



SID VALLEY FOODBANK

HEALTH & SAFETY – FIVE TOP TIPS – FOR ALL STAFF AND VOLUNTEERS

- Health & Safety is the responsibility of everyone – if you see a potential risk, report it to the Manager. If you see a spill on the floor please wipe it up! Take care of yourself whilst on duty, and look out for others.
- Lifting heavy weights – never lift a load you cannot manage easily. ALWAYS bend your knees when lifting and putting down. Hold the load close to your body at all times and NEVER twist your body when carrying weights. Use the trolley if you have a heavy load with a distance to move it.
- Accidents – the First Aid Box is located on the kitchen wall. All accidents should be recorded on the accident sheets the Manager has stored in the filing cabinet. In the case of serious incidents a formal investigation will be undertaken by the Food Bank Trustees.
- If you are feeling unwell, please inform the Manager that you are unable to attend the Food Bank. Our clients are already vulnerable and do not need to catch an illness to add to their problems.
- Evacuation – the call of Fire means that all volunteers should immediately evacuate the building without collecting their coats etc. If a client becomes abusive or aggressive and does not leave when requested, all staff and volunteers must immediately evacuate the building. The Manager will then summon the Police to attend.

I confirm I have read and noted the above information and am aware there is a Manual Lifting DVD available for me to watch if I choose.

Name:

Date: