



Exeter Food Action Health and Safety Policy

1. Policy Statement

Exeter Food Action (EFA) is committed to providing a safe and healthy working environment for all stakeholders, including staff and volunteers. This Health and Safety Policy outlines our commitment to complying with the requirements of the Health and Safety at Work Act 1974 (HASWA) and other relevant legislation, ensuring the well-being of everyone associated with the charity.

2. Legal Framework

EFA recognizes its legal obligations under the Health and Safety at Work Act 1974 and its associated regulations. We will take all reasonably practicable steps to ensure the health, safety and welfare of our employees, volunteers and charity trustees.

3. Responsibilities

Trustees: EFA trustees are responsible for providing adequate resources and ensuring that health and safety objectives are met. They will appoint a designated person with responsibility for health and safety matters.

Staff and Volunteers: All staff and volunteers must adhere to the health and safety policies and procedures, report any hazards or incidents promptly, and actively contribute to maintaining a safe working environment.

Designated Person: The designated person, appointed by the trustees, will have specific responsibilities for overseeing health and safety matters, conducting risk assessments and ensuring that appropriate control measures are in place.

4. Risk Assessment and Control Measures

EFA will conduct regular risk assessments to identify potential hazards and implement control measures to eliminate or reduce risks to an acceptable level. These assessments will cover all activities, premises and equipment used by the charity.

5. Training and Information

All staff, volunteers and charity trustees will receive appropriate

information on potential hazards, emergency procedures. Relevant health and safety policies and information will be provided, updated regularly and made available to all on EFA’s website.

6. Reporting and Recording

EFA will establish a system for reporting accidents, incidents, near misses or hazards promptly. All such occurrences will be thoroughly investigated, and records will be maintained in accordance with legal requirements.

(See also: [P1 – EFA Accident Policy](#), and [P10 – EFA Manual Handling Policy](#)).

7. Emergency Procedures

Clear and effective emergency procedures will be established, including evacuation plans, first aid provisions and communication protocols.

Regular drills and training will be conducted to ensure preparedness.

(See also [P7 – EFA Fire & Evacuation Policy](#))

8. Consultation and Communication

EFA is committed to consulting with staff, volunteers and charity trustees on health and safety matters. Open communication channels will be maintained to encourage the reporting of concerns and suggestions for improvement.

9. Monitoring and Review

This policy will be regularly reviewed to ensure its effectiveness and compliance with legal requirements. Any necessary updates or revisions will be implemented promptly.

10. Implementation

This policy will be communicated to all stakeholders and their commitment to health and safety will be integral to the success of this policy.

Signed: (Name and title of the designated person)

Date:

Exeter Food Action Health & Safety Policy	
Version:	VI
Agreed by Trustees on:	16.10.24
Date for review:	October 2025

Appendix

UK Health & Safety Legislation

The Health and Safety at Work Act 1974 ([<link](#))

**Health and Safety at Work Act guidance on
the Health and Safety Executive website:** ([<link](#))