



Health & Safety Policy

Reviewed April 2010

Reviewed April 2012

Summary

Kingston Mencap is responsible for ensuring the health and safety of all those who work, volunteer, attend or visit the Group or take part in any of its Activities and must:

- Appoint a nominated person to be responsible for all health and safety matters
- Have a health and safety policy in place suitable for the Activities that it operates and it must be reviewed regularly and updated where necessary
- Ensure that all those working or volunteering at Kingston Mencap must be trained in all relevant health and safety matters relevant to the Group's Activities and must be made aware of their own responsibilities for their own safety and the safety of others and be familiar with Kingston Mencap's health and safety policy
- Ensure that it keeps a record of any accidents occurring at the premises from which it operates or arising from any of its Activities, and had an accident book which records full details of the accident and action taken. All accident forms should be copied to the Chair of Kingston Mencap
- Undertake risk assessments for all activities to identify the potential risks and to plan measures which will reduce or minimise the risk and must record these risk assessments in writing. These assessments must be reviewed regularly and updated as necessary. All risk assessments should be copied to the Chair of Kingston Mencap
- Ensure that the premises from which it operates comply with relevant health and safety requirements in terms for example, ventilation, temperature, lighting, sanitary, washing and rest facilities
- Make sure that any equipment is suitable for its intended use and that it is properly maintained and used and that any person required to use the equipment is properly trained to do so
- Must make measures to prevent or adequately control exposure to substances which may damage the health of anyone working or attending Kingston Mencap's premises or activities
- Ensure that any hazardous substances are stored and used safely
- Ensure that all food is stored, prepared, and disposed in a safe manner
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation
- Avoid hazardous manual handling operations and where they cannot be avoided, reduce the risk of injury by ensuring suitable measures are put in place and that those required to undertake such operations are properly trained
- Provide adequate and suitable first aid facilities and have a designated person who is responsible for first aid
- Provide where relevant any protective clothing or equipment, where risks are not able to be adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained where necessary
- If operating any of its activities from premises owned by another check if there are any particular health and safety requirements relevant to those premises

1. General Policy Statement

The Trustees of Kingston Mencap recognise their responsibility to ensure the health, safety and welfare at work of all employees; and further that a duty extends to all other (including club leads and volunteers) whilst they are volunteering for Kingston Mencap.

Kingston Mencap Health and Safety Policy

It is Kingston Mencap's policy to do all that is reasonable to prevent personal injury and damage to property and to protect all persons, including members of the general public, from foreseeable work hazards insofar as they come into contact with Kingston Mencap

The Trustees recognise that it is their duty to:-

- provide and maintain safe and healthy working conditions, taking into account any statutory requirements;
- provide appropriate instruction and training to enable employees to perform their work tasks safely and efficiently;
- make available to staff/volunteers all necessary safety devices and protective equipment and to supervise their use;
- maintain a constant and on-going interest in health and safety matters which are applicable to Kingston Mencap's activities; in particular by consulting and involving any employee or volunteer
- provide and maintain, so far as is reasonably practical safe access to the place of work;
- provide and maintain a working environment that is, so far as is reasonably practical, safe, without risk to health and safety, and adequate as regards facilities and arrangements for welfare at work.

The Trustees further recognise that employees and volunteers, equally have a duty under the law to exercise personal responsibility and to do everything practical to prevent injury to themselves and others by:

- working safely and efficiently;
- using the appropriate protective equipment provided and meeting all statutory obligations;
- immediately reporting incidents that have led or may lead to injury of persons or damage to property;
- strictly adhering to Kingston Mencap Policies and Procedures, directions and safety instructions for securing a safe work place;
- assisting in the investigation of accidents with the objectives of upgrading existing measures or introducing new measures to prevent a recurrence;
- fulfilling the duty to refrain from the wilful misuse or interference with protective equipment which has been provided by Kingston Mencap in the interest of health and safety and welfare, and to take reasonable care in any action which might endanger themselves or others.

HEALTH AND SAFETY POLICY - DUTY OF CARE

1 Duties of Employer

As outlined in the Health and Safety at Work Act etc. 1974, it shall be the duty of Kingston Mencap to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and volunteers. This duty requires:

1.1 the appointment of a person to take overall responsibility for Health & Safety within Kingston Mencap

Trustee Daniel Sheridan was appointed health and safety officer in May 2012

1.2 the provision and maintenance of plants and systems at work that are safe and without risk to employees health;

1.3 arrangements for ensuring the safety and absence of risks to health, in connection with the use, handling, storage and transport of articles and substances;

1.4 the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employees;

1.5 the maintenance of any place of work under Kingston Mencap control in a safe condition and without risk to health, and the provision of safe means of access to and egress from the place of work;

1.6 the provision and maintenance of a working environment for employees that is safe, without risk to health, and is adequate as regards facilities and arrangements for their at work.

2 Duties of Employees

It shall be the duty of every employee whilst at work to:-

2.1 take reasonable care for the health and safety of themselves;

2.2 take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work;

2.3 co-operate with their employer, or any other person, or any of the relevant statutory provisions so far as is necessary, to enable that duty or requirement to be performed or complied with.

3 Duties of Other Persons

It is the duty of persons designing, manufacturing, importing or supplying articles or substances for use at work to:-

3.1 ensure they are safe without risk to health when properly used;

3.2 carry out tests or examinations as may be necessary to ensure they are safe and without risk to health when properly used;

Kingston Mencap Health and Safety Policy

- 3.3 provide any information necessary to ensure they are safe without risk to health when properly used;**
- 3.4 enable anyone erecting or installing articles for use at work to ensure they are safe and without risk to health when properly used.**

4 Duties of the Safety Officer

The duties of the safety officer include:

- 4.1 advising staff, volunteers and the Kingston Mencap Trustee Committee in order to assist the fulfilment of the responsibilities for health and safety;**
- 4.2 advising on safety aspects in the design and use of plant and equipment and where necessary, the checking of new equipment before commissioning;**
- 4.3 carrying out periodic inspections to identify unsafe plant, unsafe working conditions and unsafe working practices, to report the results of such inspections and make recommendations for any remedial action;**
- 4.4 promoting and, where appropriate, participating in safety education programmes to raise the level of safety awareness within the organisation;**
- 4.5 investigating accidents, assessing possible causes of injury and circumstances likely to produce accidents, and the tendering of reports and advice to prevent recurrence;**
- 4.6 developing, revising and, when necessary, updating the organisation's policies and procedures to ensure compliance with all relevant health, safety and environmental legislation.**

5 Statutory Provisions

Under the Health and Safety at Work etc. Act 1974 there is a common duty on all persons at work to operate in a safe manner, and this duty is enforceable at law. The breach of the relevant statutory provisions is a criminal offence. Employees may be liable to prosecution as may other persons (e.g. manufacturers) who are in breach of any duty imposed upon them by such statutory provisions.

Kingston Mencap and any volunteer who endangers the health and safety of any other person is liable to prosecution, irrespective of whether their conduct is a breach of any specific rule or not.

6 Collective responsibilities

The effective implementation of the Kingston Mencap Health and Safety Policy requires a participation of all volunteers although the overall responsibility lies with Kingston Mencap's Trustee Committee. The Trustee Committee accepts that this accountability forms an integral and essential part of their executive responsibilities, ranking equally with all other Kingston Mencap commitments and objectives.

Kingston Mencap Health and Safety Policy

HEALTH AND SAFETY POLICY - IMPLEMENTATION

7 Kingston Mencap Trustee Committee

The Kingston Mencap Trustee Committee is responsible for the effective implementation of Kingston Mencap's Health and Safety Policy within its area of control by:

- 7.1 keeping itself informed of all incidents and accidents within premises under its control and any other situation which involves staff on duty anywhere else;**
- 7.2 inspecting the premises under its control to check that the safety measures are being maintained and that safe systems of work are being followed in the method of work and in the work place generally, as determined Kingston Mencap's Policies and Procedures;**
- 7.3 instructing those under its control and within premises under its control, precisely and clearly as to their duties with regard to the safety of themselves and all other within their areas of control;**
- 7.4 informing employees of any hazards to health and safety encountered in the course of their work, the precautions to be taken and their duties to safeguard their health and general well-being;**
- 7.5 making its self readily available to receive and discuss health and safety queries raised by employees or volunteers under its control;**
- 7.6 maintaining an up to date knowledge of legislative and statutory requirements relevant to its area of responsibility and ensure they are complied with;**
- 7.7 ensuring that all new plant and equipment meets the acceptable safety standards prior to final purchase and commission;**
- 7.8 ensuring that any Contractors employed are conversant with Kingston Mencap's Safety Policies and Procedures and adopt safe methods of work, and see that all written commissions are correctly completed and signed.**

8 Kingston Mencap staff/Volunteers

All Kingston Mencap staff/volunteers have a duty of care to themselves and to all other persons in the workplace and therefore must

- 8.1 observe all health and safety rules at all times;**
- 8.2 familiarise themselves with all safety operating procedures and instructions applying in any work place and in any job to which they may be allocated;**
- 8.3 use appropriate safety devices and equipment to ensure compliance with statutory regulations and appropriate Kingston Mencap Policies and Procedures;**

- 8.4 immediately upon detection report any defects or health hazard to their immediate manager or the Director;
- 8.5 assist in the maintenance of good housekeeping standards at all times;
- 8.6 report any accidents or plant damage immediately to their immediate manager or the Director, whether injuries are caused or not, and assist in the investigation of the accident;
- 8.7 co-operate in the work of the Council of Management and in the inspections of the work place as required.

9 Responsibilities of Contractors

All the tender documents and contracts for service that are agreed between Kingston Mencap and contractors will set out the contractors' responsibilities to Kingston Mencap for the safety of its volunteers, those for whom Kingston Mencap provides a service, and the public. The responsibility of the contractors when working on Kingston Mencap premises will be to provide adequate supervision and monitoring by: **ensuring reasonable care for the protection of their own employees;**

- 9.1 ensuring that all reasonable care is taken for the protection of Kingston Mencap's employees and those for whom Kingston Mencap provides a service;
- 9.2 ensuring that their employees abide by any health and safety arrangements for the premises where the work is being undertaken;
- 9.3 ensuring safe access and egress;
- 9.4 providing that any such equipment, articles or substances provided for use Kingston Mencap premises is safe and maintained as such;
- 9.5 ensuring that prior arrangements are made with Kingston Mencap relevant to create a safe place of work.

12 Health and Safety Arrangements

The following arrangements are in place for Kingston Mencap to ensure that all systems, procedures and policies in respect of health and safety are designed to ensure the provision of a safe working environment and to prevent any personal injury and damage to property, and to protect all persons, including employees and members of the general public, who may be present on Kingston Mencap premises.

12.1 Safety Inspections

These will be undertaken at regular intervals by the Safety Officer.

Kingston Mencap Health and Safety Policy

12.2 Electrical Safety

This will be undertaken in accordance with the requirements of the Electricity at Work Regulations 1989.

12.3 Health and Safety Training

Kingston Mencap will provide adequate and appropriate Health and Safety Training for all employees including induction training and skills training and maintain the appropriate training records.

12.4 Accident Statistics and Reporting Procedures

Kingston Mencap will maintain all necessary accident statistics and monitor and, where appropriate, improve existing reporting procedures.

12.5 Waste Policy

Kingston Mencap will ensure that its waste is dealt with according to the requirements of the Environmental Protection Act 1990.

12.6 Staff Medicals and First Aid Arrangements

Kingston Mencap will ensure that all the requirements of the Health and Safety (First Aid) Regulations 1981 are complied with.

12.7 Health and Safety Annual Review

Kingston Mencap will authorise the Safety Officer to undertake an annual review of all work currently undertaken in the workplace and to report findings and recommendations to the Council of Management.

Club Venues

Seekers Club use the Royal Borough of Kingston upon Thames Newent Day Centre, 8-10 Browns Road, Surbiton, KT5 8SP for their Monday evening club and this complies with current health and safety regulations and the certificate is lodged at the Guildhall, Royal Borough of Kingston upon Thames

Xpression Youth Project uses the Royal Borough of Kingston upon Thames Searchlight Youth & Community Centre, Kingston Road, New Malden, KT3 3RX on a Tuesday evening and Saturday lunchtime and this complies with current health and safety regulations and the certificate is lodged at the Guildhall, Royal Borough of Kingston upon Thames

Future Friends (19+ Club) uses Royal Borough of Kingston upon Thames Searchlight, Kingston Road, New Malden, KT3 3RX and/or Canbury Park Pavilion, Lower Ham Road, Kingston KT2 5AU on a Thursday evening and these buildings comply with current health and safety regulations and the certificate's are lodged at the Guildhall, Royal Borough of Kingston upon Thames

The Saturday Drop-In uses the Royal Borough of Kingston upon Thames Searchlight Youth Centre, Kingston Road, Kingston, KT3 3RX on a Saturday afternoon and this building

Kingston Mencap Health and Safety Policy

complies with current health and safety regulations. The certificate is lodged at Guildhall, Royal Borough of Kingston upon Thames