



Health and Safety Group – Role Overview

Reporting to Tibberton Community Shop's (TCS) Management Committee (the 'Committee'), the Health and Safety Group has delegated responsibility for the effective implementation and maintenance of all the Shop's health and safety practices, including food hygiene and Safeguarding.

The *final responsibility* for actioning TCS's health and safety practices rests with the whole Committee, all of whom may be held accountable and responsible. All Committee members have the legal duties: of good faith, to take care, to obey the law. Health and Safety is a standing Committee meeting agenda item.

Health and Safety Group Members

Health and Safety Lead (HSL) *(Appointed by the 'Committee')*

Volunteers Coordinator, plus other volunteers needed for specific issues, e.g. Trainers, Secretary, Treasurer.

Health and Safety Group - Main Responsibilities

Facilitate safe volunteer working at the premises: ensure all TCS's health and safety policies and procedures, e.g. food hygiene and Safeguarding, are implemented and maintained effectively, in line with UK best practice.

Ensure HSL, HSG members and volunteers are trained appropriately in health and safety, e.g. first aid, food hygiene, fire safety, risk assessments, with training records kept securely using best practice data protection.

Implement the following specific items:

1. The Health and Safety Law poster is displayed.
2. The First Aid Box is accessible and contains in-date items.
3. The Accident Record Book is in the Shop's Health and Safety Folder; volunteers know how to use it.
4. All volunteers receive appropriate, recorded health and safety plus food hygiene training.
5. Volunteers are told of the Personal Protective Equipment (PPE) and Control of Substances Hazardous to Health (COSHH) information provided on cleaning materials used and follow good cleaning practices.
6. Accidents and ill health at work are recorded in the Accident Book to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) www.hse.gov.uk/riddor
7. All cleaning schedules are completed and recorded by volunteers and contractors.
8. Complete accident/incident investigations as needed; report findings/recommendations to the Committee.
9. Schedule annual electrical PAT testing and Fire Extinguisher servicing; ensure it is completed and logged.
10. Keep the Health and Safety Policy up to date, plus the relevant elements of core documents, e.g. Shop Guide.
11. Maintain and review regularly the TCS Risk Assessment regularly, or as legislation/incidents require; ensure volunteers are consulted about it, and relevant risk control/mitigation measures are implemented.
12. Complete and record the monthly 'Periodic Check' of the safety of the premises and its equipment; ensure corrective action is implemented through the Committee or other working groups.
13. Keep the Committee and Volunteers updated as needed on Health and Safety concerns.