KMS 550 Health and Safety Policy

This policy should be read in conjunction with:-

KMS 559 COVID 19 Health & Safety Policy / Activity Risk Assessments
KMS 559 Appendices 1- 21 which provide specific guidance

Created by:	Health & Safety Manager	Review date:	July 2022
Approved by:	The Corporation	Responsibility for Review:	Health & Safety Manager
Date approved:	SMT Approval May 2020	Tom Hallam, Deputy Principal	

POLICY STATEMENT

1.1 Introduction

Kingston Maurward College recognises and accepts its responsibility as the employer for promoting and ensuring, so far as reasonably practicable, the health, safety and welfare of all employees, students, apprentices, visitors and contractors whilst working and visiting the College.

Every employee, including Governors, managers, academic and support staff has a role to play in the management of health and safety and this Policy and the accompanying Health & Safety Procedures, explain how Kingston Maurward College implements the management of health and safety. All staff should read the Policy and Procedures, taking particular note of the sections that apply to their own working situation.

The College will, so far as is reasonably practicable:

- Comply with all legal obligations and follow best working practices;
- Provide adequate resources for the management of health, safety and welfare;
- Provide information, instruction and supervision to all employees and staff with regard to safe working practices;
- Ensure staff are competent in their area(s) of work and provide appropriate training and instruction;
- Consult and work with employees, students, apprentices and their representatives on health, safety and welfare matters;
- Promote and develop safe working by students and apprentices;
- Actively manage and supervise health and safety at work;
- Identify health and safety hazards and manage subsequent risks through risk assessment and safe systems of work;
- Provide and maintain safe plant, machinery and equipment;
- Ensure the safe storage, handling and use of substances;
- Prevent accidents and work related illnesses, and investigate when these occur;
- Establish and maintain suitable emergency procedures;
- Have access to competent health and safety advice;
- Strive to continuously improve health and safety standards through audits and workplace checks;
- Manage and co-operate with other employers, contractors, sub-contractors and their workforce when they are on our site;
- Regularly review and update this policy at least annually.

A copy of the Health and Safety Policy and the associated Procedures is held on the College Intranet.

The original signed Health & Safety Policy Statement is kept in the office of the Principal.

All employees are informed of the contents of the Health and Safety Policy and their responsibilities during their induction; any subsequent revisions are notified to all staff through the management line.

1.2 Reasons for the Policy

To ensure that all know what is expected in terms of health and safety, and importantly, how to raise concerns and seek assistance.

1.3 Responsibilities for Health & Safety Management

The Corporation, headed by the Chair, has overall responsibility for health and safety for the College.

As Chief Executive Officer of the College, the Principal has delegated responsibility for the day-to-day management of health, safety and welfare and to ensure that the College complies with its obligations under legislation and that adequate resources are provided to that end.

At manager, staff and student / apprentice level, health & safety is a shared responsibility, with senior and other managers responsible for health and safety management and compliance with the Health & safety Policy and Procedures within their areas of control (see Section 2 for specific responsibilities).

Furthermore, all managers, staff, students and apprentices have a duty to take reasonable care for themselves and for others affected by their acts or omissions.

Line Managers and Supervisors should liaise closely with each other to ensure all duties have been clearly assigned.

In addition to the general responsibility for health and safety, the College has identified and/or delegated specific responsibilities to individuals and groups of individuals e.g. work area managers, employees, students and apprentices.

These responsibilities can be found at **Section 2**, and must be read by **all** staff.

The College recognises that all employees (managers and staff) can potentially be prosecuted for failing in their health and safety responsibilities and that this can lead to fines and possible imprisonment as well as damage to the College's reputation.

1.4 Health & Safety Procedures

This Policy is supported by a range of Health & Safety Procedures (listed in Appendix A) which stand on their own and have the force of Policy.

The Procedures detail the arrangements for health & safety management throughout the College and can be found via the Health & Safety page of the Staff Portal.

The Health & Safety Procedures must be read by all staff, and will be reviewed annually and amended as necessary.

1.5 Related Policies

KMS 013	Offsite Activities
KMS 250	Safeguarding Policy (Including Procedures for the Protection of Children and Vulnerable Adults)
KMS 557	Bad Weather Emergency Closure Policy
KMS 559	COVID 19 Health & Safety Policy

1.6 Who should know about the Policy?

All staff working in the College, also where appropriate, contractors and visitors to the College.

1.7 History

First issued in October 2003

Revised in January 2008, January 2009, March 2015, May 2015, November 2016, February 2018, April 2019 and June 2020

1.8 Amendments

Amendments have been incorporated in the following Arrangements Documents.

This whole document has been reviewed extensively to bring it into Kingston Maurward Systems, including appendices to assist and provide guidance where appropriate.

- Revision 12-02-08 Page 6 – clarification of learner status for accident reporting
- Revision 11-11-08 Page 63 – Private car use for business purposes
- Revision 09-02-09 Appendix 2 – Health and Safety Instructions for Contractors
- Revision 27-03-09 Page 61 – clarification to Off-site Activities to include inclement weather
- Revision 17-03-15 Page 90 - Risk Assessment Forms
- Revision 07-05-15 Minor Amendments and updating
- Revision 21-05-15 KMS550 and KMS551 merged into one policy
- Revision 17-01-17 H&S Policy separated from procedures and responsibilities reviewed and amended
- Revision 16-02-18 Minor amendments to job titles, structure chart and updated procedures list
- Revision 10-04-19 Minor amendments to job titles and structure chart
- Revision 01-06-20 Addition and reference to COVID19 Health & Safety Policy

2. ORGANISATIONAL RESPONSIBILITIES

This section details the principal responsibilities for managing health and safety within the College.

The full organisational structure for the College can be found on Moodle.

2.1 Health and Safety Oversight and Management Structure

Corporation

H&S Committee

College Management Team
(Academic & Support Departments)

2.2 The Corporation

The Corporation, led by the Chair, has overall responsibility to ensure Kingston Maurward College complies with its obligations under health and safety legislation. They will ensure this is addressed through delegation of duties as appropriate and regular monitoring of health and safety management.

2.3 Governor with responsibility for health and safety

- Ensure that health and safety matters are regularly and appropriately reported and considered by The Corporation.
- Ensure that the Principal, Deputy Principal (Learning and Performance), Assistant Principal Student Experience & Progression, Finance Director and management team are effectively developing and implementing the College's Health and Safety Policy and Procedures in such ways as the Corporation may require.
- Advise Governors of their responsibilities, and obtaining or authorising such professional assistance as may be required.
- Obtain authorisation for an annual Health & Safety Business Plan from The Corporation and report periodically on the progression of effectiveness of health and safety management and any significant related issues that The Corporation need to be aware of.

2.5 Competent Persons

- In order to comply with Section 7 of the Management of Health and Safety at Work Regulations, the College has identified 'Competent Persons' to assist it in undertaking its statutory duties.
- *Competency* is not defined in legislation, but is considered to be the result of a combination of qualifications, knowledge and experience. There will be a variety of Competent Persons within the College at any one time depending on the nature of the work, but the principal Competent Person will be the Health & Safety Manager.

2.6 Management Team Responsibilities

a) Principal

- As Chief Executive Officer of the College, has overall responsibility for the day-to-day management of health, safety and welfare and to ensure that the College complies with its obligations under legislation.
- Ensure that this function is being addressed primarily through the delegation of health, safety and welfare duties and the monitoring of performance through reports.
- Keep the Policy under review; ensure that the Policy is being implemented and that adequate resources are made available.
- Ensure that the College has effective systems for safety management and report on matters of health, safety and welfare performance to The Corporation.

b) Finance Director

- Ensure that health, safety and welfare is prioritised within departmental areas.
- Advise the College on matters relating to insurance cover.
- Liaise with Insurance Brokers regarding accident / incident claims.
- Ensure that adequate resources, including funding, are provided for health, safety, welfare and associated insurance matters.

c) Deputy Principal

- Ensure that health, safety and welfare is prioritised within the departmental areas and the Work-Based Learning Team(s).
- Ensure that health, safety and welfare is taken fully into account when developing and managing off-site provision.
- Ensure that adequate resources are provided for health, safety and welfare across the curriculum, work-based learning and off-site provision (including PPE).
- Ensure that health, safety and welfare is considered when developing the curriculum.
- Approve student / apprenticeship off-site trips, visits and expeditions in conjunction with Work Area Managers / Academic Managers and the College Health & Safety Manager.
- Ensure that health, safety and welfare is considered as an integral part of the lesson observation process.

d) Health & Safety Committee

- The Health & Safety Committee is the principal forum for overseeing health & safety management, consultation and communication within the College, chaired by the Principal.
- Membership includes: Governor with responsibility for health & safety, College Health & Safety Manager, Finance Director and Deputy Principal. Full membership details, together with the Terms of Reference, can be found in the Health & Safety Management, Communication & Consultation Procedure.
- Staff in defined work areas are able to be represented on the Committee, as are recognised Trades Union Representatives. Regular reports of health & safety management are provided to The Corporation.

e) Academic Managers / Work Area Managers

- Identify and control hazards within their areas of responsibility.
- Prepare and review as necessary, safety risk assessments and any other assessments and safe working procedures necessary for the department.

- Promote good health & safety practice in their areas and provide advice, assistance and support to colleagues.
- Ensure that:
  - risk assessments are developed, complied with (with any control measures implemented and followed) and regularly reviewed, particularly in the event of significant incidents,
  - safe working practices are developed, maintained and reviewed as necessary,
  - suitable and sufficient information, instruction training and supervision are provided for all staff and that all training is recorded,
  - staff, students and apprentices are provided with information on emergency, ill health and accident procedures,
  - all hazards, accidents and incidents are reported promptly, investigated and appropriate action taken to reduce the risk of re-occurrence.

f) Health and Safety Manager

The Health and Safety Manager is the College's 'Competent Person' in relation to its **general** health and safety arrangements. They have the lead responsibility to ensure that the College receives timely and accurate advice on health and safety matters and to review/monitor the effectiveness of health and safety policies, procedures and systems.

- Identify key priorities relating to health and safety
- Advise on appropriate implementation strategies to ensure compliance with legal and/or other requirements.
- Develop College-wide health and safety policies and procedures by coordinating the production of appropriate documentation.
- Periodically devise and implement a health and safety inspection and audit programme, and advise Work Area Managers on their responsibilities in relation to inspection and audit of health, safety and welfare procedures and systems.
- Provide advice to the Principal in relation to the remit and effective operation of the Health and Safety Policy and Arrangements.
- Advise staff at all levels on health and safety matters and provision of safety training as required.
- Liaise with the College's other specialist advisors and external authorities/agencies as necessary.
- Investigate accidents and incidents where necessary.
- Maintain appropriate health and safety records.
- Make recommendations to promote health and safety in the workplace to the Health and Safety Committee.
- Produce an annual report on Health and Safety Management within the College as a whole, to be submitted to The Corporation.
- Identify and make recommendations on staff training needs in respect of health and safety, and ensure that appropriate training records are maintained.
- Ensure that relevant managers and staff are made aware of changes in relevant legislation.
- Develop appropriate systems for risk assessment where this would be required under the legislation in order to control particular risks.

g) The Premises and Estates Manager

- Ensure that the College's buildings, services and thoroughfares are in such condition as to not present risks to the health, safety and security of staff, students, apprentices, visitors etc.
- Ensure that adequate provisions are made for the welfare of staff.
- Manage and control contractors on College property and advise on matters relating to Construction (Design & Management) Regulations (CDM) 2015.
- Act as the College Fire Officer, the designated 'nominated person' for fire safety; responsible for ensuring that fire evacuation procedures and risk assessments are up-to-date for all College properties and that all fire safety systems and equipment are maintained and serviced correctly.
- Organise fire awareness and fire marshal training, and ensure that fire drills are carried out at the appropriate frequency (at least once a year in all areas).

h) Employees

- Ensure that they comply with this Policy and the Health & Safety Procedures.
- Comply with health and safety procedures and guidelines to enable them to work safely.
- Co-operate with managers to ensure the policy and associated procedures are implemented on a daily basis.
- Work safely and refrain from any activity that may endanger themselves or others.
- Follow instructions and training; safe systems of work.
- Not intentionally interfere with, or misuse equipment and facilities provided for health and safety.
- Use the college reporting procedures to record any hazards, potential risks, unsafe conditions, accidents or incidents that arise from their work activities.
- Abide by the findings of risk assessments and follow the specified controls.
- Wear the correct PPE as required.
- Participate in any health and safety training provided.

i) Students / Apprentices

- Take care of their own health and safety and the health and safety of those around them, accepting a personal responsibility for safety and adopting a standard of behaviour appropriate to the situation.
- Follow safety procedures and guidelines provided for their safety.
- Wear correct PPE as required – they will not be able to take part in the relevant activity until requirement is complied with.
- Report all near-miss incidents to their lecturer, tutor or Work Based Learning
- Co-ordinator so they can report these to the Health & Safety Manager via the College reporting system.
- Representatives from the student / apprenticeship body will be regularly consulted on health and safety issues via Student Voice meetings that the Health & Safety Manager will attend periodically.

APPENDIX A

1. Accident/Incident Management Procedure
2. Contractor management procedure
3. Display Screen Equipment Procedure
4. Emergency Procedure
5. First Aid Procedure
6. General Workplace Health & Safety Arrangements
7. Hazardous Substance Procedure
8. Health & Safety Management, Communication and Consultation Procedure
9. Health and Safety Reports Procedure
10. Health & Safety Risk Management Procedure
11. Manual Handling Procedure
12. Mobile Phone Procedure
13. Noise and Vibration Procedure
14. Off-Site Activities Procedure (KMS 013 and KMS 566 refers)
15. Personal Protective Equipment Procedure (PPE)
16. Safe Systems of Work Procedure
17. Smoke Free Process
18. Vulnerable Groups Procedure
19. Work Equipment Procedure
20. Workplace Driving Procedure
21. Work Placement Procedure