



# HEALTH & SAFETY POLICY

## REV 1.0

This agreement was adopted by the trustees on 18 / 07 / 2023

The next review date is on or before 01 / 08 / 2024

## **Health and Safety Policy Document**

### **Introduction**

**As we are planning to operate within a third-party building, we will respect all the demands and requirements of the landlord, who is on site, for all H & S matters. In addition, we have our own H & S policy. The fire safety section for the kitchen (appended) is drawn from the overall community centre fire brief and we rely on the landlord's fire audits.**

### **Statement of Intent**

The Kelly Foundation takes the safety and welfare of our staff, volunteers, customers and associate visitors to the community centre and its staff and management, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our charity.

It is important that all read and understand the content of this policy. If you have any questions about it, please direct them in the first instance to Darren Smith or Emma Rees.

This policy is not part of any employment or any other contract. The Kelly Foundation, may amend this policy from time to time. in line with the needs and practices of our charity.

## **1 Part 1: Policy Details and Coverage**

1.1 All staff, volunteers, contractors, customers and other persons affected by the work we undertake in the cafe are covered by this Kelly Foundation health and safety policy.

1.2 Our policy is to:

- a) Understand the health and safety risks arising from our cafe activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees and volunteers and where sensible, customers, on matters affecting their health and safety
- d) provide and maintain safe plant and equipment in the kitchen and café areas
- e) ensure safe handling in the use of foodstuffs
- f) provide the necessary information, instruction and supervision for employees and volunteers
- g) ensure all employees and volunteers are competent to do their tasks, and to give them adequate training

- h) prevent accidents and cases of work-related ill-health
- i) maintain safe and healthy working conditions
- j) review and revise this policy annually
- k) ensure up to date allergy training, methods for interrogation and maintain suitable allergy pens on site.

## 2 Part 2: Key responsibilities

2.1 The ultimate responsibility for health and safety within the Kelly Foundation is Emma Rees, General Manager.

2.2 The person who has been delegated the responsibility for insuring that our policy is implemented is Emma Rees, General Manager

| Name and job title                   | Responsible for:  |
|--------------------------------------|---|
| Emma Rees                            | eg first aid equipment and first aid help, including accident/injuries logbook entries and RIDDOR reporting   |
| Darren Smith                         | e.g. fire safety, in the form of fire marshal duties, fire exit assistance to less able colleagues, responsibility for checking fire equipment condition and fitness for operation, etc |
| Darren Smith                         | equipment maintenance   |
| Emma Rees                            | health and safety training  |
| Andrew Briggs – Estates Manager PTCC | general premises maintenance, including carpets, condition of buildings, exits, utilities and services supplied   |

2.3 All those covered by our policy must:

- a) Co-operate with our relevant manager, Emma Rees, on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to an appropriate person (as detailed in the table above)

## 3 Part 3: Arrangements

3.1 Risk Assessments

|   |                                     |
|---|-------------------------------------|
| Risk assessments will be done by                | Emma Rees and Darren Smith together |
| Action identified will be the responsibility of | Emma Rees                           |
| Risk assessments will be reviewed by            | The Chairman, John Stooke           |

### 3.3 Plant Equipment

|   |                         |
|---|-------------------------|
| Equipment maintenance will be arranged by         | <b>Darren Smith</b>     |
| Any problems with equipment should be reported to | <b>Darren Smith</b>     |
| New equipment is purchased by                     | <b>Trustee decision</b> |

### 3.4 Safe Handling and Use of Substances

|   |  |
|---|--|
| COSHH Assessments will be undertaken by   | <b>Emma Rees and Darren Smith together</b> |
| Actions identified will be implemented by | <b>Emma Rees</b>                           |
| COSHH assessments will be reviewed by     | <b>The Chairman John Stooke</b>            |

### 3.3 Information, Instruction and Supervision

|  |                       |
|--|-----------------------|
| The Health and Safety Law Poster is Displayed on                         | The café notice board |
| The Employers Compulsory Liability Insurance certificate is displayed on | The café notice board |
| The Competent Person for Health and Safety Advice is                     | External Consultant   |
| Supervision of employees and volunteers is undertaken by                 | Darren Smith          |

### 3.4 Training

|  |   |
|--|---|
| Induction training for new employees will be provided by                       | Darren Smith or Emma Rees depending on availability |
| Job specific training will be provided by                                      | Darren Smith  |
| Training records will be kept in The Kelly Foundation office and retained by   | Emma Rees   |
| Additional training will be identified, arranged and monitored as necessary by | Emma Rees   |

### 3.5 Accidents, First Aid and Work-Related Ill-Health

|   |                                |
|---|--------------------------------|
| First Aid equipment/boxes are located in  | the Community Centre Reception |
| The designated first aiders are           | Darren Smith                   |
| The accident recording book is located at | The Kelly Foundation Office    |

### 3.6 Monitoring and Review

|   |                           |
|---|---------------------------|
| Accidents, incidents and near misses should be reported to    | Emma Rees                 |
| Accident Investigations will be undertaken by                 | Emma Rees                 |
| Where required, RIDDOR reports will be completed by           | Emma Rees                 |
| Routing inspections of our workplace(s) will be undertaken by | The Chairman, John Stooke |

### 3.7 Emergency Procedures, Fire and Evacuation

|   |   |
|---|---|
| The Fire risk assessment will be undertaken by  | Independent Contractor                    |
| Fire extinguishers will be checked routinely by | Independent Contractor                    |
| Fire exit routes and doors will be checked by   | Independent Contractor and Centre Manager |
| The fire alarm will be tested every             | 6 months                                  |
| The emergency evacuation assembly point is      | TBA                                       |



**Signed**

**Date**                    **20th July 2023**

**Review date**        **1st August 2024**