

Kith & Kids - Health and Safety Policy
4th February 2025

Aims

Kith & Kids aims to safeguard the safety and welfare of all participants (members, service users, parents/carers, volunteers, visitors and staff). All participants of Kith & Kids activities will be made aware of health and safety regulations and procedures. Both in general and specific to the relevant venue.

Policy statement

The responsibility for health, safety, welfare and security within Kith & Kids is placed upon all personnel involved with the Charity. This statement makes specific commitments regarding how we operate, personal safety, welfare, damage to property, security (both individual and property), protecting the environment, reducing losses and liabilities and fully meeting our statutory requirement. This document will be reviewed regularly and amended and updated as necessary. This policy is intended as a supplement to the Health & Safety policy of the Haringey Irish Centre (regards our office) and the Health & Safety policies of other venues we use for our projects and activities (incl. Treehouse School and Merryhills Primary School)

Responsibilities for all persons involved in this charity

- Make sure you understand this document.
- By law you must not interfere with or misuse anything provided for safety.
- Co-operate with Kith & Kids on health and safety
- Learn how to work safely and obey safety rules.
- Report anything that seems dangerous, damaged or faulty
- If you have any queries, ask a Kith & Kids co-ordinator or the Kith & Kids health & safety representative for clarification.

Management responsibilities

The senior member of staff appointed as the health and safety representative is Nicole Francis, the Chief Executive. She will take the lead role in health and safety matters with responsibility for the maintenance of safety on the basis of standards set by Kith & Kids and by legislation.

Kith & Kids is a company limited by guarantee: Reg. No. 3959694. Reg. Charity No. 1080972
The Management Committee/Board of Trustees has a duty under law to ensure, so far as is reasonably practicable, Kith & Kids participants' health, safety and welfare. As an employer they must consult employees or the health and safety representative regarding health and safety at work.

Kith & Kids co-ordinators are designated personnel responsible for putting into place venue specific health and safety regulations and procedures: prior to a risk assessment of the venue. They arrange the instruction of participants regarding this policy as well as venue specific procedures.

Areas perceived as potentially dangerous will be supervised by a named person; the kitchen by a designated kitchen manager and art room by the art workshop leader and so on.

Health and Safety Training

A safety and protection workshop occurs on training days prior to project participation, which is supplemented by providing volunteers with a copy of our health and safety policy and highlighting that it is their duty to familiarise themselves with it. A list of useful telephone numbers regarding health and safety issues will be given out to all participants on each project.

Procedures in the event of a fire

Instructions in the event of a fire are clarified and are venue specific and fire marshals will be named.

Staff working in the Irish Centre should look to the Centre's procedures regarding this matter. Trained fire wardens are: Nicole Francis, Becky Pickup, Rich Pickup and Liz Smith.

Emergencies and First Aid

During projects and activities all accidents/health and safety incidents are to be reported to Kith & Kids co-ordinators who will record details in the accident/incident book. All involved in events will be made aware of where the first aid equipment is kept and the names of the first aiders.

In the Kith & Kids office the first aid equipment is kept on the shelf to the right of the stationary cupboard. The named first aiders are Robin Stone, Richard Pickup, Becky Pickup and Nicole Francis.

Next review date: January 2026