



Health and Safety Team – Role Overview

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Reporting to Tibberton Community Shop's (TCS) Management Committee ('the Committee'), the Health and Safety Team has delegated responsibility for the effective implementation and maintenance of all the Shop's health and safety practices, including food hygiene and Safeguarding.

The *final responsibility* for actioning TCS's health and safety practices rests with all 'the Committee', all of whom may be held accountable and responsible. All Committee members have the legal duties: of good faith, to take care, to obey the law. Health and Safety is a standing Committee meeting agenda item.

Health and Safety Team Members

- Health and Safety Lead (HSL) *(Appointed by 'the Committee')*
- Volunteers Coordinator
- Other volunteers for specific issues, e.g. Trainers, Secretary, Premises Lead.

Health and Safety Team - Main Responsibilities

Facilitate safe volunteer working at the premises: ensure all TCS's health and safety policies and procedures, e.g. food hygiene and Safeguarding, are implemented and maintained effectively, in line with UK best practice.

Ensure all volunteers are trained appropriately in health and safety, e.g. first aid, food hygiene, fire safety, risk assessments and accident reporting, with training records kept securely. Relevant training for the Health and Safety Lead will be provided as required.

Implement the following specific items:

1. The Health and Safety Law poster is displayed.
2. The First Aid Box is accessible and contains in-date items.
3. The Accident Record Book is in the Shop's Health and Safety Folder; volunteers know how to use it.
4. All volunteers receive appropriate, recorded health and safety plus food hygiene training.
5. Volunteers are told of the Personal Protective Equipment (PPE) and Control of Substances Hazardous to Health (COSHH) information provided on cleaning materials used and follow good cleaning practices.
6. Accidents and ill health at work are recorded in the Accident Book to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) www.hse.gov.uk/riddor
7. All cleaning schedules are completed and recorded by volunteers and contractors.
8. Complete accident/incident investigations as needed; report findings/recommendations to the Committee.
9. Schedule annual electrical PAT testing and Fire Extinguisher servicing; ensure it is completed and logged.
10. Keep the Health and Safety Policy up to date, plus the relevant elements of core documents, e.g. Shop Guide.
11. Maintain and review regularly the TCS Risk Assessment regularly, or as legislation/incidents require; ensure volunteers are consulted about it, and relevant risk control/mitigation measures are implemented.
12. Complete and record the monthly 'Periodic Check' of the safety of the premises and its equipment; ensure corrective action is implemented through the Committee or other working groups.
13. Keep the Committee and Volunteers updated as needed on Health and Safety concerns.

A suggested actions checklist for the Health and Safety Lead to follow is provided on the next page.



TIBBERTON COMMUNITY SHOP



Health and Safety Lead – Actions Checklist

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Item	Frequency and Actions Needed
Visual and verbal checks	Whenever visiting the Shop. - Rectify any obvious issues with the volunteers or with the Committee.
Working safely during COVID-19	Weekly – each Wednesday check the GOV.UK website: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches - Update Risk Assessment and Volunteer Guide to working safely during COVID-19 as needed - Inform Volunteers Coordinator of changes to be communicated - Print copies of the new documents for the Shop's Health and Safety Folder - Provide pdf copies to the webmaster for the TCS website.
Periodic Check	Monthly – complete by 10 th , inform the Committee of actions needed.
Health and Safety Report	Monthly – to the Committee by 15 th , flag issues to fix / actions needed.
Cleaning Logs	Monthly – check these are being completed as part of periodic check - Escalate to the Committee if cleaning is not being done.
Risk Assessment Review	Annual – or as needed by legislative / Health & Safety Executive or Shop operational changes. (This is in addition to updates for GOV.UK COVID-19 guidance changes.)
Fire Safety Risk Assessment	Annual – or as needed by legislative / Health & Safety Executive or Shop operational changes.
Fire Extinguisher Service	Annual – Scheduled with D Oakley & Son (01743 343738) in mid-February each year. - Certificate filed in Health and Safety Folder - Invoice approved for payment and passed to Treasurer.
PAT Testing	Annual – To schedule for early July with Mr PATtastic (07956 717638). - Certificate filed in Health and Safety Folder - Invoice approved for payment and passed to Treasurer.
Health and Safety Policy Review	March 2024 – or as needed by legislative / Health & Safety Executive or Shop operational changes.
Food Hygiene Certificate	Inspection Questionnaire Retail (Low Risk) - last completed and delivered to Telford and Wrekin Council's Public Protection team 06-Jan-2020. New certificates still awaited from them.