

# **The Kings Fund**

## **Health and Safety Policy**

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### General Statement of intent

The King's Fund (referred to as the Fund) is committed to ensuring and maintaining a safe and healthy environment for its employees, tenants, contractors and visitors.

The Health and Safety at Work Act 1974 places certain responsibilities on both employers and employees regarding safety at work. A high degree of co-operation and involvement is necessary by all employees of the Fund to ensure maximum benefit to all concerned.


All employees, tenants, work placement students and temporary staff receive a verbal and written Health & Safety induction, which draws their attention to key points to observe whilst at the Fund.

As the Fund also caters for visitors, conference delegates, contractors and other invited guests, it is important to note that the Fund also extends its health and safety commitment to these personnel to ensure that their time at the Fund is a welcoming, safe and hazard free experience.

To assist in this goal the Fund provides mandatory safety training, to all levels of staff, which will enable them to carry out their duties in a safe manner.

A health and safety management plan, driven by a risk management approach, underpins the safe systems, policies and procedures that are in place for all users of the Fund.

Signed

  
Richard Murray, Chief Executive

Date

08/03/2021

## Staff Responsibilities

The Board, through its Chair, carries overall responsibility for health and safety. Strategic and operational responsibility is delegated to the Senior Management Team. This is chaired by the Chief Executive.

Day to day co-ordination of health and safety matters is carried out by the Director of HR, who chairs the Health and Safety Committee. Within this structure and monitoring framework the management of health and safety matters is then delegated to individual line managers.

The exact nature of the strategy and operational issues are outlined in The Funds Health and Safety Management Plan (available on the staff intranet or via HR).

Within The Fund the Chief Executive, working through the Director of HR and the Health and Safety Committee, is responsible for ensuring that all work undertaken is in compliance with Health and Safety legislation in particular the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Workplace (Health, Safety and Welfare) Regulations.

The Chief Executive will also ensure that:-

- (a) There is a system in place so that The Fund's health and safety policy and procedures are monitored, legally compliant and adhered to by staff and non-staff alike.
- (b) There is an adequate budgetary provision made to enable The Fund to meet its health and safety obligations and room for contingency if/when required.
- (c) The necessary professional advice is available to help The Fund interpret and discharge its legal obligations.
- (d) There is a system in place to maintain plant, tools and equipment (together with systems of work for staff to operate them).
- (e) There are safe and healthy arrangements for the use, handling, storage, transport and disposal of articles and hazardous substances (including arrangements to cover spillage or fire).
- (f) Sufficient information, instruction, training and supervision is available to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- (g) There is a health and safety induction for all new members of staff.
- (h) There is a safe and healthy working environment, to include safe means of access to and egress from the premises and adequate welfare arrangements.
- (i) There is a system of minimising risk to staff members, tenants, visitors and contractors.
- (j) There are arrangements for reporting and investigating all accidents, establishing their cause and taking any necessary remedial action.

The Fund will address its responsibilities through a risk management approach.

Significant risks are assessed and documented; appropriate control measures are introduced, maintained and reviewed to eliminate or reduce those risks.

The Fund will in addition:

- (a) Establish and provide appropriate training for a Health and Safety Committee with a broad-based membership drawn from management, staff and tenants.
- (b) Establish and provide mandatory and risk based training for staff within The Fund who may be exposed to certain risks (eg use of computer workstations, manual handling, ladder safety etc).
- (c) Expect management at all levels to set an example in safe behaviour and maintain a constant continuing interest in the health and safety of employees and others within The Fund.
- (d) Provide a staff occupational health service.
- (e) Provide a competent person/people to provide Health and Safety advice.
- (f) Provide a staff counselling service.

## Assignment of Responsibilities

1. **The Director of HR** is responsible to the Chief Executive and the Senior Management Team for the general implementation of the health and safety management plan, chairing the Health and Safety Committee and co-ordinating the application of the Health and Safety Policy and its related operational standards.
2. **The Head of ICT, Head of Facilities and Commercial Director** co-ordinate health and safety responses in operational areas.
3. **Directors** have responsibility to ensure that all aspects of health and safety are delegated, managed, monitored and discharged appropriately within their areas.
4. **Line Managers** have responsibility to ensure that staff follow health and safety policies and operational standards.
5. **All employees** have responsibility to take care of their own health and safety and the safety of those around them. They must also ensure that they follow all safe systems of work, the health and safety policy and standard operational procedures that have been put in place to enhance their health and safety whilst at The Fund.
6. **Fire Marshals** are appointed with care being taken to ensure coverage of the whole premises. They are also provided with appropriate training.
7. **First Aiders** are appointed with care being taken to ensure coverage of the whole premises. They are also provided with appropriate training.
8. **Safety Representatives/ Staff Consultative Committee members** from the various parts of The Fund are invited to attend the Health and Safety Committee, monitor safety standards and practices in their areas and draw any concerns to the Committee's attention.
9. **The Health and Safety Committee** (terms of reference and minutes of meetings for which can be found on the intranet) meets 3 times per year to review and advise on Health and Safety matters applicable to The Fund. The membership of the Committee includes:-
  - **Chair** - Director of HR
  - **Vice Chair** - Head of IT
  - **Secretary ( and note-taker)** – Facilities Manager
  - **Building Services Manager**
  - **Catering Manager (external contractor)**  
**Head of Commercial Activities**
  - 
  - **Representatives of staff drawn from across The Fund**
  - **Representatives of other organisations accommodated in 11-13 Cavendish Square (tenants)**

- **Also in attendance** - Occupational Health Adviser & Occupational Safety Adviser to The Fund

**All employees** are also required to respond to The Fund's lead by:

- (a) co-operating with management in measures designed to promote health and safety at work;
- (b) signing to say that their local health and safety induction has been carried out (and that they are aware of this policy document and its location on the intranet).

### **Monitoring, Risk Management and Auditing Procedures**

The Fund has a Risk and Audit committee which oversee all commercial risks to the organisation and the Health and Safety Management Plan feeds into this committee. The Fund also aims to review its Generic Risk Assessments when the activities/staff involved in these activities have changed and/or require earlier re-assessment precipitated by legislation or an accident. Specific risk assessments continue to be undertaken as required by legislation (eg DSE/manual handling, expectant mothers) or activity (ie via venue hire activities)

These reviews are carried out jointly by The Fund's occupational safety advisers and line managers. Target dates are set and reviewed.

Office Health and Safety Audits will be conducted under the guidance of the occupational safety advisers.

All staff conduct their own personal workstation risk assessment via an on-line computer-based package and all recommendations are acted upon. The Occupational Health Adviser and Occupational Safety Advisers liaise with staff who require additional attention based on their initial assessment.

The Fund also has auditable systems in place for plant maintenance eg boilers, fire extinguishers etc. It also conducts regular audits on staff chairs used for display screen equipment workplace purposes.

### **Employee Information and Consultation**

Important developments in this Policy are subject to consultation with staff. Staff are kept informed on health and safety matters and new health and safety legislation by means of Health and Safety Committee minutes which are published on the Intranet (H&S page).

The Fund also has a Staff Consultative Committee which can input into staff-related health and safety standards/concerns.

The Fund also communicates with staff via the staff intranet messaging system and allows consultation with all staff through this medium and in person via HR. On particular topics, decided upon by the Health and Safety Committee, working groups are set up to ensure wider consultation and communication with key personnel.

## **Shared Premises Arrangements**

The Fund complies with the Management (Health, Safety and Welfare) Regulations [1999] and provides all leaseholders with a copy of this policy and appropriate risk assessments of the lease area. There is also a specific Leaseholders health and safety document which is discussed with each tenant to ensure compliance.

In return, each leaseholder provides The Fund with a copy of their Health and Safety Policy, Fire Risk Assessments and any other risk assessment which may impact upon other users of the building. This ensures that neither organisation is endangering the other with the planned activities or evacuation plans.

The Fund also ensures that all shared premises staff are inducted using The Fund's health and safety fire instructions.

## **Health Promotion, Surveillance, Monitoring and Provisions**

The Fund has appointed an Occupational Health Service to advise on all work health- related matters. All staff have access to this service. The HR Department provides the dates when the Occupational Health Adviser will be at The Fund and can make bookings.

There is a First Aid Room within The Fund which can also be used by nursing mothers. Safe systems are in place for use of this room and are displayed within the room.

All display screen equipment users are entitled to a free eyesight test for mid-distance work on a two-yearly basis. Please refer to the HR department for further details.

The Fund offers an in-house counselling service. Please refer to the HR department for further details.

The Fund provides a gym for its staff which can be accessed once health cleared by the Occupational Health advisor and inducted by the member of staff within The Fund who is trained to use the gym equipment. Safe systems and CCTV are also in place for staff who use this facility

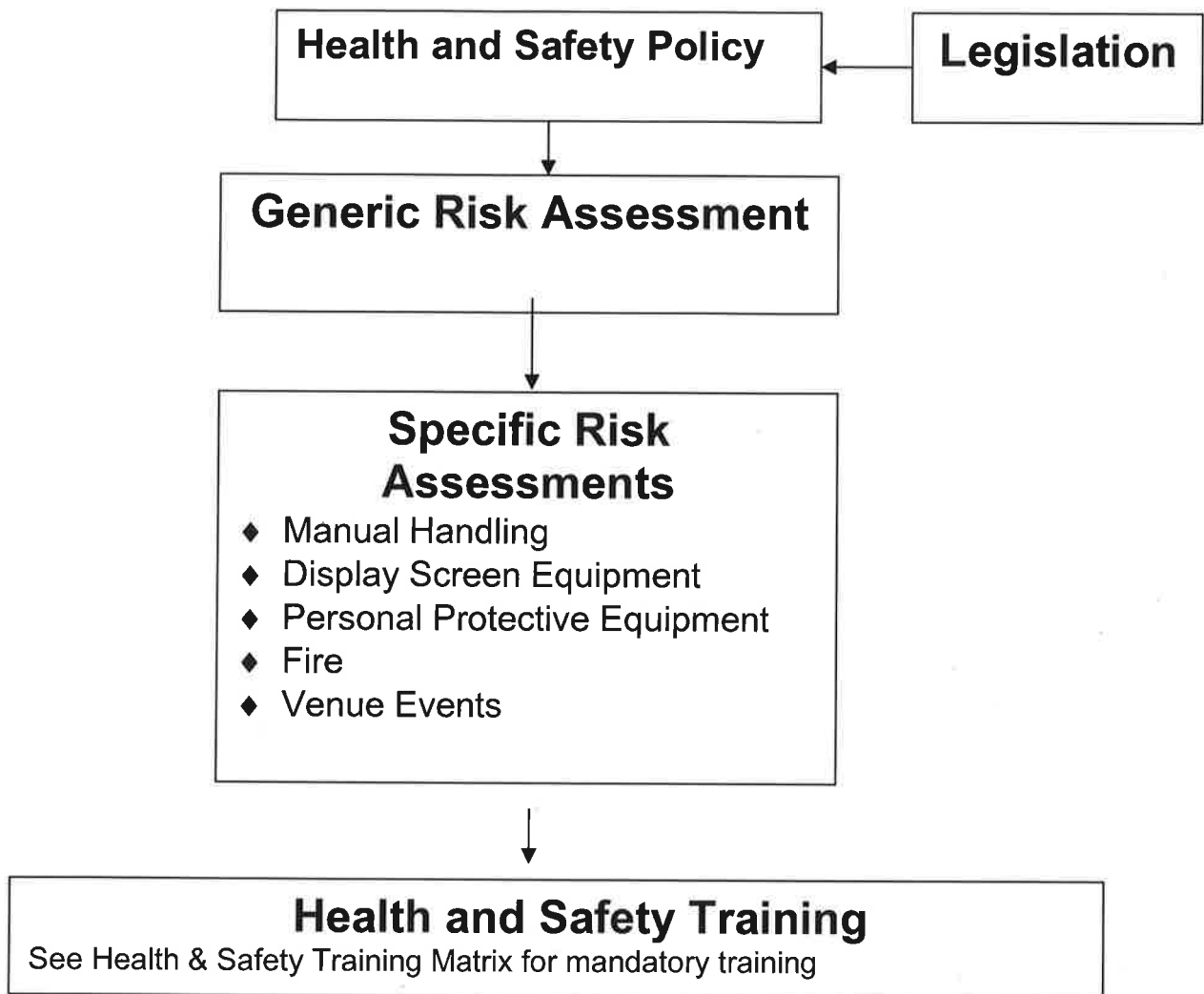
The Fund operates a cycle to work scheme via the HR department and showers on site plus cycle bays are provided for staff use

## **Policy Review**

This policy is subject to a 2-yearly review by the Health and Safety Committee and any significant changes (whether to the policy itself, the operational procedures it incorporates, legislative updates or organisational structure) will be drawn to the attention of all staff.



# Health and Safety Corporate Plan



## **Appendix 1**

## **Operational Standards and Policies**

The Operational Standards and other safety and health related Policies set out below are designed to complement this Health and Safety Policy by giving detailed information to all staff on particular topics that affect their workplace/space/work tasks.

All of these operational standards and policies can be accessed via the staff Intranet or HR Department and staff should be aware of their contents.

The below are informed by The Fund Health & Safety Management Plan which ensures updating and monitoring of these standards/policies is conducted and overseen by the Health & Safety Committee.

- ◆ **Risk Assessments [Generic] Operational Standard – accessible via the H&S intranet webpage**
- ◆ **Risk Assessments [Specific] Operational Standard - accessible via the H&S intranet page or H&S advisor**
  - Venue events
  - Manual Handling
  - New & Expectant mothers
  - Display Screen Equipment Users
  - Fire
  - Personal Protective Equipment Users
  - Office Assessment
  - Lone Workers
- ◆ **Accident Reporting operational standard**
- ◆ **Code for Contractors**
- ◆ **Display Screen Equipment policy**
- ◆ **Emergency telephone procedure**
- ◆ **First Aid policy and operational standard**
- ◆ **Fire and emergency evacuation policy and procedures**
- ◆ **Health Surveillance / Occupational Health / Counselling standard**
- ◆ **Induction checklist for new starters**
- ◆ **Laptop policy and laptop operational standard**
- ◆ **Mobile phone procedure, health & safety aspects**
- ◆ **Pandemic policy (swine flu, avian flu, Covid-19)**
- ◆ **RIDDOR operational standard**
- ◆ **Stress policy**
- ◆ **Suspect packages procedure**
- ◆ **Training matrix (health & safety only) standard**
- ◆ **Terms of Reference for the Health and Safety Committee**
- ◆ **Work placement operational standard**
- ◆ **Working from home policy**
- ◆ **Working from home checklist**

**Appendix 2****Health and Safety Arrangements**

Currently, The Fund employs competent Contractors to fulfil the requirements of the Health and Safety at Work Act [1974] and the Management of Health and Safety Regulations [1999], as follows:-

<b>Testing type</b>	<b>Company/Contractor</b>	<b>Test frequency</b>
Fire Extinguisher Testing	Prompt Fire Protectors	Annual
Portable Appliance Testing	Hawksworth	Annual
Fire Alarm testing	Faff Fire	Quarterly
Legionella Water Testing and tank chlorination	Streamline Environmental Services	Six monthly
Lift Testing	Alliance Cornhill Insurance	Six monthly
Kitchen duct cleaning	Ductbusters	Annual
Gas safety test	Ash technical	Annual
Hazardous Waste Disposal	Westminster City Council	As required
Lift servicing	Otis	Monthly
Occupational Health	Whittington Health Care	N/A
Occupational Safety	Greene Safety Services Ltd	N/A
Fire Suppression	Teligan Systems	Six monthly
Pressure Vessels	Alliance Cornhill/ London Pumps	Annual
Mains Electrical installation testing	W.Irving (IEI)	Five yearly
Asbestos Management & removal	NONE required at present	As required
Safety eyebolt testing	Safetec Solutions	Annual
Lightning conductor testing	Stone	Annual
Emergency Lighting	King's Fund Building Services	Monthly

The above Contractors work to the Code for Safe Management of Contractors [see Operational standards].