**Health and Safety Policy Statement:**

The Kirkhouse Trust SCIO recognises its Health & Safety duties under the Health & Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and concomitant legislation.

We are committed to safeguarding the health, safety and welfare of our employees, as far as is reasonably practical.

We recognise our duties under the act to all lawful visitors, contractors and associates of the charity whilst on the organisation’s premises. We will take steps to ensure we meet our statutory duties at all times.

Our statement of general policy is as follows:

* to provide adequate control of health and safety risks arising from our work activities;
* to implement emergency procedures in case of fire or other significant incident
* to identify all hazards and persons who may be exposed to them, recording all significant findings including controls both existing and required;
* to take all reasonable steps to remedy significant risks thrown up by any assessment;
* to consult with our employees on matters affecting health and safety;
* to provide and maintain safe equipment;
* to ensure safe handling and use of substances;
* to provide information, instruction and supervision for employees;
* to ensure all employees are competent to do their tasks and give them adequate training;
* to prevent accidents and cases of work-related ill health;
* to maintain safe and healthy working conditions, and
* to review and revise the policy as necessary at regular intervals.
* to comply the General Data Protection Regulation (GDPR)
* to comply with government guidelines pertaining to the coronavirus disease (COVID-19) ([www.gov.uk/guidance/national-lockdown-stay-at-home](http://www.gov.uk/guidance/national-lockdown-stay-at-home) & [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres)).

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**Emma Graham Date**

Head of Administration 25/2/2021

 **Review Date**

 25/2/2022

**Responsibilities:**

The Health & Safety at Work etc Act 1974 places the responsibilities for health and safety on the employer: The Kirkhouse Trust SCIO. Many of the duties arising from that responsibility may however be delegated to others. Whilst the overall responsibility for health and safety rests at the highest level of management, all individuals have to accept degrees of responsibility for carrying out the policy.

**Chair of Trustees**

Professor Sir Ed Southern

**Chief Executive**

Claudia Canales Holzeis

**Head of Administration**

Day-to-day responsibility for ensuring the policy is put into place is delegated to: Emma Graham, Head of Administration

**Designated Health & Safety Contact**
Safety Services (UK) Ltd

Safety House, Hanborough Business Park, Long Hanborough, Oxfordshire. OX29 8LJ

0845 4025050 enquiries@safetyservices.co.uk

**Occupational Health Consultant**

Pippa Clark

01869 810492

p.clark.oh@btinternet.com

**Designated Fire Safety Contact**

Carl Stokes

Fire Safety Consultant

07742 410186 carlsstokes@aol.com

**Employee consultation mechanism**

Via the Internal Review Meetings, direct to all attendees and through the minutes and direct contact to non-attendees.

**Fire Wardens**
Colin Dexter

Ann Lonie

Samantha Moore

**First Aid**

Ann Lonie

Geraldine Marais

**H&S issues associated with plant & equipment**
Colin Dexter, Health & Safety Officer

**H&S issues associated with chemicals & dangerous goods**

Ann Lonie

**H&S issues associated with the KT laboratory, Fenlock Court**

Fleur Geoghegan**The responsibilities of the Head of Administration (Emma Graham) are defined as:**

* Oversee the appointment of competent Health and Safety advisors/consultants for the charity.
* Receive regular reports on all Health and Safety matters from the KT Health and Safety Officer.
* Encourage and support the concept of health and safety management within the organisation.
* To designate an appointed person or persons to fulfil the role of First Aider.
* Meeting with the KT Health and Safety Officer to discuss staff concerns as necessary.
* To report health and safety issues to the Chair of Trustees and the Board of Trustees.
* To ensure health and safety administration complies with GDPR
* To ensure KT complies with government COVID-19 guidance

**The responsibilities of the KT Health and Safety Officer (Colin Dexter) are defined as:**

* To work with the Health and Safety advisor/consultants appointed by the charity to ensure appropriate health and safety arrangements for the work carried out by the charity are in place.
* To maintain an Accident Book and be the person to whom reports of all incidents are made.
* To carry out DSE assessments for new employees or when circumstances change.
* To ensure DSE self-assessments are carried out, and any issues of concern are followed up.
* To carry out Safety Inductions with new employees and placement students.
* To carry out risk assessments, liaise with advisers, employees and trustees to remove/control risks and ensure changes to procedures and working practices are implemented and that they do remove/minimise risks.
* To produce H & S guidance in relation to COVID-19 and ensure it is implemented.
* To review assessments on a regular basis or when work activity changes.
* To ensure those responsible produce risk assessments for specialist tasks
* To provide advice and instruction about completing risk assessments
* To ensure training is arranged as appropriate e.g. for manual handling, spill drill, first aid and fire safety.
* General safety issues.
* Identifying needs for equipment/plant maintenance.
* Ensuring effective maintenance procedures are in place.
* Ensuring all identified internal maintenance affecting H&S is implemented.
* Carry out monthly checks to identify external maintenance issues affecting H & S.
* Receive and act on information on issues with plant & equipment that has been identified by other staff.
* Check that new plant and equipment meets health & safety standards before it is purchased.
* Providing advice and instructions about the use of equipment.
* To ensure risk assessments are carried for any maintenance tasks for which they are required
* Produce an annual Health and Safety Plan for the Head of Administration.
* Hold an annual fire evacuation drill.
* Carry out monthly tests of the fire alarms and monthly checks of the fire extinguishers.
* Arrange annual tests of fire extinguishers.
* To ensure GDPR is complied with and carry out necessary administration

**The responsibilities associated with chemicals, dangerous goods and waste disposal (Ann Lonie) are defined as:**

* Checking that dangerous goods can be stored on site and ‘exported’ safely before they are purchased.
* Ensuring chemicals are stored on site safely.
* KT has a legal requirement as a ‘Supplier’ to check SDS for accuracy and to provide an up-to-date SDS for KT chemicals. Ensure EU-CLP (2008) legislation requirement is adhered to and update as necessary following the withdrawal of the UK from the European Union.
* Undertaking COSHH assessments for chemicals used in the KT lab.
* Ensuring all actions identified in the assessments are implemented.
* Ensuring all relevant employees are informed about COSHH assessments.
* Carrying out a review of assessments every 12 months or when required because of working practice changes.
* Provision and checking the Spill Kit in the KT Store and ensuring that relevant employees have ‘Spill Drill’ training.
* For the labs which receive KT chemicals provision of information relating to health and safety in the laboratory and COSHH.
* Provide details of assessments and training to the Health and Safety Officer.
* Ensuring that all toxic/hazardous waste generated from laboratory experiments is disposed of in accord with the Waste Disposal Regulations.
* Liaise with Waste Disposal Collection service.

**The responsibilities associated with the KT laboratory, Fenlock Court (Fleur Geoghegan) are defined as:**

* Ensuring risk assessments for work performed in the laboratory have been completed and are kept up to date.
* Ensuring COSHH assessments for substances used in the laboratory are kept up to date.
* Provide details of assessments to the Health and Safety Officer
* Ensure all relevant employees are informed of the risk and COSHH assessments.
* Ensure all toxic/hazardous waste generated from laboratory experiments is disposed of in accord with the Waste Disposal Regulations.

**The responsibilities of the employees are defined as:**

* Take reasonable care of your own health and safety.
* Carry out risk assessments for specialist tasks, as required.
* Take reasonable care not to put other people (fellow employees and members of the public) at risk by what you do or don’t do in the course of your work.
* Co-operate with your employer, making sure you receive proper training, and that you understand and follow the charity’s health and safety policies.
* Do not interfere with or misuse anything that has been provided for your health, safety or welfare.
* Report any injuries, strains or illnesses you suffer as a result of doing your job to the Health and Safety Officer.
* Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury).
* Draw your employer’s attention to hazards which may exist in connection with your work.
* To comply with government COVID-19 guidance and The Kirkhouse Trust’s own COVID-19 policy and protocols.

**Risk assessments:**

Risk assessments involve the following:

○ identify hazards,

○ assess the risks associated with these hazards,

○ put in place procedures etc to remove the hazards or minimise the risks,

○ advisors should be consulted as necessary,

○ employees should be involved, and

○ check that the introduction of new procedures etc. have minimised potential hazards.