



## Health and Safety Policy

This policy was agreed by KLS Trustees on 11<sup>th</sup> September 2013.

All KLS policies are reviewed annually.

This policy will be reviewed again in September 2017.

Katherine Low Settlement Ltd  
108 Battersea High Street  
London  
SW11 3HP

020 7223 2845 (s/b)  
[www.klsettlement.org.uk](http://www.klsettlement.org.uk)

Charity Number: 1081248  
Company Number: 3814833

### 1. About Katherine Low Settlement

Katherine Low Settlement is a multi-purpose charity that has been serving the communities of Wandsworth since 1924. It is dedicated to fighting poverty and isolation. We strive to provide an opportunity for people to realise their own potential and to understand the contribution they can make to their community.

Visit: [www.klsettlement.org.uk](http://www.klsettlement.org.uk) and @klsettlement (twitter)

### 2. Katherine Low Settlement's Health and Safety Policy

Katherine Low Settlement (KLS) attaches great importance to health and safety matters and accepts the responsibility to carry out its operations to ensure that as far as possible no staff, volunteer, user or visitor shall be exposed to risks to their health and safety.

This policy covers all KLS's work and projects. Health and Safety is the responsibility of every employee as well as the employer. It is essential that every member of staff and volunteer familiarises themselves with this policy. If there are any queries on any area or aspect of KLS's Health and Safety Policy, this must be raised by staff with their respective supervisors and managers, or through staff meetings.

Independent organisations that rent space in the building may have their own health and safety policies, but must also adhere to this document and will be provided with a copy when they sign their lease.

The policy is endorsed by the Katherine Low Settlement's Trustees and will be reviewed annually to make sure it remains relevant and appropriate to the needs of KLS: its staff, volunteers, users and visitors.

This Health and Safety policy is freely accessible to all.

### 3. Named persons and contact details

Agency	Contact	Telephone No.
KLS	Tracy Frostick (lead H&S)	020 7223 2845
Love To Learn	Lucy Rix	020 7585 0339
CBC Services	Sue Farley	020 7738 1958
Citizens Advice (Wandsworth)	Jennie Barton (top floor)	020 8682 3766
	Rob Wootton (ground floor)	020 7042 0330

## Emergency Numbers

Agency	Contact	Telephone No.
KLS	Tracy Frostick (lead H&S)	020 7223 2845 (w) 07932 951 199 (m)
Police (Battersea Police Station)	112 - 118 Battersea Bridge Road, London SW11 3AF	999 (Emergency) 101 (Non-Emergency)
Fire (Battersea Fire Station)	11 Este Road, London SW11 2TL	999 (Emergency)
Hospital (Chelsea & Westminster - Emergency)	369 Fulham Road, London SW10 9NH	999 (Emergency) 020 3315 8000 (Non- Emergency)

### 4. The Responsibilities of KLS

KLS will make every practical effort to comply with the obligations laid down under the Health and Safety at Work Act 1974. In particular by:

- Providing a safe workplace with safe access to and from the premises and a healthy working environment.
- Giving instruction, training, supervision and information to enable all employees to carry out their duties in safety and to actively contribute to the safety within the organisation.
- Providing first aid facilities and training.
- Consulting staff about arrangements for implementing, promoting and developing health and safety at work if necessary.

KLS will use its best endeavours to:

- Ensure that this policy is actively complied with and to create a climate in which there is an awareness of the importance of health and safety.
- Define areas of responsibility for safety where appropriate.
- Provide the necessary resources with which to pursue this policy.
- Ensure that employees, volunteers and other persons affected by this policy are aware of it.

KLS will encourage employees and volunteers to examine this policy and take action or seek advice appropriate to their situation. KLS will be willing at any reasonable time to discuss any aspects of the policy with all or any employees, volunteers and tenants.

### 5. Employees and Volunteer Responsibilities

Every employee and volunteer has a responsibility for ensuring that they:

- Undertake the work they are required to do by taking reasonable care for the health and safety of themselves, their colleagues, visitors, families, young people, contractors and members of the public.
- Do not interfere with or misuse anything provided in the interests of health and safety.
- Report any incident to the management which may have led to injury or damage.
- Give all assistance as required in the investigation of accidents.
- Become familiar with and conform to this policy and relevant safety instructions at all times.
- Co-operate with the management in any efforts to comply with the Health and Safety at Work Act 1974.

## 6. Risk Assessment

The building has an annual Health & Safety Risk Assessment and a Fire Risk Assessment. Written reports on these Risk Assessments, listing work to be done, timescales for it to be carried out and naming the person responsible for ensuring the work is completed, is given to the Board of Trustees.

Each project is responsible for carrying out risk assessments for specific areas of work, e.g. youth club. Specific risk assessments will also be carried out for all trips and/or residentials that take place outside of the KLS building.

## 7. Health and Safety contact at KLS

**Tracy Frostick** is KLS's Main Health and Safety contact. She is responsible for the day to day monitoring of the Health and Safety Policy. Tracy's contact details are displayed in several places in the building and office spaces. In Tracy's absence, please contact Aaron Barbour, KLS' Director.

Tracy's contact details are:

Tracy Frostick	020 7223 2845
Administration & Premises Manager	<a href="mailto:tracy@klsettlement.org.uk">tracy@klsettlement.org.uk</a>
Katherine Low Settlement	<a href="http://www.klsettlement.org.uk">www.klsettlement.org.uk</a>

## 8. Fire

If there is a fire or suspicion of a fire call the emergency services on 999, and follow the written instructions on the fire notices that are displayed around the building (see appendix 1).

**Tracy Frostick** is KLS's Chief Fire Marshall and is responsible for monitoring the building's fire safety and procedures.

The Fire Marshall's are:

Team	Fire Marshall	Telephone No.
KLS	Tracy Frostick	020 7223 2845
Love To Learn	Lucy Rix	020 7585 0339
CBC Services	Sue Farley	020 7738 1958
Citizens Advice (Wandsworth)	Jennie Barton Rob Wootton	020 8682 3766 020 7042 0330

- The Fire Marshall will remain up to date on the fire requirements for the building. The Fire Marshall is responsible for making checks and keeping a register during fire drills and in the event of a fire.
- All staff and volunteers within the building must be familiar with the fire drill. Whenever a new member of staff or volunteer comes into post, they should be made familiar with the fire drill during the first day of induction. This fire drill must be clearly displayed so that all members of staff are familiar with it. A practice fire drill should be held at least once every six months. When such a drill is held, it should be recorded in the Health and Safety file as to when the drill occurred and how effective it was. The record should list if any shortcomings or danger points were observed, and action taken to address these.
- Project-specific fire drills should be held every 6 months (e.g. at Wednesday Club) to ensure that volunteers and young people are familiar with the drill. Fire drills should include all organisations and groups using the building.
- All Fire Exits should be clearly marked. No other posters or hangings should exist around a fire exit notice. Exits must be checked regularly to ensure that they are free of obstacles.

- e. All Fire Extinguishers are checked annually to make sure that they are still in effective working order. Fire extinguishers must be clearly marked and not hidden behind desks, filing cabinets or other pieces of equipment and are not used as door stops. Every member of staff needs to be aware of where fire extinguishers are kept.

**9. First Aid**

First Aiders at KLS are:

Team	First Aider	Telephone No.
KLS	Sarah Rackham	020 7223 2845
Love To Learn	Hana Gill Lucy Rix	020 7585 0339

*In case of an emergency, phone 999 for an ambulance.*

- a) There must be a trained First Aider in the building whenever possible. A trained First Aider should be present at all young people’s clubs, trips and events. The First Aider is responsible for administering to any member of staff, volunteer or visitor, who have injured themselves.
- b) First Aid equipment is located in all the offices and kitchen areas in KLS.
- c) KLS does not keep or give out drugs of any nature.
- d) Tracy Frostick is responsible for maintaining the First Aid equipment. Individual organisations and projects must keep and maintain First Aid equipment adequate for their staff, volunteers and users. A First Aid kit must be kept on the KLS minibus.
- e) Tracy Frostick is responsible for maintaining the Accident Book. Any accident that occurs which requires treatment, whether that be treatment on the spot or treatment within hospital, should be properly recorded in the Accident Book. This includes recording the time and date. The Accident Book is kept in Tracy’s office, and is reviewed every 6 months. Any accident requiring hospital treatment will be reviewed within 24 hours to ensure that health and safety standards were not at fault. If necessary immediate action will be taken to prevent a similar accident occurring. Accidents will be reported to the Health and Safety Executive as required.
- f) All staff must be informed about which staff members have first aid training as part of the induction. If possible, all staff should familiarise themselves with basic First Aid techniques.

**10. Equipment**

- a) All electrical equipment are properly safeguarded and Portable Appliances Testing (PAT ) is arranged annually with a company registered, with the National Inspection Council for Electrical Contracting (NICEIC).
- b) When electrical equipment is not being used, it should be switched off. All staff should ensure that all electrical equipment is switched off before leaving the office.
- c) All staff who use equipment such as photocopiers, computers etc. should be familiar with the instructions on how to use these pieces of equipment.
- d) When a piece of equipment breaks or requires maintenance, it should be clear who is responsible for making sure that maintenance, or repairs, takes place. This person may be different for different pieces of machinery or equipment. If in doubt contact Tracy Frostick.

**11. Obstructions**

- a) All gangways which lead to and through doors, particularly Fire Exit doors, must be clear of equipment and furniture. It is important to make sure that gangways are clear of obstacles that people may trip over, for example, boxes, wastepaper bins and trailing cables.

## **12. Kitchen Areas**

- a) Children, young people and vulnerable adults should not have access to kitchen areas unless fully supervised. Sharp knives must be kept locked up.
- b) All those who handle food as part of service provision should be trained in basic food hygiene.
- c) All surfaces and utensils (e.g. pots, plates, cups, cutlery) within kitchen areas should be kept clean, dry and free of hazards.
- d) Appliances, other than fridges, should be switched off at night.
- e) Any rubbish that is collected in waste bins should be cleared on a daily basis.

## **13. Lighting**

- a) It is important that all office accommodation has proper and adequate lighting so that staff work in clear, bright environments.
- b) Windows should be cleaned regularly to ensure adequate natural lighting.

## **14. Toxic Substances**

- a) There are toxic cleaning substances, such as bleach, kept at KLS. Such substances are safely stored above ground level in a locked cupboard. When such substances are in use, protective clothing, such as gloves, should be worn so that if spillage occurs, injury will be prevented.
- b) A list of all toxic substances that are in use in the building must be kept within the Health and Safety file, and training will be given on what to do in case of an accident with a toxic substance.

## **15. Smoking**

- a) KLS operates a 'no-smoking' policy. It does not permit any staff member, volunteer, users or visitor to smoke on KLS premises, including the outside courtyard.
- b) KLS staff and volunteers should not in any circumstances smoke in the presence of children or young people or in spaces which are used by children.
- c) KLS will advise and assist any member of staff who wishes to give up smoking. Staff should consult with their Line Manager on this matter.

## **16. Security**

- a) Tracy Frostick will maintain an up-to-date list of all key-holders which will be kept in the Health and Safety file. If there are spare sets, it needs to be specified where these are kept.
- b) Each member of staff has a responsibility to ensure that rooms are locked and alarmed if required if they are the last person to leave. Rooms should not be left empty and unlocked.

## **17. Accident/Incident Books**

- a) An Accident Book is kept in the building (Tracy's office) and is monitored by the First Aid person (Tracy Frostick). The Accident Book records when accidents occurred and what treatment was necessary. It also needs to be signed by the person making the entry (see under First Aid).
- b) An Incident Book is kept to record any incidents which occur in the office which relate to Health and Safety, for example, broken windows or damaged equipment. The date of the incident or breakage is recorded and action taken to repair it also needs to be logged. Again, the person making the entry needs to sign the Incident Book. The purpose of the Incident Book is to show that it has been noticed that a breakage or incident has occurred and that action is being taken to remedy this. The Incident Book should be kept within the Health and Safety file.

## **18. Insurance**

- a) KLS has a general insurance policy, currently with 'Brents of Brentwood'.

- b) Each office should have a copy of the insurance guidelines. It is important that all staff read through this to see what areas and what items are covered.
- c) The most current Employers Liability Insurance Certificate is displayed on a noticeboard outside of Tracy Frostick's office.

#### **19. Manual Handling**

- a) In all cases where KLS staff or volunteers are asked to regularly carry, push, lift or pull items as part of their duties, a risk assessment should be undertaken.
- b) Staff and volunteers should receive training in manual handling where necessary.
- c) Staff and volunteers should not attempt to retrieve items from beyond their reach without safe equipment (e.g. ladder or stool).

#### **20. Stress**

- a) Under the management of Health & Safety at Work Regulations 1999, KLS as an employer will make a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work. This is now recognised by the courts as including excessive stress levels whether it is caused by difficult time pressures, bullying by co-workers, violence from within or outside the organisation or any other employee reported source of unacceptable stresses.
- b) Line managers will assess risks to employees and volunteers.

**Appendix 1: FIRE INSTRUCTIONS**  
(as provided by London Fire Brigade)

**IF YOU DISCOVER A FIRE**

1. Immediately operate the nearest fire alarm call-point.
2. Attack the fire if possible, with appliances provided but without taking personal risks.

**ON HEARING THE ALARM**

3. A senior member of staff present will call the Fire Brigade immediately.
  - a) Lift receiver and dial 999
  - b) Give operator your telephone number and ask for FIRE
  - c) When Fire Brigade replies give this message distinctly: *"FIRE AT the Katherine Low Settlement, 108 Battersea High Street, SW11 3HP"*
  - d) Do not replace receiver until the address has been repeated by the Fire Brigade

Call the Fire Brigade immediately to every fire or on suspicion of a fire.

4. Leave the building and report to person in charge of the assembly point at the corner of Battersea High Street and Orville Road (TOWARDS FRED WELLS GARDEN). Stand well clear of the building.
5. The Fire Officer or her/his Deputy on the affected floor will take charge of any evacuation and ensure that no one is left in the area.

**USE NEAREST AVAILABLE EXIT**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT RE-ENTER BUILDING**

**REPORT ANY MISSING PERSONS TO SENIOR STAFF OR FIRE BRIGADE OFFICERS**