

**Role:** Trustee (Health & Safety Lead)

**Where:** Leeds North & West Foodbank

**When:** approximately 6 board meetings per year & usually every two months

**Time commitment:** approximately 2 hours per meeting

**Overview of the role:** this role involves leading on any and all Health & Safety issues, policies and concerns; ensuring that the Trustee Board are aware and kept up to date in regards to the legal, regulatory and governance responsibilities of the charity regarding health and safety.

Whatever your background, we want to make sure you are supported and empowered and enjoy your time volunteering with us. We know that having volunteers from a diverse range of backgrounds, with varying experiences, can help to make what we do as effective as possible. As such, we welcome all applicants regardless of age, religion or beliefs, disability, ethnic background, gender reassignment, sex, or sexual orientation. We also encourage those with lived experience of poverty to apply

### **Key tasks**

#### **Health & Safety Lead Responsibilities:**

- To ensure that the Trustee Board understands their legal and regulatory responsibility on matters of Health & Safety (including manual handling & fire safety, etc.) for the charity.
- To ensure, along with Operational Management support, that all health and safety policies and risk assessments are in place and kept up to date with the changing internal and external environment.
- To continuously keep up to date with all current health and safety legislation/regulations, to be able to reflect these changes in the food bank centres/warehouse in the relevant manner.
- To be the allocated contact for health & safety as outlined on the HSE poster in each centre.
- Along with Operational Management support, to ensure that all relevant staff, Trustees or volunteers are suitably trained and aware of the correct process to follow if any health and safety concerns arise, including the filling out of incident reports.
- To regularly communicate to the rest of the Trustee Board via Trustee meetings or any other communication of any relevant information and changes as outlined above regarding Health & Safety.

#### **Objectives of the food bank:**

- To ensure the Trustee Board develops a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

#### **Other responsibilities, along with the Board of Trustees, include:**

- To work alongside the Treasurer and the Trustee Board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.

- Ensure your charity is accountable, actively complying with statutory accounting and reporting requirements and the law.
- To ensure appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core costs and additional projects.
- To help promote the organisation to a wider audience of potential funders and beneficiaries.
- To ensure the food bank has appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an additional promoter of the food bank in the community.

### **About you**

- A knowledge of and commitment to the work of Leeds North & West foodbank.
- A strong knowledge of Health & Safety legislation and a charities responsibility.
- An ability to lead on any health & safety matters in a supportive and confident manner.
- Add any further essential qualities the food bank is looking for, which may be to fit in with any strategic objectives the food bank may have.

### **Benefits of volunteering**

- Using your existing skills to make a difference.
- Meet new people who share your passion to eradicate poverty in the local community.
- Make a real difference to the running of the food bank.

### **Impact of your role**

- By leading on health & safety matters for the food bank, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Leeds North & West foodbank.

### **Support**

- A full Trustee induction is in place to support the prospective candidate within their role, as well as access to local Voluntary Action Trustee training.