

FRAMFRIDGE CIC Community Fridge Health and Safety Policy

Organisation Name: FRAMFRIDGE CIC

Location: 1 Black Barn Cottage, Saxtead Road, Framlingham, IP13 9PU

Date of Issue: 01/10/2025

Review Date: 01/10/2026

1. Policy Statement

FRAMFRIDGE CIC is committed to providing a safe and healthy environment for all volunteers, donors, users, and visitors. This Health and Safety Policy outlines our approach to managing risks, ensuring food safety, and promoting safe practices in line with UK legislation and local authority guidance.

2. Scope

This policy applies to:

- All individuals involved in the running of the community fridge (volunteers, coordinators, etc.)
 - All users accessing food or services
 - All donors supplying food items
 - The premises and equipment associated with the fridge
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3. Legal Compliance

We will comply with:

- Health and Safety at Work Act 1974
 - Food Safety Act 1990
 - General Food Law Regulation (EC) 178/2002
 - Food Hygiene (England) Regulations 2013 (or equivalent for devolved nations)
 - Waste regulations and GDPR where applicable
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4. Responsibilities

4.1 Directors

- Ensures implementation of this policy
- Conducts risk assessments and food safety checks
- Provides training and guidance to volunteers
- Liaises with environmental health officer

4.2 Volunteers

- Follow all health and safety procedures
- Report hazards, incidents or concerns to the Directors
- Use personal protective equipment (PPE) where required

4.3 Users and Donors

- Must follow signage and hygiene guidance
 - Only donate permitted food items (see section 7)
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5. Risk Assessment

We will carry out regular risk assessments covering:

- Food hygiene and temperature control
 - Electrical and fire safety
 - Trip/slip hazards
 - Manual handling
 - COVID-19 or other infectious disease precautions (as relevant)
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6. Food Safety and Hygiene

We are committed to high standards of food safety. Measures include:

- Daily temperature checks for fridges (0–5°C) and freezers (–18°C)
- Regular cleaning schedules for all equipment and surfaces
- No acceptance of hot food, home-cooked items, or food past its **Use By** date
- Clear labelling of allergens and **Best Before** dates

Volunteers handling food must complete Level 1/2 Food Hygiene Training (as required).

7. Acceptable Food Donations

We **accept**:

- In-date packaged goods with clear labelling
- Fresh produce (e.g. fruit and veg) in good condition
- Bakery items, dairy, and chilled items if kept cold

We **do not accept**:

- Homemade food
- Items past their **Use By** date
- Opened or damaged packaging
- Raw meat, fish, shellfish or alcohol

All donations are subject to inspection and may be refused at our discretion.

8. Accident and Incident Reporting

All accidents, injuries, or near misses must be recorded in the **Accident Book** and reported to the Directors. Serious incidents will be reported to the local authority or HSE where necessary.

9. Fire Safety

- Fire extinguishers and first aid kits must be available and maintained
 - Volunteers must be familiar with emergency exit routes
 - Smoking or use of open flames near the fridge is strictly prohibited
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10. COVID-19 and Infectious Disease Control

If required by local health guidance:

- Users must sanitise hands before use
 - Surfaces will be disinfected regularly
 - Signage will be updated with relevant health advice
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11. Training

All volunteers must complete induction training covering:

- Food hygiene
 - Health and safety procedures
 - Manual handling
 - Emergency procedures
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12. Policy Review

This policy will be reviewed annually or in response to incidents, legal changes, or environmental health feedback.

Signed:

Name: Ruth Ditchburn & Lauren Ramsay

Role: Directors

Date: 01/10/2025