



# The Hygiene Bank Health and Safety Policy

## Purpose

The purpose of this policy is to ensure that all the activities of The Hygiene Bank Ireland are safe for volunteers and risks are minimised at all times.

Health and safety is a collective task shared between The Hygiene Bank Ireland volunteers. The charity will observe the Safety, Health and Welfare Act 2005 and all relevant regulations and codes of practice made under it.

## Scope

This policy applies to all volunteers, trustees and employees of The Hygiene Bank Ireland.

## Managing Health and Safety Risk

It is The Hygiene Bank Ireland's duty to conduct activities in a way that ensures the safety of all volunteers and prevents improper conduct that could put volunteers at risk.

This will be managed through guidance, training and risk assessments.

### Guidance:

- Manual Handling Guidance detailed in the Volunteer Handbook and as part of new volunteer induction.
- Manual handling and Health & Safety posters visible in storage units and available to all volunteers

### Training

- Training for the Health and Safety Officer and for other volunteers as needs arise.

### Risk Assessments

- The risk involved through regular activities will be managed by risk assessments.
- New risk assessments will be written in the following cases:
  - An event to organise
  - change in legislation
  - change of premises
  - significant change in work carried out
  - or any other reason which makes the original assessment not valid.

## Manual Handling

The main concern with manual handling activity is the increased risk of injury due to wear and tear on the back, especially on the lumbar intervertebral discs. The following procedures

are in place to reduce the risk of injury as a result of manual handling. They have been based on HSE guidance for manual handling.

- Where products are being carried by a volunteer in bags or boxes, the weight of each bag or box should not be heavier than 10kg.
- Volunteers should work with other volunteers or trolleys where bags or boxes are more than 10kg.
- Where a volunteer is uncertain of the weight of a load, they should be tested before lifting fully.
- Where products are being lifted, the back should be kept straight and the knees should be bent. Avoid twisting, stooping or reaching when lifting and moving heavy objects.
- The heavy object should be kept close to the waist when lifting or moving. The heaviest side of the object should be closest to the body.
- When lifting, feet should be slightly apart with one foot in front of the other for greater stability.
- Volunteers should avoid lifting heavy objects from the floor to shelves above shoulder height. Where this is necessary, the load should be reduced to avoid strain.
- Volunteers should be aware of their own limitations when lifting objects and help or a trolley should be used to lift and transport products.
- Before lifting or carrying objects, obstructions should be removed from the route to allow for easy walking or to allow for a trolley
- Where products are being transported over a distance of more than a few metres, a trolley should be used. This might be from a car to a storage facility.

For more information please see here: <https://www.hse.gov.uk/toolbox/manual.htm>

## Other Safety Measures

- It is the volunteer's responsibility to ensure distributed products are new, unopened and of good condition before being donated to a charity. Inadequate donations must be disposed of responsibly.
- Volunteers must maintain sobriety when meeting, delivering and representing The Hygiene Bank Ireland.
- Volunteers must follow legal requirements when driving including maintaining sobriety and wearing a seatbelt.
- Volunteers must follow government guidelines for working as an essential worker in a pandemic.
- Floors and passages should be kept clear of any obstacles and spilt liquids cleared up immediately.
- When operating in Storage Units or Warehouses, volunteers should be aware of all fire procedures. If a volunteer identifies anything which they think could be in any way unsafe, they must report it.
- Risk assessments must be carried out before new projects or activities begin.
- Any accidents must be recorded and evaluated so not to happen again.

## Related documents

Everyday Activity Risk Assessment  
Incident Register

## Revision history and next review

Policy Document:	Health and Safety Policy
Date of Next Review	March 2021
Version:	1.0
Approved by, Date:	Tom Poynter 09-May-2021
Last Reviewed:	N/A

Signed:

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Chair of the Board