



Directors: Ben Fitzgerald and Rosie Frost

KINDCODY POLICY - HEALTH AND SAFETY

Revised: 10 APRIL 2021

Policy

1. KINDCODY is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with KINDCODY's procedures and systems on health and safety.
2. While KINDCODY will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person.
3. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager or their health and safety representative. Alternatively, an



Directors: Ben Fitzgerald and Rosie Frost

employee may, if they prefer, invoke KINDCODY's formal Grievance Procedure.

4. Disciplinary action under KINDCODY's Disciplinary Action policy may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to gross misconduct rendering the employee liable to summary dismissal.
5. KINDCODY will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. KINDCODY will pay particular attention to:
 - 5.1. Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.
 - 5.2. Providing a safe means of access to and egress from the workplace.
 - 5.3. The provision and maintenance of equipment and systems of work that are safe.
 - 5.4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances.
 - 5.5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.



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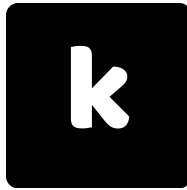
6. KINDCODY also recognises its duty to protect the health and safety of all visitors to KINDCODY, including contractors and temporary workers, as well as any members of the public who might be affected by KINDCODY's work operations.

Organisation

7. The Board of KINDCODY has overall responsibility for health and safety in KINDCODY and designated staff members have been made responsible for overseeing, implementing and monitoring health and safety procedures in KINDCODY and for reporting back to the Board on health and safety matters. The staff member responsible for health and safety matters also conducts regular inspections of the workplace, maintains safety records and investigates and reports on accidents at work.

Training

8. Safety training is an integral part of an effective health and safety programme. It is essential that every employee be trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.



Directors: Ben Fitzgerald and Rosie Frost

Employees at special risk

9. KINDCODY recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. KINDCODY therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

First aid and reporting accidents at work

10. First aid boxes are located at strategic points around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on works notice boards.
11. All injuries, however small, sustained by a person at work must be reported to their line manager or the staff member responsible for health and safety and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The safety officer will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.



Directors: Ben Fitzgerald and Rosie Frost

Fire

12. Please see the section in this Staff Handbook on Fire Safety for further information.

AMAR safety rules

13. The following rules apply to all KINDCODY staff:
 - 13.1. all employees should be aware of and adhere to KINDCODY's rules and procedures on health and safety;
 - 13.2. all employees must immediately report any unsafe working practices or conditions to their line manager and/or their health and safety representative;
 - 13.3. horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden;
 - 13.4. any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person;
 - 13.5. employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties;
 - 13.6. all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers;
 - 13.7. no employee should undertake a job which appears to be unsafe;

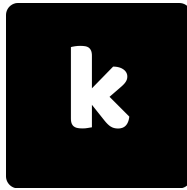
Page 5 of 9



Directors: Ben Fitzgerald and Rosie Frost

- 13.8. no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task;
- 13.9. all injuries must be reported to the employee's line manager or to the safety officer;
- 13.10. all materials must be properly and safely used and when not in use properly and safely secured;
- 13.11. work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment;
- 13.12. employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager or to the staff member responsible for health and safety;
- 13.13. suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate;
- 13.14. workstations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately;
- 13.15. employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

Access



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14. The following rules on access must be observed:
 - 14.1. walkways and passageways must be kept clear and free from obstructions at all times;
 - 14.2. if a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately;
 - 14.3. trailing cables should not be left in any passageway;
 - 14.4. where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway;
 - 14.5. where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

Tools and equipment

15. The following rules on tools and equipment must be observed:
 - 15.1. machinery, tools and equipment are only to be used by qualified and authorised personnel;
 - 15.2. it is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager or to the staff member responsible for health and safety;

Page 7 of 9



Directors: Ben Fitzgerald and Rosie Frost

- 15.3. all tools must be properly and safely stored when not in use;
- 15.4. no tool should be used without the manufacturer's recommended shields, guards or attachments;
- 15.5. approved personal protective equipment must be properly used where appropriate;
- 15.6. persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety;
- 15.7. employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Manual handling

16. The following rules on tools and equipment must be observed:
 - 16.1. lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand;
 - 16.2. the load to be lifted or moved must be inspected for sharp edges and wet patches;
 - 16.3. when lifting or moving a load with sharp or splintered edges, gloves must be worn;
 - 16.4. the route over which the load is to be lifted should be inspected to ensure it is free of obstructions;



Directors: Ben Fitzgerald and Rosie Frost

- 16.5. employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain;
- 16.6. when lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back;
- 16.7. employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Entry into Force

17. This policy is effective immediately.

Chris Frost, Chief Operating Officer