

Health and Safety Policy and Procedures

Last Updated: March 2026

General Policy

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been prepared after a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-forma's and records in relation to on-going maintenance activities, training, accident reporting, investigations, and actions that have taken place.

Relevant Legislation

This section sets out details to reflect changes in UK Health and Safety legislation, ensuring compliance with the latest statutory requirements and HSE guidance. The following laws and regulation are applicable to our operations and any amendments or new legislation will be incorporated into our health and safety management system.

Certain health and safety regulations originally derived from European Union legislation continue to apply in the UK as retained and amended law following EU exit, and are complied with where relevant to the organisation's activities.

Fire Safety (England) Regulations 2022

Strengthened requirements for fire risk assessments, evacuation plans, and responsible persons' duties.

Fire Safety Act 2021

Clarifies the scope of the Regulatory Reform (Fire Safety) Order 2005, confirming that fire risk assessments must cover the structure, external walls and fire doors of premises, and reinforcing the duties of the responsible person.

Regulatory Reform (Fire Safety) Order 2005 (as amended)

Establishes the legal framework for fire safety in non-domestic premises, placing duties on the responsible person to assess and manage fire risks, implement appropriate fire precautions, and ensure safe evacuation arrangements.

Workplace (Health, Safety & Welfare) Regulations 1992 - Updated HSE Guidance

Clarifications on minimum workplace temperatures, ventilation, and welfare facilities.

Manual Handling Operations Regulations 1992 - Updated Best Practices

Additional guidance on reducing musculoskeletal disorders through ergonomic interventions.

Control of Substances Hazardous to Health (COSHH) Regulations 2002 - Updated Exposure Limits

HSE has revised workplace exposure limits for certain hazardous substances.

Display Screen Equipment (DSE) Regulations 1992 - Updated Guidance

New best practices for reducing risks related to prolonged screen use and workstation ergonomics.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

We accept that we cannot transfer our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

Health and Safety General Policy Statement

Kids recognises that it has legal and moral responsibilities for the health, safety, and welfare of its workforce and all individuals who may be affected by our operations, including contractors, service users, and visitors.

All managers and coordinators are required to proactively assess risks, implement control measures, and foster a positive health and safety culture. This includes regular inspections, employee engagement, and ensuring compliance with HSE guidance and UK health and safety legislation.

This organisation is fully committed to complying with UK health and safety legislation, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant statutory regulations. We recognise our duty to ensure, so far as is reasonably practicable, the health, safety and welfare of colleagues and those affected by our activities. We will regularly review our policies to align with legal requirements and industry best practices.

- Consulting with our employees on matters affecting their health and safety
- Providing and maintaining safe plant and equipment
- Ensuring the safe handling and use of substances
- Providing clear and accessible information, instruction, and training tailored to the needs of our workforce, including translated materials or additional support for non-native English speakers
- Ensuring that all workers receive role-specific health and safety training, regular refresher courses, and competency assessments to maintain high safety standards
- Preventing accidents and cases of work-related ill health
- Implementing a proactive safety management system, including scheduled workplace inspections, audits, and colleague engagement initiatives to identify and mitigate risks
- Having access to competent health and safety professionals, both internally and externally, to support compliance and best practice implementation.
- Conducting ongoing performance reviews, benchmarking against industry standards, and integrating feedback from employees and stakeholders to enhance our health and safety framework continuously
- The provision of the resources required to make this policy and our health and safety arrangements effective.

We also recognise

- Our legal duty is to coordinate and collaborate with other employers, site managers, and external contractors to uphold shared health and safety responsibilities and ensure compliance with statutory requirements.
- Our duty to cooperate and work with other employers and their workers when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

All employees, including agency colleagues and volunteers, receive comprehensive health and safety training during their induction, with regular refresher courses to reinforce safe working practices.

Signature:



Katie Ghose

Position: Chief Executive Officer

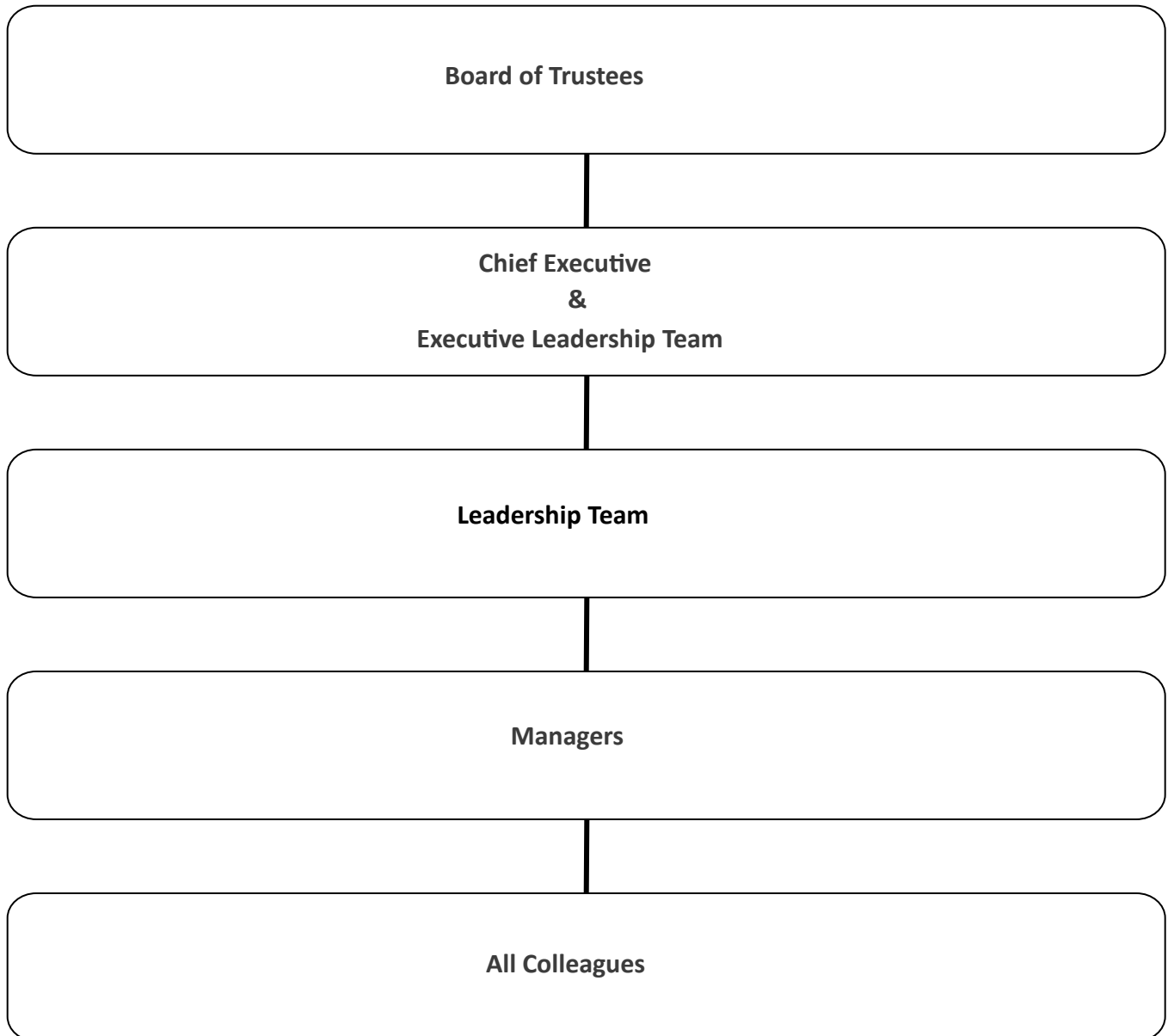
Date: February 2026

Organisation

Health and Safety Management Structure

Although Kids as an organisation has overall responsibility for the implementation of this policy, day to day responsibility for specific issues has been delegated to key personnel.

The management structure within our business is shown here, and the allocation of day-to-day responsibility for specific health and safety issues is shown in the Responsibility Chart, which appears later in this document.



Health and Safety Management Responsibilities

Kids recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used. Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.
- Designated First Aiders must be trained and available at all times
- First Aid kits must be stocked and accessible at every site

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.
- Internal Risk Assessments must be conducted annually with findings clearly documented and communicated to colleagues.
- External Fire Risk Assessments to be conducted annually.

Risk Assessment

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

Managers and coordinators

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, sets out specific delegated health and safety responsibilities and identifies the managers and Coordinators they are allocated to. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

All Colleagues Responsibilities

Our policy takes account of the specific statutory duties

placed on people to take care of their own health and safety whilst at work and for that of others. Specifically, we expect employees to;

- Ensure that company policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times.
- Follow booking on and off site procedures at all sites (including head office).
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.

- Follow all safety instructions and guidance when using equipment
- Report any incidents, accidents, near misses and non-conformances to the H&S lead.
- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

The monitoring of this policy is currently being reviewed and as such is a focus of every board meeting during this period. The overall responsibility for this, sits with Chief Operating Officer but some of the routine tasks may be delegated. We have engaged with an external Health and Safety agent to ensure the existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

Responsibility Table

Trustees are responsible for ensuring oversight, compliance and strategic direction in health and safety matters. This Responsibility Table shows the allocation of responsibility for health and safety issues to named people or management positions.

Key

The ELT and Leadership Team must allocate resources, implement policy and monitor compliance effectively.

BOARD - Board of Trustees

CE & ELT - Chief Executive and Executive Leadership Team

LT – Leadership Team

MC - Managers & Coordinators

C – All Colleagues

Safety arrangements	BOARD	CE & ELT	LT	MC	C
Managing Safety & Health at Work	?	?			
Accident, Incident, Ill Health Reporting and Investigations	?	?	?	?	?
Workplace H&S Consultation- Safety Reps		?	?		
Workplace H&S Consultation - One-to-one	?	?	?	?	?
Occupational Health and Health Surveillance		?	?	?	?
Substance & Alcohol Abuse			?		
Purchasing	?	?	?	?	?
New and Expectant Mothers			?	?	?
Lone Working		?	?	?	?
Health & Safety Training		?	?	?	?
Health & Safety of Visitors			?	?	?
Personal Protective Equipment		?	?	?	?
Home Working		?	?	?	?
Employing Agency and Temporary Staff		?	?	?	?
Safe Systems of Work		?	?	?	?
Action on Enforcing Authority Reports	?	?			
Equality and Disability Discrimination Compliance	?	?	?	?	?
H&S Information for Employees		?	?	?	?
Fire Safety - Arrangements and Procedures		?	?	?	?
First Aid		?	?	?	?
Welfare, Staff Amenities, Rest Rooms & the Working Environment	?	?	?	?	?
Welfare, Amenities & the Working Environment - no premises	?	?	?	?	?
Housekeeping and Cleaning		?	?	?	?
Pest Control					?
Building Services		?	?	?	?

	BOARD	CE & ELT	LT	MC	
Safety arrangements					
The Control of Hazardous & Non Hazardous Waste		?	?	?	?
Access, Egress, Stairs & Floors		?	?	?	?
Windows, Glass & Glazing in the Workplace		?	?	?	?
Workplace Signs			?	?	?
Water Temperature Control			?	?	?
Premises	?	?	?	?	?
The Control and Management of Healthcare Waste					?
Electrical Safety		?	?	?	?
The Provision, Use & Maintenance of Work Equipment		?	?	?	?
Hand Tools		?	?	?	?
Office Equipment				?	?
Storage of Chemical Substances & Agents				?	?
Slips, Trips & Falls		?	?	?	?
Lifts and Hoists				?	?
Work at Height				?	?
Workplace Transport & Pedestrian Control			?	?	?
Occupational Road Safety			?	?	?
The Prevention of Sharps and Needlestick Injuries			?	?	?
Water Hazards		?	?	?	?
Safety in Food Preparation Environments		?	?	?	?
Working Time, Night Work and Shift Working		?	?	?	?
Manual Handling		?	?	?	?
Display Screen Equipment & DSE User Eye Tests & Spectacles		?	?	?	?
Legionella Control			?	?	?
Radon		?	?	?	?
Asbestos at Work-2000+ Premises Clear & No Off Site Risk		?	?		
Asbestos at Work-Survey No ACMs & No Off Site Risk		?	?		
Asbestos at Work-No Survey & Off Site Risk		?	?		
Asbestos at Work-No Survey & No Off Site Risk		?	?		
Stress in the Workplace	?	?	?	?	?
Aggression & Violence in the Workplace		?	?	?	?
Dermatitis			?	?	?
Bed Rails UK			?	?	?
Wheelchairs- UK			?	?	?
Drugs & Medication - HealthCare UK			?	?	?
Children's Indoor Play Areas			?	?	?

Children's Outdoor Play Areas			?	?	?
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Safety arrangements	BOARD	CE & ELT	LT	MC	C
Caravan				?	
Work with Children		?	?	?	?
Work with Young People		?	?	?	?
Work with families		?	?	?	?
Volunteers		?	?	?	?
Contractor		?	?	?	?
Visitors		?	?	?	?

Note

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

Relevant Legislation

In most cases, health and safety legislation requires reasonably practicable measures to prevent injury and ill health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to achieve compliance. Where these arrangements are implemented effectively, they are designed to support compliance with applicable legal requirements.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work in force when this policy was prepared. Some of those listed will not apply to our operations, but we need to be aware of them should circumstances change.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425 on personal protective on Personal Protective Equipment
- European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No Regulation (EU) No 649/2012 concerning the export and import of dangerous chemicals, as amended
- Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015

- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008 Health and Safety at Work etc. Act 1974 (updated with 2023 HSE amendments and latest compliance requirements)
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998

- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

- Managing Safety & Health at Work
- Accident, Incident, Ill Health Reporting and Investigation
- Workplace H&S Consultation- Safety Reps
- Workplace H&S Consultation - One-to-one
- Occupational Health and Health Surveillance
- Substance & Alcohol Abuse
- New and Expectant Mothers
- Lone Working
- Health & Safety Training
- Health & Safety of Visitors
- Personal Protective Equipment
- Home Working
- Employing Agency and Temporary Staff
- Safe Systems of Work
- Action on Enforcing Authority Reports
- Equality and Disability Discrimination Compliance
- H&S Information for Employees
- Fire Safety - Arrangements and Procedures
- First Aid
- Welfare, Staff Amenities, Rest Rooms & the Working Environment
- Welfare, Amenities & the Working Environment - no premises
- Housekeeping and Cleaning
- Pest Control
- Building Services
- The Control of Hazardous & Non Hazardous Waste
- Access, Egress, Stairs & Floors
- Windows, Glass & Glazing in the Workplace
- Workplace Signs
- Water Temperature Control
- Premises
- The Control and Management of Healthcare Waste
- Electrical Safety
- The Provision, Use & Maintenance of Work Equipment
- Hand Tools
- Office Equipment
- Storage of Chemical Substances & Agents
- Slips, Trips & Falls
- Lifts and Hoists

- Work at Height
- Workplace Transport & Pedestrian Control
- Occupational Road Safety
- Water Hazards
- Safety in Food Preparation Environments
- Working Time, Night Work and Shift Working
- Manual Handling
- Display Screen Equipment & DSE User Eye Tests & Spectacles
- Legionella Control
- Radon
- Asbestos at Work-2000+ Premises Clear & No Off Site Risk
- Asbestos at Work-Survey No ACMs & No Off Site Risk
- Asbestos at Work-No Survey & Off Site Risk
- Asbestos at Work-No Survey & No Off Site Risk
- Stress in the Workplace
- Aggression & Violence in the Workplace
- Dermatitis
- Wheelchairs - UK
- Drugs & Medication - HealthCare UK
- Children's Indoor Play Areas
- Playgrounds
- Caravan
- Work with Children
- Educational Visits
- Schools & Nurseries
- Contractor Control & Management
- Site Security and Visitors