

Health and Safety Policy

Kingsgate Workshops Trust

May 2023

Health and Safety Policy Statement.

- I) It is the policy of Kingsgate Workshops Trust (hereafter referred to as “KWT”) to comply with the terms of the Health and Safety at Work Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment. The Health and Safety objective of KWT is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident free workplace and a safe environment for all studio occupiers, staff and visitors.
- II) All employees and studio occupiers will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.
- III) The trustees and the management of KWT recognise and accept the duty to take reasonable precautions to protect the health and safety of all visitors to its premises including contractors and temporary workers as well as members of the public that may be affected by its operations.
- IV) Whilst the trustees and the management of KWT will do all within its powers to ensure the health and safety of its employees and studio occupiers, it is recognised that health and safety at work is the responsibility of each and every individual associated with KWT. It is the duty of each studio occupier and employee to take reasonable care of their own and others’ health and safety and welfare and to report any situation that may pose a threat to the well being of any other person.
- V) The trustees and management of KWT will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee’s duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every employee’s responsibility to report immediately any situation that may jeopardise the safety of themselves or any other person that may be affected.
- VI) The trustees will make available such finances and resources as are deemed reasonable to implement this policy.
- VII) All injuries, however minor, sustained by a person at work must be reported to the KWT Office (specifically by email to rowena@kingsgateworkshops.org.uk). Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.
- VIII) The trustees and management recognise that all studio occupiers and employees must adhere to this health and safety policy and will be prepared to invoke the disciplinary procedure in the case of any omissions or disregard for the health and safety policy and any of its contents.
- IX) KWT’s Health and Safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated and approved by the trustees at least every twelve months. The specific arrangements for the implementation of the policy and the personnel responsible are detailed in this policy document.

Health and Safety Organisational Responsibilities

The Trustees

The Trustees have overall responsibility for Health and Safety issues and in particular:

- I) Ensuring that adequate resources are available to implement the Health and Safety policy.
- II) Ensuring that Health and Safety performance is regularly reviewed at board level.
- III) Monitoring the effectiveness of the Health and Safety policy.
- IV) Reviewing the policy annually.

Director

The Director is responsible for:

- I) Supporting the trustees in the development and implementation of an effective Health and Safety policy.
- II) Assisting in regular reviews of KWT's Health and Safety policy.
- III) Ensuring that there is an effective Health and Safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of KWT.
- IV) Determining Health and Safety objectives and assigning clear responsibilities for meeting them.
- V) Allocating resources to implement the Health and Safety policy, achieve Health and Safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.
- VI) Ensuring that Health and Safety responsibilities are clearly communicated to studio occupiers and employees.
- VII) Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the centre's Health and Safety policy and strategy.
- VIII) Ensuring that safe systems of work are implemented.
- IX) Enforcing personal protective equipment requirements.
- X) Ensuring that employees are adequately trained for the tasks they perform.
- XI) Monitoring premises and work equipment, reporting faults where necessary.
- XII) Identifying and reporting Health and Safety related problems.
- XIII) Identifying training requirements.
- XIV) Investigating and reporting on accidents, incidents and near misses.
- XV) Participating in the risk assessment programme.
- XVI) Setting a good example on all Health and Safety matters.
- XVII) Ensuring that adequate training is undertaken at a competent level.
- XVIII) Maintain Health and Safety records, e.g. staff development and training etc.

Employees and studio occupiers

All employees and studio occupiers have responsibilities in respect of Health and Safety, in particular they will:

- I) Co-operate at all times with the trustees and management in the implementation and adherence to Health and Safety policy and procedures.

- II) Take reasonable care of their own safety and for the safety of others that may be affected by their actions or omissions whilst at work.
- III) Not intentionally or recklessly interfere with or misuse anything provided for the purpose of Health and Safety at work.
- IV) Report all Health and Safety concerns to their manager or to a member of staff (as appropriate).
- V) Assist with the implementation of the risk assessment programme.

The Studios Handbook is regularly updated and is clear (Section 4) about studio occupiers' responsibilities in regard to accidents, use of tools and equipment, hazardous materials, fire etc. Risk assessments for each studio are required and must be updated at reasonable intervals. Failure to follow basic good practice in regard to Health and Safety, particularly where it may affect others in the building, will result in termination of a studio occupier's licence or agreement.

Fire Marshals.

Fire Marshals will:

- I) Participate in all required Fire Marshall training.
- II) Know who works in their allotted area.
- III) Ensure that all employees and studio occupiers are familiar with their assembly points and nearest escape routes.

When KWT employees are not on the premises the Studios Handbook lists procedures which must be followed by studio occupiers, with the longest-serving studio occupier required to take charge.

First Aiders.

All First Aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aiders to maintain a valid certificate and to advise their manager when it is due to expire.

The first aider will keep a record of training and qualifications.

The list of first aiders will be displayed on notice boards throughout the building.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- I) Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean tidy condition.
 - II) Restock and replenish items as and when is necessary.
 - III) Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
 - IV) Report and record injuries and incidents accordingly.
-

Change History

| version | date | comments / changes | author |
|---------|------|--------------------|-----------------|
| 1.0 | 2012 | Adopted | |
| 2.0 | 2014 | Revised / Approved | Julia Crabtree |
| 2.1 | 2023 | Revised | Dan Howard Birt |
| 3.0 | 2023 | Approved | Dan Howard Birt |