



Kennett Community Land Trust

Health and Safety Compliance Policy

Kennett Community Land Trust is a Community Benefit Society registered with the FCA under number 7443, registered office 66 Station Road, Kennett, Newmarket CB8 7QF

1. Statement of Intent

Kennett Community Land Trust (KCLT) is committed to ensuring the health, safety, and welfare of its Employees, Tenants, Volunteers, Contractors, Visitors plus any people who are directly affected by its activities. We recognise our legal and moral responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations, and we aim to foster a culture where safety is everyone's responsibility.

We will take all reasonably practicable steps to:

- Prevent accidents and work-related ill health
- Provide safe and healthy working conditions
- Maintain safe housing environments for tenants
- Consult with staff and tenants on matters affecting their health and safety
- Provide appropriate training, supervision, and information
- Regularly review and improve our safety performance

2. Scope

This policy applies to:

- All Employees, Volunteers, and Trustees of KCLT
- Contractors and service providers working on our behalf
- Tenants and residents living in our properties
- Visitors to our offices or housing schemes

3. Responsibilities

Board of Trustees

- Overall and final responsibility for health and safety lies with the KCLT Board.
- They will approve this policy and monitor its implementation to ensure strategic oversight of health and safety compliance
- The Secretary will be responsible for reporting all relevant matters to the KCLT Board to ensure that this policy is upheld.
- For administrative matters and meetings of the KCLT Board the responsible person is the Secretary.

Board of Trustee Chair / Senior Leadership will support the Board of Trustees:

- By providing leadership and resources to implement this policy
- Ensure risk assessments are in place and reviewed regularly
- Report serious incidents to the HSE and Charity Commission as required

Line Managers will support the Chair and Senior Leadership by:

- implementing safe systems of work within their teams
- ensuring staff receive appropriate training and equipment
- investigating accidents and near misses

All Employees and Volunteers have a duty to:

- take reasonable care of their own health and safety
- report hazards, accidents, or unsafe practices
- follow safety procedures and attend training

Contractors have a duty to:

- comply with KCLT health and safety requirements
- provide risk assessments and method statements before commencing work

Tenants and Residents have a duty to:

- be aware of and comply with the KCLT Tenant Home Safety Policy
- are encouraged to report hazards or repairs promptly
- must not tamper with safety equipment or create unsafe conditions

4. General Arrangements

Risk Assessments

The KCLT will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk.

Risk management is a necessary part of KCLT growth and development. KCLT therefore aims to protect everyone associated with its activities from unnecessary and high risk, and provide guidance and support to help its volunteers, residents, and employees to manage some risk for themselves.

KCLT will take action to:

- conduct a risk assessment as required for all work activities and environments
- review annually or following significant change

Incident Reporting

- All accidents, near misses, and dangerous occurrences must be reported
- Serious incidents will be investigated and reported to relevant authorities

Fire Safety

- Conduct Fire Risk assessments for all properties
- Conduct Regular fire drills and equipment checks in communal buildings
- Ensure that clear evacuation procedures for communal buildings are displayed and communicated

Lone Working

- Ensure that when applicable it will put in place Lone Working risk assessments.
- Ensure that staff are provided with mobile phones or personal alarms where appropriate
- Ensure regular check-ins and escalation procedures

Housing Stock Safety

- Regular inspections of communal areas and high-risk properties
- Electrical testing as required by law
- Prompt response to repairs and safety concerns raised by tenants

Training and Supervision

- Conduct Health and Safety induction training for all new staff and volunteers
- Conduct role-specific training (e.g. manual handling, lone working, fire safety) as required
- Ensure that refresher training takes place as required

Mental Health and Wellbeing

- Promote a supportive work environment
- Access to Employee Assistance Programme (EAP) or equivalent
- Encourage open dialogue about stress and workload

5 Equality, Diversity and Inclusion

KCLT is committed to promoting equality, diversity, and inclusion in all aspects of its work. We believe that embracing diversity strengthens our community, enhances our services, and reflects our core values of respect, fairness, and integrity.

We aim to create an environment where everyone feels valued, respected, and empowered—regardless of their background, identity, or circumstances.

We will apply this policy consistently and fairly and will not discriminate against anyone based on any protected characteristics, including those set out in the Equality Act 2010

6 Monitoring and Review

- Health and safety performance will be monitored via audits, inspections, and incident data
- This policy will be reviewed annually or following significant incidents or legislative changes

7 Related Policies and Documents

The following documents are referred to in conjunction with this policy.

- Tenancy Agreement
- Tenant Handbook
- Tenant Home Safety Policy
- Risk Assessments
- Privacy Policy
- Whistleblowing Policy
- Equality, diversity and Inclusion Policy
- Customer Feedback and Complaints Policy

8 Policy Review Record

Version Number	Status	Revision Date	Summary of Changes
Version 02	Approved	November 2025	Reviewed for Registered Provider status