



HEALTH AND SAFETY POLICY

Mid Sussex Food Partnership - Policies and Procedures: vs 1.0

Health and Safety Policy

1. Statement

1.1 This policy has been prepared with relevant current legislation and regulations in mind, including -

- Health & Safety at Work etc Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Health and Safety (Display Screen Equipment) Regulations (1992)
- Control of Substances Hazardous to Health Regulations (2002)

1.2 The Mid Sussex Food Partnership Board is committed to ensuring that staff, volunteers, directors and everyone who visits MSFP facilities is provided with a safe and healthy environment. This can be achieved by MSFP volunteers, staff and directors working together to ensure our mutual health and safety whilst conducting MSFP business.

2. MSFP Board responsibilities:

- a) Provide effective control of health and safety risks arising from work activities.
- b) Consult with staff and volunteers on matters affecting their health and safety.
- c) Provide and maintain a safe and healthy working environment, including equipment used in the workplace.
- d) Provide for safe handling and use of substances at MSFP that are potentially injurious to health and safety.
- e) Provide information, instruction, and supervision for MSFP directors, volunteers and staff on health and safety.
- f) Provide relevant health and safety information to MSFP visitors.
- g) Ensure that all MSFP staff and volunteers are able to work safely.
- h) Provide reasonable safe adjustments to MSFP's working environment and equipment used in the workplace to enable our staff and volunteers with special requirements to do their work safely and effectively.
- i) Prevent avoidable accidents at work and work-related ill health at MSFP.



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- j) Review this policy and related procedures, at the instigation of the Head of Operations.

3. Staff and Volunteers' Responsibilities:

3.1 This policy and associated procedures requires the wholehearted co-operation of all staff and volunteers, who are expected to take a full and active part in its effective implementation, and to take reasonable care for their own safety and that of others.

3.2 In order to achieve this end every member of staff AND volunteer is required to:

- a) Follow any safety instructions and directions issued by MSFP.
- b) Take reasonable care for their health and safety and that of other persons, including other members of staff, contractors, customers, clients, workmen and volunteers who may be affected by their acts or omissions at work and by observing safety rules that are applicable to them.
- c) Co-operate with MSFP to ensure that the aims of the Health and Safety Policy Statement are achieved, and that any duty or requirement imposed on MSFP through any of the relevant statutory provisions is complied with.
- d) Report, record and co-operate in the investigation of all accidents and incidents that have led, or may lead to, injury.
- e) Use equipment or protective clothing in accordance with the instructions they have received.
- f) Report any potential risk or hazard or malfunction of equipment to the appropriate person.
- g) Advise the Health and Safety Officer of any changes that may improve health and safety at MSFP.

3.3 Any failure by a member of staff or volunteer to comply with any aspect of MSFP's health and safety procedures, or duties specifically assigned to the member of staff or volunteer with regard to health and safety, may be regarded as misconduct and will be addressed under the terms of MSFP's Disciplinary Policy/ Procedure.

4. Responsible Persons:

4.1 The Chair of MSFP is the first person with primary legal responsibility for the health and safety of volunteers, staff and visitors at MSFP.

4.2 All MSFP directors also have a general legal responsibility to ensure the provision of a healthy and safe environment for MSFP's volunteers, staff and visitors.



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4.3 MSFP directors are also responsible, through the MSFP Board, for considering and, when necessary, ensuring that action is taken on the contents of the Head of Operations' reports on health and safety incidents at MSFP.

4.4 All staff and volunteers are individually responsible, when at work or on MSFP business, for helping to implement MSFP's Health and Safety Policies and Procedures and especially for safeguarding their own health and safety and of the people they work with.

4.5 The MSFP Health and Safety Officer is responsible to the Chair of MSFP for ensuring that all Health and Safety Procedures are implemented, that all health and safety hazards and concerns reported to her/ him are investigated and action taken where appropriate and for reporting on the outcome of regular safety checks to the MSFP Chair.

5. Dissemination of Policy Statement:

5.1 A copy of this Policy should be displayed prominently at all locations where MSFP regularly organizes events or holds meetings and where volunteers and staff regularly work.

6. Related Documents:

6.1 The MSFP Health and Safety Policy is the primary statement of policy, organisation/responsibilities and arrangements for health and safety within Mid Sussex Food Partnership.

6.2 Other MSFP Policy statements addressing specific aspects of health and safety compliance include the following:

- Fire Safety
- Gas Safety
- Electrical Safety
- Water Hygiene
- Asbestos Safety Management

7. Legislation and Regulations:

7.1 The legislation listed in this policy is not intended to cover all legislation applicable to this policy. MSFP will take reasonable measures to ensure compliance with any and all applicable legislation by reviewing policies and procedures and amending them as appropriate. The legislation listed within this policy was considered at the time of the development of this policy, but subsequent primary and secondary legislation, case law and regulatory or other requirements will be considered and the policy reviewed



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and adopted in accordance with the requirements set out therein, even should such subsequent legislation not be explicitly listed within this policy.

7.2 The key legislation and regulations in respect of health and safety are identified in para 1.1 above.

8. Approval and Adoption

8.1 This policy was formally adopted by MSFP Board of Directors on 26/08/2025

9. Review:

9.1 This policy will be reviewed each financial year or sooner if there is:

- A significant incident relating to this policy.
- An organisational change relating to this policy.
- A change in legislation.

Signature of Chair:

Patrick Mayhew

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