

# Health and Safety Policy

**Magic Breakfast**

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# Health and Safety

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## MAGIC BREAKFAST POLICY

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# **1 Purpose and principles of the policy**

At Magic Breakfast the vision for our people is that they are happy, fulfilled, and able to bring their whole selves to work to make a measurable difference to the lives of hungry children and young people. The most basic and fundamental component of this is ensuring the health and safety of our staff.

This policy defines the approach to this, which ensures the charity meets its statutory responsibilities and defines the relevant expectations on staff.

It ensures that Magic Breakfast and its employees are in line with the statutory requirements under the 1974 Health and Safety at Work Act and subsequent regulations and codes of practice. This includes covering the responsibilities of the role of Representative for Employee safety and appropriate training, consultation and communication mechanisms.

## **1.1 Who this policy applies to**

This policy covers directly employed staff, those on work experience or internships as well as volunteers undertaking activities for Magic Breakfast including trustees. How it applies to those engaged by Magic Breakfast but employed by a third party or self-employed consultants will be managed in partnership with the employer or consultant.

## **1.2 Aims of policy**

- To ensure that everyone is clear on their responsibilities relating to health and safety along with the related communication, training and procedures.
- To create awareness and the means of assessing risks to health and safety and identifying ways to overcome them.
- To ensure that safe electrical equipment with PAT (Portable Appliance) testing and relevant procedures is in place to achieve this aim. There is a separate policy on PAT testing can be found on the intranet.
- Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

## **1.3 Related policies and procedures**

- Incident reporting
- Hybrid working, Working hours, Sick absence policies and procedures
- Tell Jane confidential helpline/Whistleblowing procedures
- Drugs and Alcohol, Manual Handling, Portable appliances
- Risk assessment templates, new starter forms and DSE assessments
- Well-being related including helpline, online resources, occupational health services, well-being champions/ mental health first aiders, menopause guidance and champions

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- Behaviour and Respect policy, values framework and WOW (ways of working information)

#### 1.4 **Magic Breakfast culture and Safety**

This policy seeks to ensure we build on this to really embrace a positive, proactive approach to health and safety, reinforced through our focus on wellbeing and Equality, Diversity and Inclusion to ensure our working environment is as people focused, inclusive and supportive as it can be.

Our Behaviour and Respect Policy aims to support an inclusive culture and sets out how to address concerns around the impact of the behaviours of others and to remedy issues around bullying and harassment. The interplay of perception and intent is considered within this complex balance of inclusion and bringing your whole self to work with a safe culture where everyone feels comfortable.

A related consideration to the sense of safety and inclusivity at work is recognised in the concept of psychological safety. This is defined as 'feeling safe to take interpersonal risks, to speak up, to disagree openly, to surface concerns without fear of negative repercussions or pressure to sugarcoat bad news. Psychological safety nurtures an environment where people feel encouraged to share creative ideas without fear of personal judgment or stepping on toes. ('What is psychological safety? | McKinsey, July 2023'). Our values focus on finding the balance between our enabled voice and being brave in how we speak up and the aim to be compassionate and solutions focused, with an awareness of how we impact on others and how our approach might be perceived.

Ultimately there is the recognition that the concept of health in this policy refers to mental health as well as physical health. Magic Breakfast supports the 'mental health core standards' as set out in the Thriving at Work: the Stevenson/Farmer review on mental health and employers ([publishing.service.gov.uk](https://publishing.service.gov.uk)). These are listed below, and the People and Culture plan focuses on how we can best meet these standards:

- Produce, implement and communicate a mental health at work plan;
- Develop mental health awareness among employees;
- Encourage open conversations about mental health and the support available when employees are struggling;
- Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development;
- Promote effective people management through line managers and supervisors;
- Routinely monitor employee mental health and wellbeing

There is a clear role for line managers in supporting these standards and the culture we aspire to under this policy and our people strategy. Line managers have a responsibility to enable awareness of this policy and ensure its effective use.

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## 1.5 **Magic Breakfast working environments and safety**

It is recognised that Magic Breakfast is primarily a remote working organisation with a London based office facility available for those who are required to be on site or have a preference to attend an office if it works for them geographically as part of hybrid working.

The workplace locations and related activities which therefore fall within the scope of this policy are:

- Home
- Fora office(s) and other office sites
- Driving for school visits or team meetings when remote working

There will also be locations which are attended while carrying out work including:

- Venues for team meetings, awaydays or internal activities
- Schools or community sites
- Political institutions, other charities or organisations

These locations will be covered in the relevant health and safety policies of the organisation(s) in question and employees should ensure they are aware of any local requirements about fire, incident reporting and first aid.

When considering Health and Safety, it is important to recognise the two separate elements, noting their definition, what links them but also noting their distinct components.

Health: this is defined as the absence of disease and physical and social wellbeing.

Safety: this relates to being free from unacceptable risk of harm.

## **2 Legal position and related responsibilities**

The Health and Safety at Work etc. Act 1974 (HASAWA) places the duty on an employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its acts or omissions. This includes the provision and maintenance of safe plant, machinery, equipment and safe systems of work.

Although the ultimate responsibility for compliance with the Act rests with employers, every employee also has a responsibility to ensure that no one is harmed or put at risk because of their acts or omissions during their work.

It shall be the duty of every employer to conduct this undertaking in such a way as to ensure, so far as reasonably practicable, that persons not in their employment who may be affected are not thereby exposed to risks to their health or safety (Section 3 HASAWA). Compliance with the Health and Safety at Work Act is a legal requirement.

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As such, an offence, committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment.

### **3 Training**

An internal briefing on the Health and Safety policy and associated procedures will be provided to all staff with a further online mandatory course via the Learning Management System to be undertaken.

More focused sessions on specific areas will be undertaken as needed for line managers and staff who arrange events or other activities that require a greater Health and Safety awareness as well as all members of the Health and Safety committee to support their elevated responsibilities.

### **4 Role and Responsibilities**

The accountability for the Health and Safety of the organisation sits with the Board and the delegated responsibility sits with the SLT with all operational undertaking falling with the Health and Safety committee, which is chaired by the Head of People and Culture. There are also specific duties for certain roles, line managers and all employees. Details of all roles and responsibilities relating to Health and Safety are below.

#### **4.1 Health and Safety Committee**

The Head of People and Culture is the committee chair and takes on the lead responsibility for the role of Representative of Employee Safety, but these responsibilities are also conferred on the members of the health and safety committee, focusing on the need to promote, consult and communicate on Health and Safety in the workplace.

Consultation and communication on matters relating to health and safety will be led by the committee who will engage with each dept through the departmental representatives and as an organisation as appropriate. The aims of the committee are to:

- Act as champions and ensure awareness of this policy and use of related procedures is embedded
- Ensure the charity's approach to Health and Safety, the committee, communication, training, policy and procedures remain up to date and are adapted to cover new legislation or best practice along with usability and continuous improvement as principles
- Ensure good partnerships with office space providers and other location stakeholders that could have a bearing on the health and safety of our colleagues
- Briefings, training and communication including the promotion and socialisation of this policy and related procedures.
- Commission and review inspections/audits

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- Keep under review the risk assessment process to ensure appropriate usage, provide advice on general or specific assessments on request and oversee record keeping
- Review incident reporting and consider any learning from specific instances or trends overall
- Review anonymised and non-identifiable data related to trends around sick absence, occupational health referrals, stress management and other health related matters. To make recommendations to support the reduction of issues and best meet the aims of this policy.
- For the committee to engage with the Wellbeing champions/mental health first aiders to pool information on trends and consider further interventions to support health and wellbeing

The committee will be mindful of the principles of prevention of risk set out by the Health and Safety Executive:

- Elimination – physically remove the hazard
- Substitution – replace the hazard
- Engineering controls – isolate people from the hazard
- Administrative controls – change the way people work
- PPE – protect the worker with equipment

OR **E**liminate, **R**educe, **I**solate, **C**ontrol, **P**ersonal Protective Equipment, **D**iscipline

The committee represents a spread of roles across the organisation and will meet every other month. Some roles have a specific link to areas where health and safety is a key consideration whilst others are to ensure there is a representative in each area of the organisation. Current membership is:

- Director of People and Culture (Chair)
- People and Culture Officer (Secretary to the committee and member-Fora lead)
- Service Delivery Executive Assistant
- Community and Events Fundraising Manager
- ICT manager
- Policy and Public Affairs Officer
- Engagement Partner

The terms of reference for the group are in the appendix 1.

## 4.2 Line managers

Managers will ensure they understand this policy and their obligations in relation to their team. They will undertake relevant training and briefings, follow relevant policies and procedures, undertake risk assessments when needed. They will be mindful of physical and mental wellbeing and safety for their team.

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Managers will be proactive in building a supportive, psychologically safe and inclusive culture in line with our values and ways of working. Ensuring regular contact and team engagement is important to the mental wellbeing of remote and homebased workers. They will foster a sense of connection and inclusion.

They will hold regular 1-to-1's and ensure that there is a proactive focus on the health and wellbeing of the individual including how they are managing with their workload. They should not make assumptions and be proactive with compassionate enquiry and a non-judgemental, open approach to understanding and resolving colleagues' issues around health and safety.

Managers will ensure that the workload of their team members is reasonable and manageable, that objectives are SMART (specific, measurable, achievable, relevant and time bound). They will make sure the work is in line with the job description and aligned to the skills and experience of the individual. They should be alert to any adverse reaction to pressure and consider the use of stress risk assessments or referral to occupational health where further support seems needed.

Managers will be proactive with any requirements related to any underlying or situational physical or mental health condition or issue. This may mean acting proactively to intervene and offer support if they have a concern that a colleague is at risk from harm. They will consider the relevant policies, procedures, and resources to provide support including signposting to our wellbeing partner, use of occupational health and the proactive management of absence.

They will work in partnership with the People and Culture team and any appointed occupational health provider or specialist to explore these processes and other means to provide support including exploring and implementing recommended reasonable adjustments.

### **4.3 All employees**

All employees should: read this policy and take part in any training or briefings, review any related policies such as the separate policy on drugs and alcohol, co-operate with Magic Breakfast Health and Safety Committee members, any representatives or nominated persons on a site they are present at, event organisers and managers on health and safety matters; take reasonable care of their own health and safety which includes being open to any Occupational Health referral to enable Magic Breakfast to exercise its duty of care and provide relevant support and reasonable adjustments; and report all health and safety concerns to an appropriate person following local procedures and then the Magic Breakfast incident reporting process).

Given a largely remote workforce, in taking responsibility for their own Health and Safety everyone should remain as alert as possible to their own wellbeing and resilience. Magic Breakfast encourages colleagues to recognise if they have reached a threshold and should temporarily 'down tools' and simply step back from work. Employees should alert their manager and then make the best of time away from the

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working day to decompress. There are tools on the Wellbeing section of the intranet which may help with this along with the helpline and other resources through our Wellbeing Partner Westfield Health.

If a colleague does take time out during the working day, they should not feel any pressure to make the time up. At an appropriate time, it would be helpful to reflect on the situation with their line manager to explore if there is a need to consider long term support or strategies to manage any underlying issues. Stress risk assessments are a tool which may help analyse causes. In any case it's important not to ignore ongoing issues and to proactively recognise, analyse and then act. If individuals need further time off then this would be supported as sick absence in line with that policy.

Everyone must also recognise that we all share individual and collective responsibility for achieving healthy and safe working conditions. They must consider the health and safety implications of their own acts and/or omissions and take reasonable care for their own health and safety and that of others.

Staff attending any offices used by Magic Breakfast will need to ensure awareness of accident reporting first aid and fire evacuation procedures on that site. Magic Breakfast will support the awareness of these procedures to staff. Staff attending schools for engagement visits or other sites in the course of their duties should ensure same awareness around on site procedures and protocols.

## **5. Health related**

On joining the organisation all staff will complete a Health declaration form which highlights any underlying health conditions and is an opportunity to highlight any support needs.

This enables the charity to exercise its duty of care around any specific reasonable adjustments that are required for the individual to enable them to carry out their role without disadvantage and in a safe way. This information provided will be kept confidential within the People and Culture team and it may be appropriate with agreement for it to be discussed with the line manager so part of providing the relevant support.

The charity has an occupational health service which can be used to refer a colleague at any time to explore any health issues to receive recommendations around reasonable adjustments and what support should be considered.

There is also a range of resources including access to a GP by phone and a confidential helpline which includes medical related matters via Westfield Health. There are also seminars, guidance documents and other resources on the Wellness at Work section of the intranet.

Managers will provide support around workload and stress and working with the People and Culture team will use the HSE management standards and stress risk

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assessments when appropriate. This will help analyse the situation, identify stressors and help identify means to resolve this issue. The standards cover Demands, Control, Support, Relationships, Role and Change and these are explored via the risk assessment tool. Where Health issues lead to absence from work this will be covered by our Absence from Work Policy.

## **6. Risk assessments**

Risk assessments should be undertaken when:

- Arranging work events partially or fully outdoors including all fundraising or campaigning events ( Event organiser to oversee risk assessment with Health and Safety committee rep support)
- Arranging work events at a venue where there are numerous activities, and it involves several colleagues and is more than a standard team meeting. ( Event organiser to oversee risk assessment with Health and Safety committee rep support)
- Arranging an event at a venue where external stakeholders are attending but it involves more than a standard meeting. (Event organiser to oversee risk assessment with Health and Safety committee rep support)
- Driving or lone travelling to a school (Employee to review standard risk assessments, discuss with manager and Health and Safety Committee rep as needed)

This is not an exhaustive list and employees are encouraged to speak to a member of the Health and Safety Committee for guidance on when a risk assessment is appropriate.

Risk assessments will also be used for:

- Stress (at organisation and individual level as needed)
- Pregnancy (as part of maternity process through Occupational Health provider)
- DSE, Manual Handling (see relevant section below)

There are generic risk assessment templates for the categories above which include information applicable in all cases and tailored sections to support completion. These templates can be found on the H&S page of the intranet but where these are not applicable the blank, generic template is [here risk-assessment-template-2019.docx \(live.com\)](#)

## **7. Manual handling**

It is not expected that any role in Magic Breakfast requires manual handling of significant size or weight but if this does occur, training and guidance will be available. If an employee has any cause for manual handling in their role, they should contact a member of the committee. There is more information on manual handling on the [Health and Safety Executive website](#).

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## **8. DSE (Display Screen Equipment Assessment)**

On starting employment with Magic Breakfast (or if any changes occur to their workstation set up) all employees should complete a DSE, this is a Display Screen Equipment assessment and is a mandatory requirement for anyone using a laptop or screen as part of their work for more than an hour a day. The results will be returned to the People and Culture team who will liaise with the individual and their line manager as necessary to address any issues and to ensure risks associated with screen use and related workstation set up are managed. These should be reviewed if anything changes and a new form completed.

## **9. Evacuations**

Employees should ensure they are aware of and comply with all evacuation procedures at the site they are working at. As Magic Breakfast does not lead on the Health and Safety arrangements for any site individual responsibility for colleagues will be necessary to engage with local procedures and this may include signing in, awareness of evacuation gathering points and other arrangements such as first aid and incident reporting.

At the Fora Brick Lane office, we have a greater connection to the procedures in place and our Business and Resource Administrator is our contact with the onsite team. Colleagues should follow procedures as required and those attending the office should make themselves aware of the Fora residents' handbook around office use and related protocols particularly relating to accidents and evacuations. This guidance is circulated to all staff upon joining.

## **10. Incident reporting**

Incident reporting is vital to allow Magic Breakfast, via the Health and Safety Committee, to support with any immediate or short-term action to support the remedy of or the reduction of the impact of the incident.

Incident reporting is done through submission of [a form on the intranet](#). This should be done as soon as possible after the incident, but the priority is for the colleague(s) to remove themselves (and others if possible or appropriate) from any immediate risk and follow local reporting procedures where the incident has occurred. They should follow local guidance to deal with the situation or receive treatment. If the colleague is on their own or involved in an accident, they should contact emergency services as a first step if appropriate.

If the matter is an evolving and developing situation during which there may be further risk or impact, then you should contact your line manager and the Head of People and Culture or any member of the Health and Safety committee. Where a weekend event is planned then the event organiser should engage with the committee to agree arrangements.

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Incident reporting should also be undertaken for near misses and the submission of all incidents lets Magic Breakfast consistently capture, learn from, and report against matters including any escalation to the Health and Safety Executive under the RIDDOR legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

The incident reporting details will be notified to the Head of People and Culture and the Resource and Business Administrator. They will review the incident details, engage the relevant member of the Health and Safety committee and/or other relevant colleagues, stakeholder or agency. They will engage with the individual, their manager and, if necessary, their emergency contact.

The anonymised details of every incident or near miss will be listed on a spreadsheet that will be a standing item for review at each Health and Safety Committee and trustees' meeting. The Committee are responsible for identifying any learning or actions from trends identified or specific incidents.

## **11. First aid and accidents**

The Health and Safety (First Aid) Regulations 1981 require an employer to 'provide adequate and appropriate first-aid equipment, facilities and people so that our employees can be given immediate help if they are injured or taken ill at work'.

At the Brick Lane Fora office, we have a first aid kit available in our stationary cupboard, but the onsite Fora team also have supplies in each kitchen and in the reception desk. If you have an accident at Fora, you should contact the concierge team and follow onsite guidance and then follow up with the Magic Breakfast Incident Reporting process.

If you are on another site, then you should connect with the first aider and health and safety representative on site and follow their care and protocols. You should also report the accident to Magic Breakfast through [the incident reporting process](#).

## **12. Driving on charity business**

Magic Breakfast recognises a large proportion of its staff need to drive for the purpose of attending engagement visits and other work events or activities. Driving at work is the single biggest risk to an employee. There is a dual responsibility to the health and safety of both employees and members of the public resulting from driving on charity business.

To this end we have a policy to ensure that all employees embrace the concept of "driving awareness with responsibility" by:

- Acknowledging the employee's responsibilities whilst driving,
- Understanding how to recognise and avoid potentially dangerous driving situations,
- Taking the right course of action if any incident or accident were to happen.

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- Plan their routes and timing to let them to complete the journey in the safest way possible.

If driving is required as part of their role employees must accept their responsibilities outlined in this policy and their confirmation of reading the policy via the MyHR system is their agreement to this.

Employees must own a valid current full driving licence and ensure appropriate insurance is in place to drive a vehicle for business purposes. They must ensure they have all appropriate checks and elements described in this policy are in place. The car must be roadworthy and had a full MOT within the last year. Magic Breakfast will not cover or contribute to the cost of the individual's own motor insurance or maintenance.

Employees must ensure that actions carried out (or neglected to be carried out) by them must not affect the safety of others (i.e., members of the public). Any incident or accident should be immediately reported via [the incident reporting tool](#) on the intranet as well as to line management as soon as it is possible and appropriate to do so and after alerting the relevant authorities, rental company etc. Employees should also refer to the checklist in Appendix 2.

Employees who are driving for Magic Breakfast business should also adhere to:

- **Courtesy and care:** All employees, whilst on business, are considered ambassadors for Magic Breakfast and their behaviour whilst driving is a reflection on the charity. As such employees are expected to be courteous and abide by the "Highway Code" and British road traffic laws in place (especially speed restrictions).
- **Personal property:** Employees are responsible for your own property, and it is up to you to ensure that items carried in the vehicle are adequately covered by your home insurance, as it is unlikely the motor insurance covers for personal items. Claims for loss of / damage to your personal property would usually be made through your own cover and Magic Breakfast is under no liability for lost items. However subject to the policy in place Magic Breakfast will discuss with the insurer if any claim can be made through the work cover for personal items stolen.
- **Charity property:** Employees should not leave Magic Breakfast documents or equipment in an unattended vehicle any longer than necessary and they must always be locked in the boot out of sight. They should not be left in the vehicle overnight. Confidential material must never be left unattended.
- **Use of mobile phones and electronic devices:** Calls or texts must not be made or taken/read by drivers with a handheld phone, whilst driving. Where hands free kits are fitted, proper care and attention must be always taken to ensure the safety of the individual, passengers, other road users, pedestrians etc. Where there is only a handheld phone then ordinarily calls should not be made whilst driving. If a call of an urgent nature is received, then the driver should pull over as soon as safe to do so and then complete the call. Use of similar electronic devices is also prohibited, and employees should refrain from using them whilst driving.
- **Drugs, alcohol, smoking and eating:** Certain prescription and "over the counter" drugs have the potential to cause adverse side effects such as drowsiness.

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Employees are expected to take notice of any warnings that accompany medications and should refrain from driving in such conditions. Driving whilst under the influence of alcohol or illegal drugs is considered gross misconduct, which may lead to disciplinary action up to, and including termination of employment.

- **Seat belts:** Use of seatbelts (where fitted) by drivers and all vehicle occupants is a legal requirement. It is the responsibility of the driver but also the duty of any employee, driver or not, to ensure that all vehicle occupants are wearing seatbelts.

### 13. Breach of policy

Meeting our health and safety responsibilities is an explicit expectation of the employment contract and an implied feature of the employment relationship. Everyone must adhere to their obligations under this policy and any breach or omission will be investigated and managed under the disciplinary policy and related processes which could lead to warnings or, in the case of repeated breaches or a breach that amounts to gross misconduct, dismissal.

### 14. Raising concerns

Employees should always raise any concerns, big or small, about health and safety. This should be to the most relevant person to respond to and resolve the issues. This may be their line manager, a senior manager, the event manager, the representative at the site they are attending or the Health and Safety Committee.

If there is a reasonable belief that approaching any of these persons will not resolve the matter or if it was raised with one or more of them and it is felt there was not sufficient response or remedy then an employee can raise the matter externally and in the first instance can speak to the externally run Tell Jane confidential helpline for guidance. Issues can also be raised with the Health and Safety Executive ([Whistleblowers - Contact HSE](#)). It may be that raising the issue falls under a protected disclosure under the Whistleblowing regulations.

## Appendix 1: Health and Safety Committee Terms of Reference

### Committee Purpose

The purpose of the Health and Safety Committee (TDC) is:

- To lead on the operational oversight of the Health and Safety policy and associated procedures, tools and systems.
- To act as representatives of employee safety and lead on communication, consultation, guidance, engagement and training for staff.

To this end, the function of the committee is to:

- Act as champions and ensure awareness of this policy and use of related procedures is embedded
- Ensure the charities approach to health and safety, the committee, communication, training, policy and procedures remain up to date and are adapted to cover new legislation or best practice along with usability and continuous improvement as principles
- Ensure good partnerships with Fora and other location stakeholders that could have a bearing on the health and safety of our colleagues
- Briefings, training and communication including the promotion and socialisation of this policy and related procedures.
- Commission and review inspections/audits
- Keep under review the risk assessment process to ensure appropriate usage, provide advice on general or specific assessments on request and oversee record keeping
- Review incident reporting and consider any learning from specific instances or trends overall include reviewing reporting of office space used by Magic Breakfast and where necessary liaise with relevant representatives of these organisations to address trans identified.
- Review anonymised and non-identifiable data related to trends around sick absence, occupational health referrals, stress management and other health related matters. To make recommendations to support the reduction of issues and best meet the aims of this policy.

Through close collaboration throughout the Magic Breakfast and in liaison with SLT, CMG, QMG and where appropriate the board, the committee will:

- Ensure the charity meets its statutory obligations around health and safety but also...
- Champion and engage to ensure health and safety is properly embedded, with representation from key Magic Breakfast functions or departments.

### Scope

The scope for the Committee is everything within or associated with the Health and Safety policy including systems and procedures as well as the communication and engagement of staff. It is also focused on ensuring any new sector or best practice developments or legislation are brought into scope. The oversight of volunteers through third party partners or stakeholders is not directly in scope but colleagues involved in this or other work outside of the scope of the policy can still engage the committee for informal advice or signposting.

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### Role of Members

- Support with risk assessments or any guidance sought from their departments or others if needed.
- Champion health and safety, promote the policy and associated tools.
- Undertake and contribute to training and briefings
- Undertake inspections or other activity as required
- Review any documents or relevant materials for the agenda prior to the meetings.
- Consider ideas and issues raised.
- Active challenge and scrutiny to drive standards and best practice
- Foster positive communication and engage with departments proactively.
- Support consensus, accepting majority decisions.

### Membership

The committee will consist of the following members and will be reviewed in November 2024:

Name	Title / Focus Area
Alan Mustafa	Director of People and Culture-Chair
Rebecca Hill	People and Culture Officer-Committee Secretary and note-taker
Hanfia Ilyas	Community Events Executive (Fundraising rep)
Claire Foster (CF)	Service Delivery Exec Assistant (SD rep)
Hannah Holloway (HH)	ICT Manager (F&P rep)
Emma Murphy (EM)	Policy and Public Affairs Officer (P&E rep)
Linda Worthington (LW)	Engagement Partner rep

- A quorum will consist of a minimum of 75% of the members.
- New members and guest attendees will be identified and invited by the existing committee
- Sub-Groups and working groups can be established as required.

### Meeting Schedule and Process

- The Committee will meet for up to 60 minutes every other month. The Chair and Secretary will schedule the meetings, prepare the agenda, and arrange any practicalities.
- The secretary will take a general note of the meeting with actions clearly recorded.
- There will be a Microsoft Teams channel for the group where agendas, notes, relevant documents and resources will be saved.
- Each agenda will include a review of any incident reports that have arisen and there will be a regular trend review.

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## Appendix 2 Incident reporting checklist-driving

All incidents or accidents must be reported to line managers (or a senior manager or member of the Health and Safety Committee and the People and Culture team) as soon as it is possible and appropriate to do so and after alerting the relevant authorities.

At the time of an accident, Magic Breakfast recommends you follow the instructions below

- Organise traffic to avoid further incidents or damage
- Call the emergency services (999) if there are any injuries or other dangerous circumstances
- Organise first aid if available
- Contact the rental company immediately for further guidance

The legal requirements when you have been involved in an accident are:

- Stop
- Give your name, address and work address to anyone who has reasonable grounds to require it
- Exchange registration numbers
- You must call the police if there are any injuries. It is advisable to call them if the accident is serious or you suspect any party as being under the influence of alcohol/drugs

### **Do not**

- Admit responsibility or liability
- Sign any documents
- Make payments or any offers of payment

**Non observance of these instructions could invalidate the insurance policy and so must be followed fully and carefully.**

In the event of an accident employees must, and are expected to, obtain the following information:

- Time
- Witnesses
- Position of vehicles
- Road and lighting conditions
- Third party registration and description
- Third party driver's name and address
- Third party's insurers and policy number
- Name and number of any attending Police Officer
- Other relevant information
- A photo of the accident scene

## **MAGIC BREAKFAST POLICY**

Health and Safety Policy

ISSUE DATE: December 2023 | REVIEW DATE: November 2024