



## K N & P Ltd Health and Safety Policy

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<b>Policy reviewed by:</b>	<b>Kayley Butler (Director)</b>

<b>Key Personnel</b>			
<b>Role</b>	<b>Name</b>	<b>Tel.</b>	<b>Email</b>
<b>Proprietors</b>	<b>Philippa Bourne Kayley Butler Natalie Bourne</b>	<b>07716883051</b>	<b>Admin@knp-limited.com</b>
<b>Designated Safeguarding Lead</b>	<b>Philippa Bourne</b>	<b>As Above</b>	<b>Philippabourne@knp-limited.com</b>
<b>Deputy designated Safeguarding Leads</b>	<b>Natalie Bourne Kayley Butler</b>	<b>As Above</b>	<a href="mailto:Nataliebourne@knp-limited.com">Nataliebourne@knp-limited.com</a> <a href="mailto:Kayleybutler@knp-limited.com">Kayleybutler@knp-limited.com</a>

### Introduction

K N & P Limited has overall responsibility for health and safety in the organisation, and for ensuring that it fulfils all its legal responsibilities.

K N & P Limited will work in a way that tries to ensure that risks to employees, volunteers, service users and visitors are adequately managed at all times.



We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated regulations and will observe all relevant regulations and codes of practice made under it.

The commitment to health and safety is a management responsibility and it is the duty of our trustees and senior managers to uphold this policy and to provide the necessary funds and resources to implement it.

K N & P Limited will provide and maintain safe and healthy working conditions and environment for all employees, volunteers, and service users, plus any other people who are directly affected by our activities such as members of the public at our events.

This responsibility will be delegated to a named employee for specific events or activities, who will ensure the policy is upheld. They will be named in advance and noted on all relevant risk assessments. All volunteers involved will be made aware of who is responsible for health and safety.

## **Responsibilities**

1. The Proprietors of K N & P Limited are responsible for the implementation and monitoring of health and safety policies and making changes where necessary.
2. All accidents or unsafe incidents will be investigated by the Proprietors as soon as possible.
3. K N & P Limited is responsible for:
  - Assessing the risk to the health and safety of employees and visitors and identifying what measures are needed to comply with its health and safety obligations.
  - Providing and maintaining equipment, and systems of work that are safe and without risk to health.
  - Ensuring that equipment is safe and well maintained.
  - Providing information, instruction, training and supervision in safe working methods and procedures.
  - Providing and maintaining a healthy and safe place of work, including safe ways of entering and leaving.
  - Encouraging employees to co-operate to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
  - Establishing emergency procedures as required.



## Staff and Volunteer Responsibilities

K N & P Limited employees and volunteers will ensure that:

1. They are aware of the contents of this health and safety policy
2. They comply with the policy.
3. They take care of themselves and others who may be affected by their actions or omissions
4. They report all accidents, or unsafe situations, and anything which could have led to an accident or felt unsafe to the owner of the organisation or their manager at once.
5. They record accidents at work in an accident book located in a place where it can be readily accessed by employees and be available for inspection .
6. They are aware of all fire procedures for the environment in which they are working
7. If they identify anything which they think could be in any way unsafe, they will report it to the owner of the organisation or their manager.

## Risk Assessments

The Proprietors will ensure that all potential hazards present in the environments in which the operations take place and any potential hazards associated with delivering the defined scoped of operations are assessed in line with the current relevant legislation.

Risk Assessments will consider:

1. The nature of the hazard
2. Identify who might be harmed if exposed to the hazard and how they might be harmed (employees or students)
3. The likelihood of harm and how significant that harm will be to specific individuals and other generally
4. What suitable and sufficient controls are needed to prevent exposure to the hazard or mitigate the risk of harm to a reasonable and acceptable level in line with any legislation or regulations.



Assessments will be reviewed when there is:

- A change in legislation
- A change of premises or change to the environment in which the operations take place
- A significant change in the scope of operations and associated tasks are carried out
- The introduction of new equipment or any other reason which makes original assessment not valid.

## **Training**

To comply with legislation and to promote the health, safety and welfare of staff and volunteers, health and safety training will be provided as follows:

1. At induction.
2. On transfer or promotion to new duties.
3. On the introduction of new equipment.
4. When changes are made to systems of work.
5. When training needs are identified during risk assessments.

## **Resolving Health & Safety Issues**

1. Any employee, service user or volunteer with a health and safety concern must first raise it with their manager or the Proprietors.
2. If, after investigation, the issue is not corrected in a reasonable time, or the manager decides that no action is required but the employee or volunteer is not satisfied with this, the employee or volunteer may then refer the matter to the Council and/or the Health and Safety Executive.

## **Fire Safety**

In case of fire, all staff to ensure service users and potential visitors have exited the building safely and follow Bay Tree Barn fire procedure. Student Manager (Philippa Bourne) or Business Manager (Kayley Butler) to take register at fire assembly point.



Staff, service users and potential visitors to remain at fire assembly point until advised it is safe to re enter the building.

## **Monitoring & Reviewing**

This policy will be monitored and reviewed annually by the Business Manager – Kayley Butler, to ensure that risks to employees, volunteers, service users and visitors are minimised at all times.