

	operates. The Trustees are also responsible for directing the preparation and review of health and safety policy.
Fire Warden(s): Linda Tomlinson Distribution Centres: Curborough Community Centre Life Church Wade Street Church Foodbank Warehouse – Richard North	The person(s) responsible for fire safety in the premises being used by the food bank. Their responsibilities (<u>as defined by HSE</u>) are as follows: • carry out a fire risk assessment of the premises and review it regularly • tell Representatives about the risks you've identified • put in place, and maintain, appropriate fire safety measures • plan for an emergency • provide volunteer information, fire safety instruction and training
Health and Safety Advisor Linda Tomlinson	The identification of risks and completion of risk assessments, preparation of operational procedures, development of safe working practices, the provision of health and safety information and training.
Project Manager Linda Tomlinson With support from Trustees; Nick Arthur, Verity Ashley	Daily supervision of safe working, carrying out risk assessments and developing safe procedures, and the reporting of incidents.
First Aider(s) As per notice boards in the foodbank centres	Specific responsibilities are covered in Arrangements for Health and Safety, Risk Assessments (including mitigations) and the Operational Procedures (refer to Appendix A).
Representatives	Representatives have a duty to take reasonable care for their own safety and that of others who may be affected by their actions or omissions. All are to be familiar with the provisions dealing with emergencies, fire precautions, first aid, evacuation and safe working. They have a duty to comply with the food bank health and safety policy statement and operational procedures, and not to misuse or recklessly interfere with anything provided. Failure to do so may result in a volunteer being asked to leave their role. They are required to report anything they suspect may represent a safety hazard to their team leader, volunteer coordinator or warehouse manager. Those with disabilities or conditions, whether permanent or temporary, which they suspect may represent a potential risk should inform their team leader, volunteer coordinator or warehouse manager so that safe procedures can be put in place by the Trish Thompson in a timely manner.

Trustees and Volunteers	The responsibility for visitors (including members of the public/clients/contractors) rests with the person that invited them, and they should be escorted whenever practical and reasonable. Visitors should be given such fire, evacuation and safety information, instruction or training as may be necessary or appropriate. Visitors also have a duty to comply with the food bank health and safety policy and procedures, and not to misuse or recklessly interfere with anything provided. There should be a record of visitors to the food bank building or premises so they can be accounted for in case of fire, which can be found in the visitors book at each location.
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Part 3: Arrangements for Health and Safety

Risk Assessment

The food bank has carried out risk assessments of the hazards identified in food bank premises and at food bank activities carried out elsewhere and has put in place procedures to reduce the risk to a reasonable level. Any new activity or change in procedure or environment which is likely to present a hazard should be reported to the Volunteer Coordinator/Warehouse Manager/Team Leader immediately.

The risk assessments are supported by Operational Procedures in Appendix A which are a set of standardised actions.

Training

Initial health and safety training covering fire, evacuation, and other key safety procedures including first aid for all Representatives is to be carried out during induction by the team leader/warehouse manager and signed off.

Work process and related equipment training is to be carried out by Warehouse Manager/Team Leader and recorded where appropriate.

Induction and training records are to be kept centrally by the Volunteer Coordinator. This training will be marked down and recorded so refresher sessions can be offered at the appropriate time.

All volunteers are to receive instruction before using any equipment provided by the food bank, using Manufacturer's instructions where appropriate.

If, subsequently, they are in any doubt about their familiarity with the equipment or its safe use they have a duty not to use the equipment until they are satisfied they can use it safely.

Information

Health and safety information is readily available from a wide range of sources, particularly the [Health and Safety Executive website](#) and from local health authorities. General health and safety materials are available from there and posters or leaflets specific to issues that are considered a risk by the food bank are prominently displayed in work areas and used in health and safety instruction or training.

The charity Health and Safety Document Register is stored on the shared drive accessible by Trustees and Operations team.

Consultation

Health and Safety Advisor will consult with the Representatives on Health and Safety matters. Representatives are encouraged to constantly challenge health and safety policies, risk assessments and operational procedures to build a health and safety culture and ensure continual improvement in the prevention of ill health and injury in the course of their duties.

Reporting of Accidents, Near Misses or Serious Incidents

All accidents or near misses are to be reported to the volunteer coordinator/ Warehouse manager for investigation by Health and Safety Advisor. The Trustees and/or volunteer coordinator when required by law, will report accidents or ill health at work. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
<https://www.hse.gov.uk/riddor/>

In general, every incident which results in, or could have resulted in the death, serious injury or injury over 7-days (including that caused by violence) must be reported to the HSE within 10 days or 15 days if a 7-day reportable injury. Injury to members of the public must be reported if they travel from the scene of the incident to hospital and receive treatment.

All accidents, incidents and near misses should be entered in the accident book.

Evacuation

Refer to the Operational Procedures in Appendix A.

Appendix A - Operational Procedures

These safety procedures have been compiled following risk assessments of likely hazards arising from the building, environment and activities carried out by the food bank. When new processes, activities or changes occur, additional assessments should be made, and these procedures amended in a timely manner.

P1 Emergency First Aid

It is the responsibility of the First Aiders to maintain adequately stocked first aid boxes. These are located in each centre and the warehouse. All personnel are to familiarise themselves as to their location and the list of first aiders on the notice boards.

In the event of an incident requiring first aid the person first on the scene should:

- Call for help
- Assist the first aid qualified person/person in charge of first aid arrangement as required.
- Call for an ambulance as necessary
- Report to the volunteer coordinator

The first person providing first aid should:

- Carry out first aid until help arrives
- Advise ambulance staff what happened and what treatment was given

The team leader/Warehouse Manager should record the incident in the accident book. Report the accident in accordance with RIDDOR and make a report to the Trustees and Health and Safety Advisor, if appropriate.

P2 Working Environment (including buildings)

General

The food bank will ensure that workplaces are:

- Ventilated;
- Kept at a suitable temperature;
- Adequately lit;
- Clean and free from waste materials;
- Safe and that suitable and sufficient welfare facilities are provided.

Reference hyperlink: [HSE Workplace health, safety and welfare, A short guide for managers](#)

Fire Safety

The food bank has carried out a full check of the buildings occupied and ensured that they are compliant with current fire safety requirements (Fire Precautions Workplace Regulations). Fire safety and evacuation procedures must be rigorously implemented with particular attention to the prevention of fire and the provision of safe evacuation routes which must be kept clear at all times.

The food bank has carried out a fire safety risk assessment and undertakes to keep it up to date. **Reference hyperlinks:** [GOV.UK Fire safety in the workplace](#) and [HSE Introduction to fire safety](#)

Slips and Trips

The food bank is aware that most trips are caused by obstructions in walkways. The rest are caused by uneven surfaces. The food bank therefore undertakes to keep walkways clear and maintain surfaces trafficked by pedestrians to mitigate the risk. **Reference hyperlink:** [HSE Slips and trips](#)

Statutory Checks

The food bank will work with the owner(s) / landlord(s) to ensure that appropriate statutory checks have and continue to be undertaken regarding such items listed below in all buildings occupied

- Legionella testing of the water systems
- Asbestos register and management system
- Electrical wiring inspections (carried out every 5 years)
- Lightning protection
- Lifts and lifting equipment
- Powered door entry systems
- Boilers

Corridors and working spaces must be kept clear of rubbish, equipment, cables or any other item that might constrain evacuation routes or present a tripping or other hazard.

Construction Work

Where construction work of any type is to be undertaken on the property then the food bank should refer to the Construction (Design and Management) Regulations as to what their duties are regarding the construction, cleaning and maintaining the building or work with owner/landlord to ensure duties are followed: [HSE Summary of duties under Construction \(Design and Management\) Regulations 2015 \(CDM 2015\)](#) and [HSE Commercial clients: roles and responsibilities](#)

P3 Display Screen Equipment (DSE)

The food bank will protect those Representatives who use Display Screen Equipment (DSE) daily, for continuous periods of an hour or more in accordance with The Health and Safety (Display Screen Equipment) Regulations. In order to do this, the food bank will

follow the Health and Safety Executive (HSE) Guidance for Employers [Working safely with display screen equipment](#) including:

- Carrying out a DSE workstation assessment;
- Reducing risks, making sure Representatives take a break from DSE work and do something different;
- Providing an eye test if a Representative asks for one;
- Providing training and information for Representatives.

This procedure applies to mobile Representatives and those working at a fixed workstation, at home, or hot-desking.

P4 Access for People with Disabilities

The food bank, in conjunction with the building owners should provide access to (and evacuation from) the building for those with disabilities. Disabled toilets for wheelchair users and others with restricted capabilities should be provided where appropriate, reasonable and if possible, within the building premises. Representatives with specific disabilities requiring special support will be individually assessed and appropriate reasonable provision made.

P5 Lone Working

Representatives should not be left working alone. Where this is unavoidable the following procedures should be employed:

- Have a personal safety policy in place
- Another member or Representative or Trustee must be available on the phone and informed who is working alone, and how long they will be working alone.
- The person working alone must have a phone to hand, remain behind locked doors and not allow anyone unknown to them personally to enter the building.
- When they leave, or at the planned leaving time, contact the Representative or Trustee to confirm they have left and have an escalation plan in place if the person working alone does not make contact at the appropriate time.
- If there is any risk of danger, phone the police and then advise your colleague.
- Where there are 2 people working in widely separated parts of the building, keep in regular contact.

P6 Violent and Aggressive Behaviour

Health and Safety Executive (HSE) Guidance defines work-related violence as 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.'

The food bank follows the HSE Guidance for Employers [Violence and aggression at work - Overview - HSE](#) including:

- Assessing the risks
- Control measures to prevent violence
- Reporting and learning from incidents

Where necessary Representatives are trained how to deal with aggressive and abusive behaviour.

P7 Working with Adults with Care and Support Needs

Reference should also be made to the Safeguarding Policy.

<https://lichfield.foodbank.org.uk/about/lichfield-foodbank-policies-procedures/>

Every effort should be made that vulnerable people are not placed at risk or pose a risk to others. Supported Representatives must never be left to work alone, but properly supervised at all times. Wherever possible, vulnerable volunteers are not to be left alone with one other person for protracted periods of time.

Representatives are not permitted to bring their children to work. All volunteers must be of age 18+ to carry out activities for the foodbank.

P8 New and Expectant Mothers

The food bank is to comply with current regulations in respect of new or expectant mothers, ensuring all duties are both reasonable and practical for the health and safety of mother and child. In particular:

- An individual risk assessment is to be carried out and procedures of volunteering patterns or hours reasonably adjusted to provide for safe working.
- Lifting food boxes or other heavy items by new or expectant mothers is prohibited.
- The risk assessments already in place should take into consideration those that are new or expectant mothers, and they should be reviewed if a volunteer informs the food bank that they are pregnant.

P9 Waste Disposal

All waste is to be disposed of in appropriate containers (cardboard, paper, cloth, food and rubbish). Cardboard, paper, and general rubbish is to be bagged and disposed of weekly through the council services.

Food waste must be disposed of into containers that can be sealed shut, are made of appropriately robust material, are kept in good condition, and are easy to clean and disinfect. Final disposal of food waste must be in accordance with local authority rules.

P10 Smoking (including vaping)

The food bank operates a No Smoking policy throughout the premises.

P11 Alcohol or Substance Abuse

Alcohol, drugs and certain other substances (including medication) may have a detrimental effect on an individual's health and safety at work and may place other

employees at risk. Representatives must NOT consume such substances whilst volunteering or beforehand if the effects may have a detrimental effect on them fulfilling their duties

If you have been prescribed medication which has a detrimental effect on you, you must discuss this with the Volunteer Coordinator/Warehouse Manager/Team Leader so a decision can be made whether you may attend your volunteering shift, and what duties you can safely carry out.

Volunteers who know they have an alcohol, drug or related problem should voluntarily seek help, diagnosis and treatment. They may discuss their problem in confidence with the Volunteer Coordinator/Warehouse Manager/Team Leader who can advise on where to get help.

National organisations which can help are:

- Alcoholics Anonymous - 0845 769 7555
- Narcotics Anonymous - 0300 999 1212
- We are with you – [with you local service finder](#)
- Local GP - 01543 416633

P12 Work-related Stress

Although some stress at work may be unavoidable, the food bank will take all reasonable measures to prevent all volunteering work or task related psychiatric illness or stress.

Representatives are encouraged to be open about issues relating to stress so that the food bank can take steps to reduce the risk of stress related illness, by, for example, adjusting certain conditions or workload or task load, and ensuring that all volunteers receive support in the where necessary.

The Health and Safety Executive (HSE) webpage [Stress and mental health at work](#) should be consulted for further information.

P13 Violence, Harassment and Bullying

All reasonable security precautions have been and will continue to be taken to prevent the risk of violence against food bank Representatives. The food bank welcomes suggestions to improve security and protection and will implement these where reasonable and practicable.

The food bank does not accept violence, bullying or harassment of its representatives under any circumstance. Volunteers will be asked to leave the food bank. Anyone subjected to this is encouraged to report it to the Volunteer Coordinator/Team Leader/Warehouse Manager at the earliest opportunity.

All complaints will be taken seriously, and the food bank will investigate these matters fully, promptly and objectively in accordance with the food bank Complaints Policy.

<https://lichfield.foodbank.org.uk/about/lichfield-foodbank-policies-procedures/>

Volunteers could be removed from their role following investigations. As far as is

reasonably practical, the nature of complaint and identities of those involved will be kept confidential.

The Health and Safety Executive (HSE) webpage [Violence and aggression at work](#) should be consulted for further information.

P14 Equipment

The food bank will provide all equipment necessary for volunteers to carry out the tasks given to them.

All equipment held by the food bank (including shelving and mobile step ladders) will be registered or logged, maintained in a safe condition and in good repair. Where applicable, equipment is to be regularly checked for safety in accordance with current regulations, and records kept.

Volunteers are not to use equipment they have not been trained to use. Equipment is to be used only for its due purpose and used correctly. Careless or incorrect use can result in personal injury and/or damage to the equipment.

Representatives are required to report any defects in the equipment, safety device or protective equipment they are issued with to their Volunteer Coordinator/Warehouse Manager/Team Leader and not to use any defective equipment. They will also put notices on faulty equipment to state that it should not be used, or the notice removed. Once the defects have been reported, Volunteer Coordinator/Warehouse Manager/Team Leader will enact the changes to repair or replace faulty equipment.

P15 Manual Handling and Lifting

The food bank follows Health and Safety Executive (HSE) Guidance [Manual handling at work, A brief guide](#)

To reduce the risk associated with manual handling the food bank follows the hierarchy of measures to be followed as set out in the Manual Handling Regulations:

- **avoid** hazardous manual handling operations, 'so far as reasonably practicable' (This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.);
- **assess** the risk of injury to workers from any hazardous manual handling that can't be avoided;
- **reduce** the risk of injury to workers from hazardous manual handling to as low as reasonably practicable.

Representatives who are potentially involved in manual handling are provided with relevant job specific training.

Manual handling posters are prominently displayed in relevant locations in food bank premises.

Particular care is taken when loading or unloading vans or cars to ensure additional strain is not caused when lifting items on or off the van floor or bottom of the boot respectively.

P16 Working at Height

Loading or removing food from store shelving is the only activity routinely involving working at height. The following procedures apply to all volunteers in the food bank:

- The mobile step ladder only must be used to load or remove food boxes from shelves. The steps must be checked before use.
- All warehouse volunteers must be trained in these procedures.
- Boxes are to be limited to one layer of tins or a maximum estimated weight of 10kg for all individuals.
- Industrial shelving used for the storage of food must be securely fixed by an approved contractor and marked and loaded with the safe working load.

Other occasions where a ladder is needed, the following procedures apply:

- Only ladders registered and checked by food bank volunteers are to be used. A record of safety checks must be kept.
- Before use the ladder is to be checked for safety in accordance with the leaflet secured by the ladder storage location. The ladder must be undamaged and have serviceable rubber footings.
- Ladders and step ladders are and inspected on a 6-monthly basis by a competent person.
- The ladder is to be returned to the storage area after use.
- Overreaching and the carrying of loads should be avoided.
- If a fluorescent light in the food bank needs changing, then a working at height risk assessment is to be carried out and the appropriate equipment hired with Representatives trained in its use to undertake the task.

P17 Use of Private Cars

If a Representative uses their own car for foodbank purposes, they must ensure that their insurance is aware of the charity activity for the foodbank. Driver volunteers to sign declaration to confirm that they have adequate insurance, tax, ownership of a full driving licence and a current MOT and submit to the food bank Volunteer Coordinator.

Smoking in Vehicles

Vehicles used for foodbank work are covered by smoking in the workplace legislation. During working hours, a personal vehicle used for business purposes also becomes a workplace. Representatives should:

- Not smoke in the car during working/volunteering hours;
- Never allow colleagues to smoke in the van/car during work hours (even if all the occupants are smokers);

- Be aware the legislation covers second-hand smoke – that is ‘old’ smoke produced prior to work hours.

Handheld Devices

Handheld mobile phones or other mobile devices should not be used to make or receive calls or send messages whilst driving.

P18 Pedestrian Vehicle Separation

Vans, cars and in some instances lorries deliver food to, and collect food from food banks. Food is also collected from supermarkets and warehouses and other locations. The food bank is aware that:

- Every workplace must be safe for the people and vehicles using it.
- Workplace traffic routes must be suitable for the people and vehicles using them.
- Where vehicles and pedestrians share a traffic route, there must be enough separation between them.

In order to provide a safe workplace the food bank will follow the Health and Safety Executive (HSE) Guidance for Employers [Workplace transport, Site Safety](#) and [Separating pedestrians and vehicles](#)

P19 Electrical Safety

Anyone using electricity or electrical equipment must be aware of the danger of electrocution, shock, burns, fire and explosion. All precautions must be taken to reduce such risks. The food bank has devised, as is reasonable, safe systems for working with electrical equipment.

Fixed wiring electrical systems are to be checked every 5 years by a local electrician. This should be organised by the food bank if the premises are owned or by the landlord. No food bank representatives are permitted to interfere with or attempt to maintain or repair fixed electrical systems.

Representatives are to report any fault or defect in fixed or portable electrical equipment to the Volunteer Coordinator/Warehouse Manager/Team Leader who should then isolate the equipment until it is repaired. Representatives must not replace fuses as the cause of failure may not have been identified. They will also put notices on faulty equipment to state that it should not be used, or the notice removed.

All portable or moveable electrical equipment is to be registered and checked for electrical safety annually. Records are to be kept showing serial numbers, location and date of last check, and equipment should be labelled accordingly. Out of date equipment should not be used.

Electrical overload should be avoided: in principle only one item should be connected to one plug or extension cable. Multiple extensions should not be used if the possible combined power requirement exceeds 3kw. In addition, care must be taken in using extension cables to avoid a tripping hazard, and ensure they are properly routed away from heat sources or sharp edges.

Representatives can contribute to safe working by:

- Using equipment only as described in the manufacturer's instructions and with due regard to the safety of themselves and others. Seek training when appropriate.
- Never use electrical equipment with wet hands and keep liquids (especially hot beverages) clear of electrical equipment.
- Reporting faults promptly to the Volunteer Coordinator/Warehouse Manager/Team Leader
- Looking out for faults or potential risks as follows:
 - Damage to insulation on cables
 - Damage to plug
 - Exposed wires or loose connections
 - Overheating
 - Overloaded plugs on extension cables

P20 Electricity Related Injury

In the event of a person suffering an electric shock it is important to:

- Turn off the power and (if possible) isolate the supply. Do not touch the person until this is done. Where this is not feasible use a non-conducting object such as a wooden broom handle to remove the live cable/item from the person.
- Call either a fully trained First Aider, or the person responsible for getting medical assistance. Allow that person to take charge in the case of injury.
- Seek medical help immediately if the victim is unconscious.
- Cool minor burns with water and cover with a clean dry cloth or dressing.
- Report the incident to the Volunteer Coordinator/Warehouse Manager/Team Leader.

P21 Emergency Food

Food collected by the food bank is for the provision of emergency food for people in crisis. It is vital that the food collected, stored and distributed is in a condition fit for consumption by the public. To this end:

- The food bank is registered as a Food Business Operator (FBO) [Food business registration - GOV.UK \(www.gov.uk\)](https://www.gov.uk/food-business-registration)
- Each item of food collected is to be checked to ensure it is undamaged and within its consume by date prior to storage, and procedures put in place to ensure that damaged or out-of-date food is not given out.
- Food must be stored in a temperate, dry and rodent or pest free environment, approved by the District Council Environmental Health Advisor.
- The warehouse is to be kept clean and tidy.
- Representatives must be given clear instruction as to the level of hygiene required for handling the range of food products donated and undertake the appropriate training where necessary.

P22 Rodent and Pest Control

The following procedures are put in place to prevent rodents and other pests becoming a health hazard:

- The food bank warehouse must be rodent and pest secure as far as is practicable and reasonable. Doors, windows, and walls to the outside must be free from holes or gaps which would allow access to rodents and other pests like birds or flies.
- Food packaging must be unbroken and where spillage occurs it must be cleared up quickly and not left to attract rodent or pests. Any sign of rodents or pests is to be reported to the Warehouse Manager.

P23 Management and Handling of Cash

The visibility and accessibility of cash poses a risk of possibly violent theft, so the following steps are to be taken to minimise this risk:

- Volunteers should not resist theft if there is a risk of violence.
- Cash should be kept in a lockable box
- Only small floats should be kept in cash boxes.
- Cash to bank runs should be done if the amount exceeds £100.00 in cash. Different routes, time of day and Representatives involved should be considered to prevent potential theft.

P24 Fire Precautions and Procedures

Fire Precautions

All Representatives and visitors to the building are required to familiarise themselves with the position of fire alarms, telephones, escape routes and firefighting equipment nearest to them.

All visitors are to be escorted whilst in the building and be booked in and out so that a record is available should evacuation be necessary.

Fire alarms, detectors and extinguishers are to be inspected/serviced in accordance with the manufacturers recommendations and records retained.

Emergency routes and exits are to be well signed, illuminated where necessary, and exit routes kept clear at all times.

Representatives are to be given annual familiarisation training in the use of fire extinguishers. This includes all warehouse volunteers and team leaders for each of the distribution centres.

The fire evacuation plan will be exercised at least once every calendar year, reviewed by the Fire Warden and a report written. All Representatives must comply with fire evacuation procedures on hearing the fire alarm. Failure to do so will result in removal from the role for volunteers.

Where the food bank has more than five volunteers then a written fire risk assessment should be produced covering how a fire is discovered, fighting the fire and evacuation. This should be produced in conjunction with the owner/landlord of the building where applicable.

In the Event of Fire

Any person discovering a fire is to raise the alarm by shouting “fire, fire, fire”, activate the nearest alarm, and call for the Fire Brigade by dialling 999 or 112.

Representatives should only tackle fires if they have been trained in the use of fire extinguishers or fire blankets as appropriate and they can do so without putting themselves or others in danger.

All personnel should ensure all others in their area are alert to the fire and should evacuate the building by the shortest possible route, only closing doors or windows if time permits, and assemble at the designated assembly point in the main meeting area outside, like a car park. Personnel should not delay evacuation in order to collect personal belongings.

On evacuation a key volunteer should take the record of personnel in the building to the assembly point and call the roll to establish whether everyone is safely out of the building. If not, they should inform the fire brigade that there are people left in the building, and their identity.

All personnel evacuated are to remain at the assembly point until released by the Fire Warden or fire brigade.

Fire Extinguishers

All modern fire extinguishers are red, but they are labelled to show what type they are and what type of fire to use them on. The correct type of fire extinguisher only should be used to deal with a fire as follows:

Type	Type of fire
Water	Carbonaceous materials (wood, paper, fabrics etc)
Foam	Carbonaceous material or flammable liquids (as above plus petrol, oil, solvents)
Carbon Dioxide	Electrical fires, flammable liquids, and gasses
Dry Powder	All types of fire

P25 Bomb Alert or Other Terrorist Alert

The risk of a terrorist attack is rare. The following guidance is given to reduce the risk of panic or injury:

- In the event of a terrorist attack in a crowded place, you should follow the process of RUN, HIDE, TELL. You can find further information on this process [here](#) and on the [UK Government's website](#).

- If anyone should receive a terrorist threat over the phone they should try to establish the nature of the threat, where, and when. Try and establish the gender, age, any identifying markers like an accent, background noise (e.g. pub/traffic) of the caller and report these details to the police either via 999 or 112.
- DO NOT PANIC but raise the alarm through a Representative.
- Only evacuate the building if the threat is specific to the building. If so, evacuate calmly to a place of safety like a car park and await further instructions.
- Make sure you have a clear escape route and your exits are clearly marked and not blocked.
- Have a plan in place to provide additional assistance to help those with disabilities or limited mobility.