

Health and Safety Officer Role Description

Title: Health and Safety Officer

Reports to: Warehouse Manager

Location: Unit 80 Greenham Business Park, RG19 6HW

West Berks FoodBank

The West Berks Food bank team provide essential support for those in our community who have a short-term food need. The Foodbank relies on donations that are made in various ways – in-store supermarket collections baskets, church and school collections, personal and community donations among others. Donations are usually collected by volunteer drivers, but donation coordinators and individual donors also bring donations directly to the warehouse.

Donations consist of many different products – tinned food, milk cartons, cleaning products, personal toiletries, packets of biscuits – which all have to be sorted, by expiry date where applicable so that they can be sent back out to clients or stored for future delivery.

The client orders are packed at the warehouse and distributed by a team of volunteer drivers.

Overview of the role. To assist the Warehouse Manager in implementing those parts of the Foodbank's Health and Safety Policy that are delegated by the Trustees (see 'Health and Safety Policy Document').

Enabling the activities of the Foodbank by firmly minimising the risks of accident, promoting an open and friendly, healthy culture.

Remain aware of statutory and best practice procedures and ensure they are used where appropriate; maintain the necessary paperwork; minimise the risk of disruption arising from accidents or claims.

Consider how the Foodbank's use of a wide variety of part-time volunteers instead of a regular paid workforce should affect Health and Safety procedures.

Key Tasks.

- Make and maintain records of risk assessments.
- Maintain the Accident book (to include 'near misses')
- Maintain and encourage the use of a Health and Safety suggestion book.
- See that appropriate posters are displayed and that safety advice is readily available
- Make or commission regular inspections of equipment and maintain records of them.
- Liaise with Warehouse manager to train new volunteers

- Assist the Warehouse Manager and Foodbank Manager as required when they report on Health and Safety to the Trustees.
- In the event of an accident or near miss: Assist in minimising the damage; investigate the cause; see that a record is kept; act to reduce any risks exposed.
- Listen to any questions and suggestions about Health and Safety from any members of the Foodbank (and visitors), dealing with them constructively, encouraging useful discussion and involving the Warehouse manager and Project manager.

About you:

- The Health and Safety officer should usually be doing at least one visit a week to experience what's happening
- Ability and willingness to research Health and Safety best practice and advice to keep up to date with requirements.
- Strong communication skills, including an ability to make politely direct and firm statements
- Highly organised, methodical and able to keep calm.
- Able to answer questions on Health and Safety either immediately or by finding out.
- Prepared occasionally to assist at short notice.
- Understands that Health and Safety is to support more than to restrict the work of the Foodbank.
- Happy to explain Health and Safety matters to Trustees, visitors or visiting contractors, assisting the Warehouse and foodbank managers.

Benefits of volunteering

- Using your existing skills to make a difference

Dress requirements:

- All volunteers in the warehouse are required to wear flat closed toe shoes.
- A work T-shirt and fleece can be provided upon request.
- Basic PPE is available.

Date approved: 20/04/2021

Approved By: Warehouse Manager/Foodbank Manager