



KINGSBURY CHARITY

Health & Safety Policy

Statement of General Policy

1. The trustees of the Kingsbury Charity (the **Charity**) are committed to ensuring a safe living and working environments for all those who have lawful access to the charity's buildings and land.
2. Almshouse charities employing fewer than five people do not require a Health and Safety Policy under Section 2(3) of the Health and Safety at Work Act.
3. The trustees made the decision that it is good practice to have a Health and Safety Policy and it should contain the following commitment.

This commitment has four elements:

1. Full compliance with current health and safety legislation and regulations.
2. An assessment of the significant risks faced by everyone (residents, staff, volunteers, visitors and suppliers/contractors) who have access to the charity and appropriate action taken to minimise these risks.

The five practical steps to risk assessment are given below and further information is available at <https://www.hse.gov.uk>:

- **Identify the hazards:**
 - How people work and how plant and equipment are used.
 - What chemicals and substances are used.
 - What safe or unsafe work practices exist.
 - The general state of your premises.
- **Assess the risks:**
 - Who might be harmed and how.
 - What you're already doing to control the risks.
 - What further action you need to take to control the risks.
 - Who needs to carry out the action.
 - When the action is needed by.
- **Control the risks:**
 - Can you get rid of the hazard altogether?
 - If not, how can I control the risks so that harm is unlikely?
 - Use a hierarchy of control to best reduce the risks to acceptable levels.
- **Record findings:**
 - If you employ 5 or more people, you must record your significant findings.
- **Review assessments:**
 - Following an accident / incident.
 - Following changes in legislation / guidance.
 - Where no longer effective.
 - Where tasks, processes, equipment or methods change.



KINGSBURY CHARITY

3. Provision of appropriate and suitable training and information to ensure that everyone is aware of the risks and knows how to respond appropriately. All members of staff should receive a minimum level of health and safety training which should be achieved within six weeks of starting in post. There should be a mechanism for refresher training to ensure that knowledge is kept up to date.
4. Regular recorded inspections of the properties and subsequent maintenance programmes should ensure that health and safety issues are given a high priority. Any defects that have health and safety implications should be addressed as a matter of urgency.

Selecting contractors

When trustees are selecting contractors, they must ensure they are competent and capable of undertaking work in a safe way. This would also include:

- Requesting contractors risk assessments
- Requesting method statements
- Requesting evidence of competent staff in relation to the planned works e.g., Gas Safe competence for gas works
- Adequate insurance to be at least £5 Million
- Certain works will fall within the scope of The Construction (Design and Management) Regulations (CDM). If so, you need to understand:
 - The roles and responsibilities you hold as the client.
 - Whether a project will require an F10 submission and what this entails.

Trustees should also carry out an annual internal review of health and safety matters and risk assessments. Consider topics and legislation most relevant to housing activities, including, but not limited to:

- Fire, fire risk and management (Regulatory Reform Fire Safety Order – RRFSSO)
- Asbestos and asbestos containing materials (ACM's)
- Legionella
- Gas safety (including servicing and repair)
- Electricity
- Control of Substances Hazardous to Health (CoSHH)

Also consider the activities of your workers and many of the specified hazards to them, including, but not limited to:

- Manual handling / person handling.
- Lone working.
- Driving for work (when undertaken for business needs).
- Slips, trips and falls.



KINGSBURY CHARITY

- Working at height / using ladders or other access equipment.
- Disease / infection control.
- Sharp and needlesticks.

The charity should nominate one person to advise trustees on health and safety matters and that person should have sufficient training and knowledge on how to access health and safety advice to ensure compliance.

Nevertheless, everyone has an individual responsibility regarding health and safety and must immediately bring to the attention of trustees any issues of concern.

Contact details of the charity's health and safety adviser should be provided in the Residents' Handbook.

Where there is a lack of knowledge in any specific discipline, it is expected that expert advice or opinion shall be sought and/or additional training sourced to ensure the competency of existing management / workers with these responsibilities.

Details of the charity's Health and Safety Policies and guidance must be brought to the attention of staff, residents, and visitors alike. It is recommended that the policies are published on a notice board where they can be seen by visitors and brought to the attention of contractors.

Notes

We do not require a Health and Safety Policy as we do not employ more than 5 staff.

However, below is an example of one which we might like to consider posting on the Notice Boards.

Health and Safety Policy

1 Introduction

This is a statement of policy by the Kingsbury Charity about its intentions, organisation and arrangements for ensuring the health and safety of its employees, residents, visitors and contractors, whilst in the offices, communal areas and residents' accommodation. Supplementary to this general policy statement, there will be specific policies and procedures describing in detail health and safety provisions in each part of the organisation.

2 Statement of Intent

It is the policy of the charity to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work, and of others who may be affected by the charity's undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation, as appropriate.

3 Objectives



KINGSBURY CHARITY

In order to achieve compliance with the statement of policy the charity has the following objectives:

- 3.1 To set and maintain high standards for health, safety, and the protection of the environment at its offices and in the residents' Almshouses.
- 3.2 To identify risks and set in place programmes to remove or reduce these risks.
- 3.3 To ensure that these standards are communicated to all employees, residents, and visitors.
- 3.4 To ensure that all personnel are given the appropriate equipment, necessary information, instruction, training, and supervision to enable them to work in a safe manner.
- 3.5 To ensure that the appropriate resources are made available to enable the policy to be implemented.

4 Responsibility

To ensure the prevention of ill health, the avoidance of accidents and the promotion of safe and healthy workplaces, the following responsibilities have been established:

4.1 Board of Trustees

The trustees are responsible for establishing the overall Health and Safety Policy for the charity and have ultimate responsibility for all health and safety matters.

This involves:

- Undertake training to ensure their competence to oversee health and safety matters (e.g., IOSH Managing Safely).
- The promotion of good practice within health and safety
- The allocation of necessary resources
- The monitoring of the implementation of health and safety practice.

4.2 (name / title) authorised through the board of trustees, has personal responsibility for implementing and monitoring the policy and will:

- Keep the Health and Safety Policy under review, bringing to the trustees' attention any faults or areas of weakness in the policy and ensuring that it is revised as and when necessary.
- Monitor the Policy's implementation, set targets or objectives where appropriate and report progress to the board.
- Ensure the dissemination and discussion of relevant information on health and safety.
- Report details to the board of trustees where an accident / incident has occurred which may result in prosecution.
- Report any accident or incident that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the HSE within the appropriate reporting timeframe for the type of incident.
- Make annual reports to the board of trustees on the management of health and safety at the charity.

4.3 Line Managers (if applicable)

All line managers are responsible for:

- The practical implementation of the Health and Safety Policy, the Health and Safety at Work etc. Act 1974 and other relevant legislation.



KINGSBURY CHARITY

- Ensuring that the operations under their control, so far as is reasonably practical, are conducted without detriment to the health and safety of employees or others who may be affected by their activities.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and audits.
- Ensuring that their workers are supplied with the appropriate training, PPE and equipment for them to safely undertake their duties.
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported to the person responsible for safety and where appropriate, that a full investigation is carried out and appropriate remedial action taken, where necessary.

4.4 Individual Responsibilities

All employees are required to:

- Co-operate in implementing the requirements of the Health and Safety Policy, legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others.
- Bring to the immediate attention of their line manager / supervisor any situations or practices that are noted which might lead to injuries or ill health.
- Ensure that any equipment (including PPE) issued to them, or for which they are responsible, is correctly used and properly stored.
- Be responsible for good housekeeping in the area in which they are working.
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with the charity's guidance.

5 Contractors

All contractors working in the charity's property are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

6 Communication

The name of the person designated with the responsibility for health and safety is to be prominently displayed for the information of all employees. The policy statement will also be prominently displayed for the information of all employees, residents and visitors.

7 Consultation and Training The board of trustees and are committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. External health and safety consultants will be used to provide professional health, safety, environmental and occupational advice, as required.

8 Policy Review

The effectiveness of this general policy statement and other specific policies in use throughout the charity will be subject to annual review by the charity.



KINGSBURY
CHARITY