



The Real Junk Food Project Central

Official Governance

RCG0006

Health and Safety Policy V4

Ratified on Wednesday 21st of November 2018

This Official Governance is a living document

The document and its contents are subject to revision, replacement and abolition, upon the unanimous decision of the Board of Directors

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The Real Junk Food Project Central

• **Official Governance** •

Document RCG0006



The Real Junk Food Project Central CIC

Health and Safety Policy

1. Policy statement

- A) The Real Junk Food Project Central CIC (hereby referred to as “the Company”) is committed to creating and maintaining a safe working environment in all the premises it uses, to ensure so far as is reasonably practicable the health and safety of all its stakeholders, including co-directors, employees, volunteers, customers, suppliers, and contractors.
- B) The Company recognises and accepts its responsibilities under relevant British and European Union legislation and regulations, and will take all reasonably practical steps to ensure a safe and healthy working environment for all its stakeholders.
- C) This policy will be kept up to date, particularly as the organisation changes in nature and size to ensure our responsibilities are met in relation to:
- Health & Safety at Work Act (1974)
 - Management of Health and Safety at Work Regulations (1992)
 - Management Regulations (1999)
 - Food Safety & Hygiene (England) Regulations 2013
 - Other relevant current legislation
- D) The Board of Directors assumes overall responsibility for health and safety in the Company.

2. Responsibilities and expectations

- A) The Real Junk Food Project Central CIC commits to the following responsibilities:
- To give proper consideration and resourcing of health and safety issues in business planning and implementation processes.
 - To provide appropriate organisational structures and facilitate a culture which supports risk management and secures the full participation of all members of the organisation.
 - To ensure implementation of a systematic approach to the identification of risks and the measures to manage them.
 - To recognise at all levels that good management control is essential for the prevention of accidents, ‘near misses’, ill health and dangerous occurrences.



B) The volunteers and employees of The Real Junk Food Project Central CIC commit to the following responsibilities:

- To follow the safety rules and regulations required by the Company.
- To adhere to the Health and Safety Policy in all venues where the Company may operate.
- To take reasonable care of their own health and safety, and the safety of others who may be affected by their work activities.
- To undertake any training in health and safety matters as appropriate.
- To report any hazardous conditions to the Board of Directors.
- To recognise with urgency and diligence changes in British and European Union legislation and regulations which require action on their part in relation to health and safety.

3. Operating practices

A) Training

- The Board of Directors will designate every new volunteer or employee as either a Food Handler or Exempt Volunteer, dependant on their role and the remit of their position.
- All volunteers and employees who are engaged in food handling practices and have been identified as such must complete the Level 2 Food Safety and Hygiene qualification prior to undertaking any volunteering work for the Company.
- All volunteers and employees who have been designated the title and role of Site Lead by the Board of Directors must complete the Level 2 Food Safety and Hygiene qualification prior to undertaking the Site Lead role.
- The Company will pay the course fees for such necessary qualifications subject to the approval of the Board of Directors.

B) Risk assessment

- A risk assessment will be conducted at all venues, as directed by the Health and Safety Executive.
- It is the responsibility of the relevant Site Lead to conduct a risk assessment. The risk assessment will be provided to the Board of Directors for approval prior to any food handling activities taking place at the site.
- Venues used on a regular basis, such as those used for Cafes and Food Boutiques, will undergo a risk assessment following a significant operational change in the venue.



- Kitchen/Boutique Leads should refer to HSE guidance on risk assessments and use the relevant Company form to complete their risk assessments.

C) Food Safety Compliance Scheme 2018

- Other operational changes and associated actions are described in the documentation for the Food Safety Compliance Scheme 2018.
- All designated sites approved prior to Wednesday 21st of November 2018 shall be subject to the measures described by the Food Safety Compliance Scheme 2018. Upon satisfactory completion of these measures, the site shall be considered to be compliant.
- All designated sites approved on or after Wednesday 21st of November 2018 shall be subject to the measures described in the Operations Policy.

4. Monitoring and review

- A) This policy will be issued to all employees and volunteers. Any monitoring information collected will be used to monitor the effectiveness of the Health and Safety Policy. Information will be processed in accordance with the General Data Protection Regulations, as outlined in the Company's Privacy Statement.
- B) The Health and Safety Policy will be reviewed six months from the date of approval. The next review of this policy shall be conducted and approved no later than **Wednesday 29th of May 2019.**

5. Approval

Version 4 of the Health and Safety Policy was reviewed and approved by the Board of Directors on **Wednesday 21st of November 2018.**