



## Health and Safety Policy

### Policy

#### Policy statement

Tibberton Community Shop Ltd (TCS) is a community benefit society registered in England and Wales with the Financial Conduct Authority under the Co-operatives and Community Benefit Societies Act 2014 and is owned by its Members, the majority of whom are residents of the Parish of Tibberton and Cherrington. TCS is entirely volunteer run with no paid employees and operates from Tibberton Village Shop with a Management Committee elected from and by its Membership. The Shop is located in the village of Tibberton, near Newport in Shropshire, and delivers various Shop and community hub services for the benefit of residents of the Parish and visitors to the area. TCS and the community it serves, and which supports it, received the Queen's Award for Voluntary Service in 2017.

TCS is a socially responsible business, committed to commercial success to maximise the benefits we can reinvest in our community through donations while upholding the highest standards with regards to our business operations. This policy forms part of our standards of good practice.

By law, all employers with 5 or more employees, including Volunteers, must have a written **Health and Safety Policy** and **Risk Assessment** which, our insurance states must be reviewed and published to our volunteers annually. The TCS general Health and Safety Policy statement is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our Volunteers on matters affecting their health and safety
- To provide and maintain a safe building and equipment
- To ensure the safe handling and use of substances
- To provide information, instruction and supervision for Volunteers
- To ensure all Volunteers are competent to do their tasks safely and provide adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this Policy as necessary at regular intervals

#### Health and Safety - Roles and Responsibilities

The TCS Management Committee has embedded the accountability and responsibility for different aspects of Health & Safety into its key areas of responsibility – governance, premises, retail and volunteers (including training), to ensure the aims set out in this policy document are observed and monitored.

**Policy** - On behalf of the Management Committee, representatives from those four areas working as a 'Health and Safety Group' (HSG) are responsible for reviewing this Policy and its related Risk



Assessment, covering the Shop's premises, equipment and operational processes. This includes compliance with National standards and regulations, e.g. building regulations, food hygiene.

**Risk Assessments** are reviewed and reported to the Management Committee annually and are published annually to all volunteers, unless operational needs require urgent changes.

Where action is required to remove or control risk relating to the premises, the volunteer responsible for the Shop building is responsible for ensuring that the action required is implemented safely.

For all other aspects, the relevant HSG member is responsible for ensuring the action required is implemented.

The Management Committee will check that these actions have removed or reduced the risk.

All TCS Members and Volunteers have responsibility to:

- Co-operate with HSG and Management Committee members on health and safety issues
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care and responsibility for their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this Policy).

## Health and Safety - Information and Instruction

Health and safety advice is available from the HSG members.

TCS will ensure that all our Volunteers - including young Volunteers, e.g. Duke of Edinburgh award students - are made aware of the health and safety issues key to working in the Shop during their training; as well as emphasising those points to the volunteers working with our younger volunteers.

Responsibility for ensuring volunteers are given relevant Health and Safety training and information lies with the Management Committee and nominated Trainers.

Specific information:

- The current poster on Health and Safety Law is displayed in the Shop, on the rear door
- The First Aid Box is located prominently in the Shop
- The Accident Record Book is located in the Shop, in the Health and Safety Folder
- In completing any cleaning duties in the Shop, the volunteers are referred to the Personal Protective Equipment (PPE) and Control of Substances Hazardous to Health (COSHH) information provided on the products used
- Accidents and ill health at work must be reported in the Accident Book to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)  
[www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## Health and Safety - Training and Competency

All Volunteers receive induction and periodic ongoing further training provided by the Committee's nominated trainers. The trainer must be satisfied that the Volunteer is competent to do the required job of serving customers in the Shop.



# TIBBERTON COMMUNITY SHOP



We recognise that ongoing training happens for many volunteers through working alongside new colleagues, which the Committee endeavours to facilitate, as volunteering is also about social interactions and mental wellbeing. For returning volunteers, e.g. students coming back to work in the summer or someone returning to volunteering after several months away, they should receive refresher training on their first shift back to acquaint them with any changes in working methods.

Training records for each Volunteer are kept securely by the Management Committee or nominated training lead.

## Health and Safety - Monitoring

Comprehensive 'Periodic Checks' of the premises are carried out at least every other month, reported to the Management Committee and actioned to ensure compliance with Health and Safety Policy and safe operating practices.

Health and Safety is a standing agenda item at the TCS monthly Management Committee Meetings.

Any reported accidents and any work-related causes of sickness/absence will be investigated by the Health and Safety Group, with the results reported to the TCS Management Committee; where there may be a need for a Committee decision to be made on remedial action.

The TCS Management Committee is responsible for acting on accident report findings to prevent recurrences.

## Health and Safety - Breaches of this Policy

TCS is committed to ensuring that our Health and Safety Policy is effectively implemented. Any breach of this policy coming to the attention of the Health and Safety Group or Management Committee shall be taken seriously and dealt with appropriately under the TCS Code of Conduct.

## Version Control

<b>Tibberton Community Shop</b>	<b>Policy: Health and Safety Owner: TCS Management Committee</b>		
Next review	Management Committee	March 2024	
Approved for publication by	Management Committee	March 2023	Version 3
Updated - Embedded H&S	Secretary and HSG	March 2023	Version 3
Reviewed	Management Committee	May 2021	Version 2
Update - Training	Management Committee	Aug 2019 + 2020	Version 1b/1c
Approved by	Management Committee	March 2019	Version 1
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