

HEALTH & SAFETY POLICY

**The Knapp Foundation
Charity Registration Number 1200294**

INTRODUCTION

1. This document is prepared in accordance with the provisions of the Health & Safety at Work Act 1974 and other regulations under this Act. The success of this policy will depend on the cooperation of all persons involved with the Foundation and its undertakings where implementation is required.
2. It is therefore important that this document is read carefully by all staff, volunteers and others as applicable with individual responsibilities to ensure the overall arrangements for Health & Safety are properly implemented.

The policy is set out in three sections:

Section A - GENERAL POLICY STATEMENT

Section B - ORGANISATION & RESPONSIBILITIES

Section C - ARRANGEMENTS

A - GENERAL STATEMENT OF POLICY

1. Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

2. The policy will be kept up to date, reflecting any changes to our activities to ensure that this policy, and the way in which it has operated, is reviewed regularly and the appropriate changes made. In order to ensure that Health & Safety matters are kept constantly under review, an item on Health & Safety will regularly be on the agenda for Trustee meetings and any employees and/or voluntary workers will be consulted on a regular basis in order to seek their views on Health & Safety matters.

3. All employees, members and visitors are required to take reasonable care of their own Health and Safety. This policy will be reviewed annually and employees and members advised of any changes.

Adopted on.....

B- ORGANISATION & RESPONSIBILITIES

Responsibility of the Trustees

1. Overall responsibility for Health & Safety lies with the Trustees, who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to other personnel as deemed appropriate.

Responsibility of the Health and Safety Office

2. Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Health and Safety Officer Dr. Laurence Hemming who carries the responsibility for the day- to- day implementation of the arrangements outlined in the policy in close conjunction with the Trustees. The general responsibilities of the Health and Safety Officer for implementation of the policy are:

- Being familiar with Health & Safety Regulations as far as they concern Foundation premises;
- Being familiar with this Health & Safety policy and arrangements and ensure they are observed;
- Ensuring so far as is reasonably practicable, that safe systems of work are in place;
- Ensuring relevant premises are clean and tidy;
- Ensuring that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training;
- Ensuring that adequate access is maintained;
- Ensuring adequate fire fighting equipment is available and maintained;
- Ensuring that food hygiene regulations and procedures are observed.

Responsibility of employees and voluntary workers

3. All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on Foundation business or premises. Employees and voluntary workers must therefore:

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- Comply with safety rules, operating instructions and working procedures;
- Use protective clothing and equipment when it is required;
- Report any fault or defect in equipment immediately to the appropriate person;
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
- Not misuse anything provided in the interests of Health and Safety.

Supporting documents & processes to aid the responsible people

Document/Procedure	Person Responsible
Accident book/Accident reporting	Health and Safety Officer
Fire extinguishers	Health and Safety Officer
Emergency evacuation	Health and Safety Officer
Portable electrical appliances	Health and Safety Officer
Fixed electrical system	Health and Safety Officer
Hazardous substances COSHH	Health and Safety Officer /Cleaners
Condition of floors and stairs	Health and Safety Officer
Light bulb changing	Health and Safety Officer
Food preparation	Health and Safety Officer /outside event holders
Manual handling	Health and Safety Officer
Display screen equipment RA	Health and Safety Officer
Building defects/glazing	Health and Safety Officer
Events	Health and Safety Officer
Contractors RA	Health and Safety Officer
Health & Safety training	Health and Safety Officer

ARRANGEMENTS

Accidents and first aid

1. First aid boxes are located in: The Utility Room (basement) and the first floor bathroom of No. 5, Westmoreland Place, London SW1V 4AB
2. First aiders: Dr. Laurence Heming; Dr. Ian Cole
3. The accident book is located in: Dr. Laurence Hemming's Study on the Ground Floor of No. 5 Westmoreland Place
4. All accidents and incidents are entered in the accident book or on an accident report form. Accident books and accident records are regularly reviewed.

Reportable Injuries, Diseases and Dangerous Occurrences

5. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authority. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

Fire safety

6. Our policy is to fulfill our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:
 - Assessment of relevant buildings and the risks to our neighbours at regular intervals;
 - A check that a fire can be detected on the premises in reasonable time so that people can be warned;
 - A check that people can get out safely, including provision of suitable signage and emergency lighting where appropriate;
 - To provide suitable firefighting equipment and ensure this is in place, serviceable and maintained in accordance with requirements by a competent contractor;

Fire extinguishers

7. Fire extinguishers are kept in the following locations: Basement Lobby and Basement Kitchen; Ground Floor Hall; First Floor Drawing Room; 3rd Floor Landing and checked annually by: Dr. Laurence Hemming in accordance with the manufacturer's instructions.

Fire alarm system

8. A fire curtain system linked to fire alarms and a smoke detector is in place on the Ground Floor. The system panel is in the cupboard under the stairs.

Evacuation procedure and drills

9. Are carried out on a regular basis.

Electrical safety

10. Our responsibilities regarding electrical safety are covered as below:

- **Portable Appliances** are inspected annually by a competent contractor in accordance with statutory obligation and furthermore checked at regular intervals for loose connections, worn flexes, trailing leads or general damage. Unsafe equipment will be safely disposed of or quarantined. Any repairs needed will be reported to the Health and Safety Officer.
- **Fixed Electrical Installations.** Every five years, our fixed electrical system will be inspected and tested by a competent contractor in accordance with statutory obligation. Any necessary remedial work will be carried out at intervals of not more than two and a half Years. Visual inspection will also be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Health and Safety Officer.

Risk Controls and Precautions

11. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use
- Report all faults immediately to the responsible person
- No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person

- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard

Gas equipment safety

12. Gas appliances are to be inspected regularly, and in the case of boilers, annually and certificated as safe.

Hazardous substances

13. Under the provisions of The Control of Substances Hazardous to Health Regulations 2002, (COSHH) the responsible person will maintain a list of any hazardous substances used.

Slips, trips and falls

14. In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made regularly of all floors and stairs and any defects reported to the Health and Safety Officer who will arrange for repairs or remedial measures to be carried out.

Lighting

15. An inspection will be made at regular intervals by the responsible person to ensure that all lights are working. Any bulbs that require replacing will be reported to the Health and Safety Officer who will ensure that the bulbs are replaced following appropriate safety procedures.

Manual handling – lifting, carrying and moving loads

16. Our policy is to eliminate the need for manual handling as far as is reasonably practicable. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

Display screen equipment

17. Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen;

- contrast and brightness of the screen;
- tilt and swivel of the screen;
- suitability of keyboards, desks and chairs;
- the work station environment;
- the user-friendliness of the software.

18. Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

Hazardous buildings/glazing

19. Our policy is to ensure that our building is safe and without risks to the health, safety and welfare of all who work in and use it. In order to achieve this, the buildings are inspected at regular intervals by the responsible person and at set periods by outside professionals. Any defects noted are immediately reported to the Health and Safety Officer and repairs put in hand. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

20. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected. A check is made of all glazing to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

Risk assessments/activities

21. Risk assessments are carried and reviewed out on all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

Contractors

22. Anyone entering Foundations premises for the purposes of carrying out work, other than an employee or voluntary worker will be regarded as a contractor. All contractors, including the self-employed, must have their own health and safety policy and be able to provide a copy of the same and also produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained. Contractors must comply with all the requirements of this health and safety policy and co-operate with the Foundation in providing a safe place of work and a safe system of operation particularly where plant and machinery is brought onto the church premises also to show where necessary that the equipment has been inspected and tested to ensure its safe operation. Contractors may only use sub-

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contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors to verify the competence sub contractors they use. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake by persons such as the Health and Safety Officer.

Adopted by a meeting of the Trustees on 1st February 2023