



Health and Safety Policy of Sal's Shoes ('the Charity')

Introduction

Sal's Shoes is committed to ensuring that all its activities are safe, and it will do whatever it can to provide for the health, safety and welfare of all volunteers, staff, visitors and delivery staff, ensuring that risks are minimised at all times.

It will observe the Health and Safety at Work Act 1974 (HASAWA) and all relevant regulations and codes of practice made under it. Including this Policy and:

- Providing a safe place for volunteer work.
- Undertaking risk assessments.
- Liaising with health and safety experts when necessary.

Paid member of staff [CJ Bowry], is responsible for:

- Assessing the risk to the health and safety of volunteers, staff, visitors and delivery staff and identifying what measures are needed to comply with its health and safety obligations.
- Providing information, instructions, training and supervision to volunteers in safe working methods and procedures as required.
- Encouraging volunteers to co-operate in ensuring safe and healthy conditions and systems through effective joint consultation.

Volunteer Responsibilities

All Volunteers will ensure that:

- They are aware of the contents of this Policy.
- They comply with this Policy.
- They take care of themselves and others who may be affected by their actions or omissions.
- They will report all accidents or unsafe situations, and any near misses (things which could have led to an accident), to the main reception staff at Storage King.
- They record accidents or near misses at Sal's Shoe HQ (Storage King) in the accident book kept in the main reception.
- They are aware of all fire procedures for the area in which they are working.
- If they identify anything which they think could be in any way unsafe, they will report it.



- **Risk Assessments**

CJ Bowry will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- Change in legislation.
- Change of premises.
- Significant change in work carried out.
- Transfer to new technology.
- Or any other reason which makes original assessment not valid.

Training

To comply with legislation and to promote the health, safety and welfare of volunteers, staff, visitors and delivery staff, health and safety training will be provided as follows:

- At inductions.
- When training needs are identified during risk assessments.

Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the responsible paid member of staff.

If, after investigation, the problem is not corrected in a reasonable time, or the responsible person decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to the trustee board.

This policy was approved by the Chair of Trustees of Sal's Shoes on 30/08/2021. It also comes into force on that date. The Board will, as appropriate, monitor and enforce this Policy.

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Last date of review: 30/08/26

Next date of review: 30/08/27