



HEALTH AND SAFETY PROCEDURES

Mid Sussex Food Partnership - Policies and Procedures: vs 1.0

These Health and Safety Procedures are intended to implement MSFP's Health and Safety Policy and should be considered alongside that Policy.

1 MSFP'S Health and Safety Officer:

1.1 Day to day responsibility for health and safety at MSFP is that of the Head of Operations, hereafter referred to as the nominated Health and Safety Officer. MSFP will ensure that the Health and Safety Officer receives relevant training in relation to his/her work in health and safety.

The Health and Safety Officer is directly responsible to the Chair for all aspects of health and safety and additionally in relation to the Health and Safety matters that have implications for MSFP's resources, practice, external relationships or reputation.

1.2 A nominated Director will also be responsible for undertaking health and safety inspections when required. Training will be provided where appropriate.

1.3 The Health and Safety Officer's responsibilities include:

- Carrying out risk assessments and implementing any actions arising to ensure that accidents and work-related ill health are prevented.
- Providing or arranging health and safety training for staff and volunteers, including relevant elements of their induction.
- Engaging and consulting with employees on day-to-day health and safety conditions.
- Implementing emergency evacuation procedures (liaising with other building users where appropriate).
- Displaying Health and Safety legislation posters and other appropriate health and safety information and emergency procedures where they can be easily read.
- Ensuring that users of MSFP's premises are familiar with all health and safety procedures.
- Maintaining safe and healthy working conditions in MSFP premises and monitoring to ensure that:
 - Safe stacking and storage methods are followed
 - Standards of cleanliness and hygiene are maintained
 - Waste is disposed of safely in appropriate containers
 - Corridors and exits are kept clear and free of obstruction and are clearly signposted

Electrical and fire protection equipment is in good working order and regularly serviced and that work areas are free of trip hazards.



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Keeping the Chair informed as appropriate and, routinely advising the MSFP Chair and directors on health and safety incidents and recommending remedial actions where these are required, availing her/himself of direct access to Chair under 1.1 above if necessary.

Ensuring that action is taken to maintain the temperature in MSFP workplaces in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Preparing and disseminating Health and Safety Check Lists for use by MSFP staff or volunteers who are responsible for organising MSFP sponsored courses and events.

2 Responsibilities for MSFP Staff and Volunteers (including Directors)

2.1 All MSFP staff and volunteers are responsible for

- Taking reasonable care for their own health and safety and that of others which may be affected by what they do or do not do.
- Bringing to the attention of the Health & Safety Officer any deficiencies in safety arrangements.
- Cooperating with others on health and safety.
- Correctly using work items provided by MSFP, including personal protective equipment, in accordance with training or instructions.
- Not interfering with or misusing anything provided for their health, safety or welfare. Familiarising themselves with escape routes from the MSFP building where they work, recognising that the escape route to be used in case of emergency may depend on the source of the fire or other emergency.
- Ensuring that corridors, exits and work areas are kept free of obstruction.
- Knowing how to raise an alarm in case of fire, call the fire brigade, operate fire alarms and fire-fighting equipment. Training will be provided as appropriate.
- Carrying out risk assessments at other venues (e.g. for events) and addressing any shortcomings.
- For MSFP events at MSFP premises and other venues, ensuring that all visitors, including contractors are aware of all health and safety arrangements.

3 Staff, Volunteers and Visitors with Special Requirements

3.1 Staff and volunteers who have special physical or sensory requirements must advise the Health and Safety Officer of any characteristics that may influence their health or safety in the workplace. The Health and Safety Officer will review the risk assessment to ensure that it covers additional risks that might be present for that person.

3.2 Anyone whose health or safety may be affected by mobility, communication or other specific requirements must ensure that relevant staff are aware of any assistance they require in particular circumstances.

3.3 Staff should ensure that satisfactory arrangements are made for any visitor with additional requirements to receive appropriate assistance in case of emergency.



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3.4 MSFP will meet the cost of an eye test with a designated optician on request for all display screen users when this is not related to a regular optician's appointment.

4 First Aid

4.1 The Health and Safety Officer is responsible for advising the Chair of the number and the deployment of trained MSFP first aiders that are required to provide a satisfactory level of cover for MSFP premises and activities. Where MSFP shares premises with other agencies, it may be appropriate to share the cost of training first aiders in that location and arrange to collaborate on their deployment when first aid incidents occur.

4.2 The Health and Safety Officer will ensure that first aid boxes are located in a prominent and readily accessible location in all premises regularly used for MSFP business and that prominent notices are displayed in public places describing their location and the availability of first aiders in the building. The Health and Safety Officer is responsible for ensuring that the contents of MSFP first aid boxes contents are regularly checked and replenished against a contents' check list.

4.3 First Aid Boxes are located in the Cherry Tree Centre Kitchen, Studio, Community Room and MSFP Office. There is also a First Aid box located in the kitchenette at East Court Mansion in East Grinstead which is the responsibility of East Grinstead Town Council.

4.4 Qualified first aiders are: to be confirmed

5 Accident book and Health and Safety Log

5.1 All accidents are to be reported to the Health and Safety Officer and recorded in MSFP's accident book. An accident book is located with the First Aid Box in the MSFP Office.

5.2 A Health & Safety Working file will be located in the MSFP Office. This is used to record the following information:

- Any incidents or diseases requiring RIDDOR HSE Reporting - see Appendix I for further information.
- Record of fire or other incidents, including times, involvement of external agencies and action taken to mitigate the incident, as well as reports of any injuries to staff, volunteers, visitors or others. (See also the MSFP Fire Safety Policy.)
- Details of all health and safety incidents at the location including nature of the event, its time, names of person(s) involved, remedial action taken and information about any reporting of the event to other MSFP staff and external agencies.
- Details of any work-related health conditions, including nature of condition, its relationship to work undertaken, activities that aggravate symptoms and details of onset of the condition.



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- Dates and times of health and safety risk assessments and inspections carried out at the location.

Date, time and outcomes of fire inspections by external agencies.

Fire drills, including time of drill, time required to clear the building and any problems experienced with the drill.

Dates, times and outcomes of maintenance and annual tests, including electrical PAT tests, gas appliances and other plant and equipment.

NOTE: The Chair will provide a summary of health and safety incidents in their written report to directors at each Board meeting.

6 Work-Related Stress:

6.1 MSFP will endeavour to establish a cordial, constructive, communicative and collaborative working relationship between directors, volunteers, management and staff and encourages volunteers and staff to actively support this objective. This should help to reduce health conditions attributable to stress at work. MSFP recognises that it is especially important to ensure that staff are kept as well informed as practicable at all times, but especially at times of significant organisational change. MSFP will strive to enable and encourage staff and volunteers to participate in discussions about organisational and service developments. Volunteers and staff will also be given the opportunity to contribute to discussions about the planning and organisation of their work at MSFP.

6.2 Bullying and harassment are frequently the cause of stress in the workplace. MSFP has policies and procedures to deal with this and will implement these rigorously.

6.3 Staff and volunteers who experience problems outside of the workplace sometimes find these affect their work and can induce work-related stress. MSFP will be as supportive as practicable. It is, of course, necessary for the employee's or volunteer's supervisor to appreciate the nature and extent of the difficulty in order to be in a position to adjust work requirements.

6.4 MSFP recognises that working long and unsocial hours, over and above those that are contracted can cause work-related stress, especially if additional workloads continue for extended periods. Whilst additional hours of work are sometimes unavoidable, MSFP recognises the negative effects of long-term extended working, both on the worker and the organisation. MSFP will only rarely ask staff and volunteers to work for extended periods and keep the period to a minimum.

6.5 Supervisors at MSFP must not expect staff or volunteers to meet impossible deadlines or increase workloads to an unattainable level.



7 Manual Handling

7.1 Manual handling will be reduced as far as possible. The Health and Safety Officer will ensure a risk assessment is prepared of manual handling tasks and agree safe work practices with staff and volunteers. All staff and volunteers involved in manual handling will receive adequate training in manual handling. Work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate, e.g. pregnancy, known back complaints. Staff and volunteers must bring to the attention of their supervisor any health problems that may be affected by handling activities.

8 Training

8.1 An induction programme with information about health and safety arrangements within the organisation will be provided to new staff and volunteers. Any updates or changes to these arrangements will be discussed at meetings.

9 Related Documents:

9.1 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.

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

1. Fire Safety
2. Gas Safety
3. Electrical Safety
4. Water Hygiene
5. Asbestos Safety Management

10 Legislation and Regulations:

10.1 The legislation and regulations listed in this policy are 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 these procedures was considered at the time they were developed, but subsequent primary and secondary legislation, case law and regulatory or other requirements will be considered and the procedures reviewed and adopted in accordance with the requirements set out therein, even should such subsequent legislation not be explicitly listed within these procedures.



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10.2 The key legislation and regulations in respect of health and safety are identified in para 1.1 of the Health and Safety

Policy, namely:

- 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)

11 Review:

11.1 These procedures 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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Appendix 1

Reportable incidents RIDDOR- HSE

Types of reportable incidents Deaths and injuries

If someone has died or has been injured because of a work-related accident the Chief Executive will establish whether this has to be reported. Not all accidents need to be reported, other than for certain gas incidents. The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person
- Specified injuries to workers. These are:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight. Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding) which:
 - o covers more than 10% of the body,
 - o causes significant damage to the eyes, respiratory system or other vital organs.
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space which:
 - o leads to hypothermia or heat-induced illness,
 - o requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book, the record you make in this will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Injuries to non-workers which result in them being taken directly to hospital for treatment must be reported. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.



Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Gas incidents

Incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with gas must be reported.