

Health & Safety - Policy & Operational Procedures

for **Warwick District Foodbank, Charity Number: 1160705**
Unit 8 Trident Park, Poseidon Way, Warwick, CV34 6SW

Approved by the Board of Trustees	Date: 22/01/2026
Signature of the Chair of Trustees <i>A J O'Brien</i> Name: Tony O'Brien	Date: 22/01/2026

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
New P & P	12.02.25	All	A thorough review of the Policy & Procedure
Final version	21.02.25		Final version approved by Trustees
Minor amends	22.01.26	All	Change in job titles for Head of Foodbank and Operations Co-ordinator.

Contents

Description	Section Ref
Health and Safety Policy	
Statement of Intent	Part 1
Responsibilities for Health and Safety	Part 2
Arrangements for Health and Safety	Part 3
Appendix A - Operational Procedures	
Emergency First Aid	P1
Working Environment (including buildings)	P2
Display Screen Equipment (DSE)	P3
Access for People with Disabilities	P4
Lone Working	P5
Violent and Aggressive Behaviour	P6
Working with Children, Young People Under 18 and Adults with Care and Support Needs	P7
New and Expectant Mothers	P8
Waste Disposal	p.9
Smoking (including vaping)	P10
Alcohol or Substance Abuse	P11
Work-related Stress	P12
Violence, Harassment and Bullying	P13
Equipment	P14
Manual Handling and Lifting	P15
Working at Height	P16
Use of Vehicles	P17
Pedestrian Vehicle Separation	P18
Electrical Safety	P19
Electricity Related Injury	P20
Care of Substances Hazardous to Health (COSHH)	P21
Emergency Food	P22
Rodent and Pest Control	P23
Management and Handling of Cash	P24
Fire Precautions and Procedures	P25
Bomb Alert or Other Terrorist Alert	P26

Health and Safety Policy

Part 1: Statement of Intent

Warwick District Foodbank recognise that good health and safety management supports the delivery of services and projects in all locations where it operates. Warwick District Foodbank is committed to ensuring so far as reasonably practicable, the health, safety and welfare of employees, temporary workers, volunteers, contractors and members of the public who may be affected by our activities. Warwick District 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.

Warwick District Foodbank will:

- i. Comply with all relevant statutory requirements for health, safety and welfare.
- ii. Consult with staff and volunteers at all levels in order to improve the health and safety culture across all areas of the organisation.
- iii. Ensure that all staff and volunteers 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 staff and volunteers 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 staff and volunteers in matters of health and safety.
- viii. Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of Warwick District Foodbank services or activities.
- ix. 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 Warwick District Foodbank's activities.
- x. Provide as requested a report on Warwick District 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.
- xi. Review this Health and Safety Policy together with the Operational Procedures annually or earlier when there is a change to the operational environment.

Part 2: Responsibilities for Health and Safety

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

Responsible Person(s)	Responsibilities
Trustees Chair	The Trustees have 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.

<p>Fire Warden Head of Foodbank</p>	<p>The Head of Foodbank is responsible for fire safety at Trident Warehouse. Fire Safety at all other premises being used by the Foodbank is the responsibility of the host organisation.</p> <p>Their responsibilities (as defined by HSE) are as follows:</p> <ul style="list-style-type: none"> • carry out a fire risk assessment of the premises and review it regularly • put in place, and maintain, appropriate fire safety measures • plan for an emergency • inform staff and volunteers of fire safety and evacuation procedures.
<p>Health & Safety Advisor Head of Foodbank</p>	<p>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.</p>
<p>First Aider(s)</p>	<p>Specific responsibilities are covered in Arrangements for Health and Safety, Risk Assessments (including mitigations) and the Operational Procedures (refer to Appendix A).</p>
<p>Staff and Volunteers</p>	<p>Staff and volunteers 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.</p> <p>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 disciplinary action, if an employee including dismissal where appropriate or will be asked to leave the role if a volunteer.</p> <p>They are required to report anything they suspect may represent a safety hazard to the Head of Foodbank .</p> <p>Those with disabilities or conditions, whether permanent or temporary, which they suspect may represent a potential risk should inform the Warehouse Manager or the Head of Foodbank so that safe procedures can be put in place.</p>

Trustees, Employees and Volunteers	<p>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.</p> <p>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.</p>
---	---

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 Session Leader at a specific Centre or the Head of Foodbank 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 staff is to be carried out during induction by the Warehouse Manager, Operations Co-ordinator or Head of Foodbank and signed off. The Session Leader will be responsible for this training for volunteers in their Centres.

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

All staff and 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 the Head of Foodbank, 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.

Consultation

The Trustees and Head of Foodbank will consult with staff on Health and Safety matters. Staff 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 Session leaders in specific Centres or the Head of Foodbank at Trident Warehouse. The Head of Foodbank 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. There is an accident book at each Centre and at the Warehouse.

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 Head of Foodbank to maintain adequately stocked first aid boxes at the Warehouse.

The Head of Foodbank will arrange for a first aid risk assessment to be carried out and based on this assessment, training for a number of personnel to provide adequate cover for the building.

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 Warehouse Manager, Operations Co-ordinator or Head of Foodbank .

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 Session Leader, Warehouse Manager or Head of Foodbank should record the incident in the accident book. Report the accident in accordance with RIDDOR and make a report to the Trustees 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.

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.

Evacuation plans will take into account those that are disabled or have limited mobility and may take longer to get out of the building.

Slips and Trips

The food bank is aware that most trips are caused by obstructions in walkways and therefore they must be kept clear of rubbish, equipment, cables or any other item that may constrain evacuation routes or present a tripping or other hazard. 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.

Statutory Checks

Warwick District Foodbank will work with the owner(s) / landlord(s) to ensure that appropriate statutory checks have and continue to be undertaken.

P3 Display Screen Equipment (DSE)

The food bank will protect those staff members 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:

- Reducing risks, making sure staff members take a break from DSE work and do something different;
- Providing an eye test if a staff member asks for one;
- Providing training and information if required.

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. Staff and volunteers with specific disabilities requiring special support will be individually assessed and appropriate reasonable provision made.

P5 Lone Working / Personal Safety

Staff and volunteers should not be left working alone. However, where this is unavoidable both staff and volunteers should follow the procedure as outlined in the Personal Safety Policy.

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 staff are advised how to deal with aggressive and abusive behaviour.

P7 Working with Children, Young People Under 18 and Adults with Care and Support Needs

Reference should also be made to the Safeguarding Policy.

Staff and volunteers are only permitted to bring their children to work in exceptional circumstances. In this case they are required to always supervise them personally and ensure that their behaviour does not put themselves or others at risk.

Children and young people may only volunteer for specific activities in support of the food bank appropriate to their age and experience whilst supervised by an appropriate adult or food bank staff (with the agreement of parents or guardians).

A child should never be left alone with an adult without the specific agreement of the appropriate adult. All individuals working directly and unsupervised with children must be DBS checked.

Every effort should be made that vulnerable people are not placed at risk or pose a risk to others. Wherever possible, vulnerable staff are not to be left alone with one other person for protracted periods of time.

Volunteers who are deemed vulnerable such as those with special educational needs will have come via an educational establishment who take overall responsibility for their risk assessments, health and welfare. There may also be occasions when a vulnerable adult leaving education continues to remain a volunteer; subject to the agreement of the Warehouse Manager.

On site the Warehouse Manager or Session Leader will ensure their duties are commensurate with their abilities.

The types of acceptable volunteering are:

- Simple administrative tasks including sending letters and filing etc.
- Helping the appropriate adult on supermarket collection days, sorting food into boxes and handing out leaflets.
- Food sorting, packing or other tasks appropriate for young people volunteering for social work with the Duke of Edinburgh Award Scheme, Scout or Guide Movements or other recognised school or social groups.

P8 New and Expectant Mothers

The food bank is to comply with current regulations in respect of new or expectant mothers, providing maternity leave, conditions of work, and work procedures that 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 or work 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 staff member or volunteer informs the food bank that they are pregnant and any action or discussion noted on Assemble.

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.

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. Proper receptacles for the disposal of cigarettes are to be placed outside the outside doors and regularly emptied.

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. Staff and volunteers must NOT consume such substances whilst at work or beforehand if the effects may have a detrimental effect on them at work.

If you have been prescribed medication which has a detrimental effect on you, you must discuss this with your Session Leader, Warehouse Manager or Head of Foodbank so a decision can be made whether you may attend work, and what work you can safely carry out.

Employees 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 Session Leader, Warehouse Manager and Head of Foodbank 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 – [withyou local service finder](#)

P12 Work-related Stress

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

Staff and volunteers 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 staff and 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 staff and volunteers. 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 staff or volunteers under any circumstance. Disciplinary action, for employees, will be taken against any staff members responsible for such acts. Volunteers will be asked to leave the food bank. Anyone subjected to this is encouraged to report it to the Session Leader, Warehouse Manager and Head of Foodbank 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. Disciplinary action for employees, including immediate dismissal, shall be taken against offending staff and volunteers if merited and volunteers will be removed from their role. 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 staff and volunteers to carry out the tasks given to them. No private equipment may be brought in and used without the express permission of the Head of Foodbank, who will then ensure the equipment is safe to use and people are trained properly in its use.

All equipment held by the food bank will be maintained in a safe condition and in good repair. Where applicable, equipment is to be regularly checked for safety in accordance with current regulations.

Staff and 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.

Staff and volunteers are required to report any defects in the equipment, safety device or protective equipment they are issued with to their Session Leader, Warehouse Manager or Head of Foodbank 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, the Head of Foodbank 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.

Staff and volunteers 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 staff and 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.
- Only staff and volunteers under supervision may use the purpose-built mobile step ladder with safety rail to stack and remove food boxes. This is a 2-person job, one on the steps, the other passes boxes up/down.
- 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.

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

Only ladders checked by food bank staff and volunteers are to be used.

- Before use the ladder is to be checked for safety.
- Overreaching and the carrying of loads should be avoided.

P17 Use of Vehicles

The food bank vehicles are only to be driven by qualified permanent employees or temporarily authorised volunteers on details agreed by the food bank Warehouse Manager or Head of Foodbank .

Drivers must be over the age of 25, hold a full driving licence with no more than 6 penalty points, and have at least 3 years driving experience. Driving licences should be rechecked annually.

The vehicle is to be maintained by the food bank in accordance with the Manufacturer's Instructions, and full records kept. The employed driver is to carry out the monthly driver's checks stipulated in the handbook, ensure the vehicle is kept clean and in a roadworthy condition. The Head of Foodbank is to arrange for its servicing and MOT testing. Insurance is the legal responsibility of the vehicle owner.

Drivers are not to drive under the influence of drugs (including prescribed medications if they influence the driver's capabilities) or alcohol, or if they have consumed alcohol within 8 hours of commencing driving. Drivers are to exercise due caution and common sense when driving, and fully comply with legal and Road Safety obligations.

Drivers unfamiliar with the van must first be given a period of familiarisation by the appropriate team member.

Van drivers are to ensure that loads are properly secured so as to prevent damage or an accident when opening the doors.

Please refer to the Drivers Guidance which clarifies area of responsibility of driving a Warwick District Foodbank vehicle.

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.

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 staff or volunteers are permitted to interfere with or attempt to maintain or repair fixed electrical systems.

Staff and volunteers are to report any fault or defect in fixed or portable electrical equipment to the Head of Foodbank who should then isolate the equipment until it is repaired. Staff and volunteers 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 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.

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 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 Head of Foodbank

P21 Control of Substances Hazardous to Health (COSHH)

Some substances in use at the food bank may cause injury or damage to health if spilled or used inappropriately. In a food bank circumstance, this will primarily relate to items like bleach or cleaning products that can irritate the skin and eyes or cause harm if ingested. In principle:

- All substances hazardous to health must be stored securely and made only available for use by those who use them for the task for which they were obtained.
- A risk assessment should be undertaken to identify any hazards, even in items like general cleaning products and household goods.
- Staff and volunteers using these substances must be made aware of the correct use of the substances, risk they present, and the immediate treatment if inadvertently put at risk due to spillage or inappropriate use.
- Incidents involving COSHH substances must be reported to the Head of Foodbank .

P22 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) and is registered with the Local Environmental Health Department.
- 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.
- Staff and volunteers 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.

P23 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 must be stored off the floor.
- 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 or Head of Foodbank .

P24 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:

- Staff should not resist theft if there is a risk of violence.
- Cash should be kept in a lockable box.
- Individuals should refer to the Personal Safety Policy if they are to handle cash on their own.

P25 Fire Precautions and Procedures

Fire Precautions

All staff, volunteers 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.

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.

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.

Staff and volunteers 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 staff member or 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 Warehouse Manager, Head of Foodbank 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

P26 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.

- 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.

[end]