

KINGSTON MAURWARD SYSTEMS



KMS 550 Health and Safety Policy

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Approval Date: 20/09/2023

To Be Reviewed Annually; Review Date: August 2024

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Key Definitions:

The College or KMC— Refers to Kingston Maurward College; encompassing all students, employees, and buildings on site.

Principal – The Principal and Chief Executive, charged with senior management of the college.

Senior Management Team (SMT) - Consisting of the Principal, the Deputy Principal, and the Chief Finance Officer.

College Management Team (CMT) – Consisting of cross college Managers.

Managers/Supervisors—Managers and Supervisors at all levels; level of responsibility must at a minimum be the management of either an event, department or staff.

Staff—Anyone employed by Kingston Maurward College.

Student—Any person enrolled on a learning activity that is provided by Kingston Maurward College.

PPE – Personal Protective Equipment.

DSE – Display Screen Equipment.

HSE - Health and Safety Executive.

Legislature Referred to within this Policy:

The Health and Safety at Work etc Act, 1974.

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the duties of employers to employees, employees to themselves and others.

Workplace Regulations (Health, Safety, and Welfare), 1992.

General requirements on health and safety standards for nearly all workplaces.

The Management of Health and Safety at Work Regulations, 1999.

Reinforcement of The Health and Safety at Work etc Act, which explicitly details what employers are meant to do.

The Regulatory Reform (Fire Safety) Order, 2005.

Details fire safety protocol for almost all buildings, places and structures that are not privately owned.

Managing for Health and Safety (HSG65), 2013.

Guidance on putting Health and Safety Policy in place in businesses.

Plan, Do, Check, Act, (INDG275(REV1)), 2013.

Guidance on putting Health and Safety Policy in place in businesses.

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), 2013.

Legal policy that requires employers record all accidents, dangerous occurrences, and diseases.

The Data Protection Act, 2018.

Dictates how personal information can be used and an individual's rights over their information.

Section One

The Purpose of this Policy, the General Statement of Intent, and Policy Scope

The Purpose of this Policy

This Health and Safety Policy sets out Kingston Maurward College's approach and commitment to health and safety. The College is striving to create a positive and inclusive working environment and this policy details how health and safety is managed, and how the responsibilities for the management of occupational health, safety, and welfare are delivered throughout the organisation. This policy clearly states the responsibilities required of all those working and visiting the estate. This policy clearly defines the College's commitment to ensuring that health and safety at work is a priority, and that the management of this actively contributes to the College's ongoing success. The successful implementation of this policy requires total commitment from all members of staff across the estate.

Statement of Intent

Kingston Maurward College recognises and accepts its legal responsibilities for health and safety as detailed in the Health & Safety at Work etc Act (1974). It is the duty of the College to develop and ensure a safe, healthy, and supportive environment for all employees, students, contractors and visitors. This is reflected in the College's core values which are to Inspire, Challenge, and Care.

The Health and Safety Intentions of Kingston Maurward College are as follows:

- A. The College aims to provide excellence in health and safety. This will be accomplished by ensuring that the health and safety management system continues to improve. The College will ensure that its responsibilities for health and safety are clearly defined, allocated, fulfilled, monitored, and that legal requirements are met and regarded as the minimum standard to be achieved.
- B. Kingston Maurward College recognises its legal requirement to comply with The Health and Safety at Work etc Act (1974) and all other pertaining regulations. The College will act responsibly and positively to minimise the incidence of all workplace risk. All activities will be undertaken with the highest regard for the health, safety, and welfare of staff, students, contractors, and visitors.
- C. The College will commit the financial and physical resources necessary to ensure that the highest standard of health, safety, and welfare is achieved. Staff will be supported by the provision of information and training to enable them to work safely and effectively.
- D. The College will undertake regular reviews of risk assessments to identify hazards and introduce control measures to minimise risk as far as is reasonably practicable. A properly resourced health and safety management system will be implemented and maintained, using Managing for Health and Safety (HSG65; 2013) as a template to ensure health and safety management is an integral part of the College management systems.
- E. The College will ensure that safe systems of work are in place to ensure the safety of employees, students, and others who may be affected by college activities.

- F. The College will ensure that the estate, to include premises, farm buildings, and land, meet with all legal compliances associated with their intended use and ensure all equipment is fit for purpose and legally complaint.
- G. The College will actively consult with employees to encourage an open attitude towards health and safety issues, encouraging staff to identify and report hazards so that all staff contribute to creating and maintaining a safe working environment.

Name	Signature	Position	Date
Luke Rake		Chief Executive and Principal	20/09/2023

Policy Scope

This policy applies to all employees, students, contractors, agency staff, and visitors to the College.

One of the main aims of this policy is to support the College’s risk management strategy in reducing and managing the risk of non-compliance, within statutory health and safety legislation.

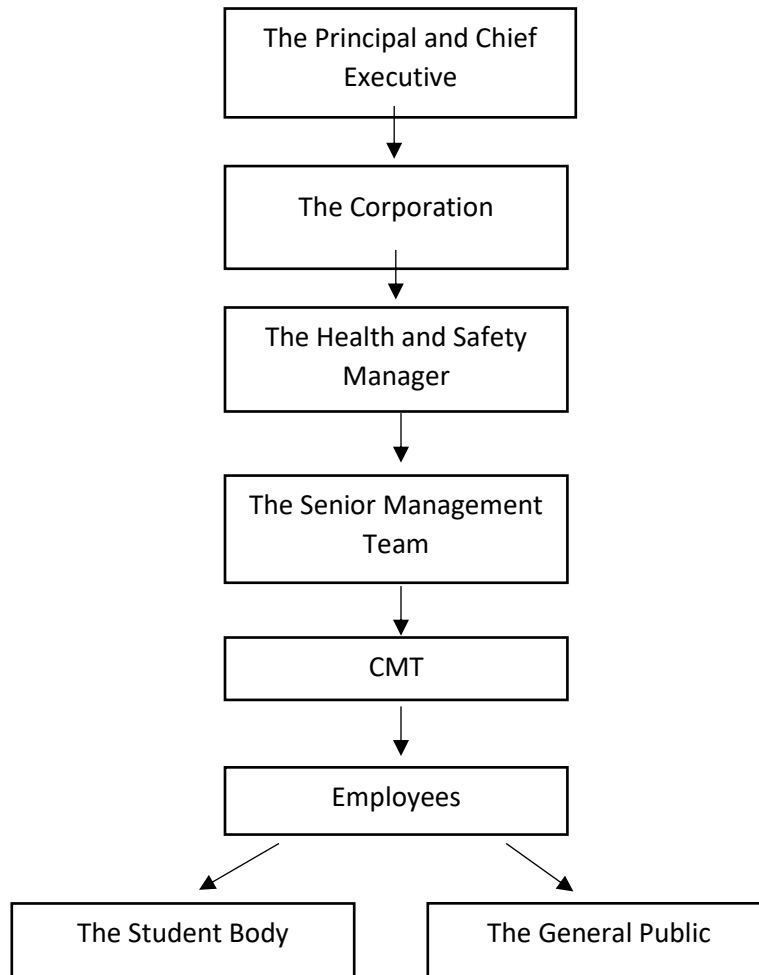
The risks of failing to comply with this health and safety policy and health and safety procedure includes injury to students, staff, visitors, and contractors; enforcement; prosecution; poor publicity; financial loss; inadequate records; general negligence that invalidates insurance policies.

Section Two

The Organisation

As Principal and Chief Executive of the College, the Principal has delegated responsibility for the day-to-day management of health, safety, and welfare. This ensures that the college complies with its obligations under legislation and that adequate resources are provided to that end. All students and staff have a duty to take reasonable care for themselves and others, and to comply with and assist the College in maintaining an optimum level of health and safety.

The delegation of health and safety by the Principal and Chief Executive is as follows:



The Principal and Chief Executive

The Principal and Chief Executive of the College has overall responsibility for health and safety at the College. To include:

- A. Ensure that the health and safety policy is developed and brought to the attention of all employees.

- B. Ensure that adequate funding and resources are made available to meet the requirements of this policy.
- C. Sign and date the statement of intent and ensure this policy is reviewed annually.
- D. Initiate disciplinary action against any member of staff who does not comply with their duties under this policy, or associated statutory legal requirements.
- E. Ensure that health and safety is always considered at the planning stage when making any changes that may affect the health, safety, or welfare of staff and students.
- F. Ensure Heads of Departments are accountable for health and safety in areas of their control.
- G. It is the responsibility of the Principal and Chief Executive to ensure the College has adequate employee and public liability insurance cover in place. Copies of this insurance will be displayed on the health and safety notice board within the Main House and also made available electronically if required.

The Corporation

The Corporation provide an oversight of college performance and have specific responsibility to ensure that the College complies with legislation and regulations. The Corporation are made aware of risks on site (via the risk register). A member of the Corporation attends regular Risk Management Group meetings and each Sub Committee of the Corporation is responsible for monitoring risks specific to their areas of expertise. All Sub Committees report their findings to the Corporation. A member of the Corporation with relevant expertise and knowledge will support and assist the Health and Safety Manager in their role and attend regular H&S meetings to report to the Corporation.

The Head of Estates

The Head of Estates has direct responsibility for the management of the entire College estate, in accordance with relevant acts and health and safety legislation to include academic, support, and residential buildings. In particular the Workplace Regulations (Health, Safety, and Welfare) (1992) and the Fire Safety Regulatory Reform Order (2005).

The responsibilities of the Head of Estates include:

- A. Monitoring the condition of all College premises and the estate to include both planned and responsive maintenance, caretaking, and cleaning.
- B. Ensuring the College estate is well maintained and free from hazards to staff, students, visitors, and contractors.
- C. Ensure adequate resources are available for the safe conduct of every project under their control.
- D. To maintain a reactive maintenance system (via a ticketing system) for defects and maintenance of college premises or estate.
- E. To act as Chief Fire Officer ensuring compliance with the Regulatory Reform Fire Order (2005). This to include weekly testing of fire alarms and drills, and ensuring these are both completed and recorded. To include planned evacuations of all premises on the estate on a regular basis.

To ensure that fire alarm and suppression systems are regularly serviced and compliant with regulations.

- F. To ensure fire risk assessments are completed for all buildings and reviewed periodically or after any change to the layout of a building.
- G. To supervise the implementation of precautions to reduce the risk of exposure to legionella bacteria from work activities and water systems on the premises.
- H. To ensure that the maximum extraction limit for the bore hole is not exceeded and that all water supplied by the bore hole is acceptable for consumption.
- I. To ensure all water treatment plants are regularly serviced and maintained.
- J. To supervise the implementation of procedures and precautions in relation to the control of asbestos for all college premises.

The Health and Safety Manager

The Health and Safety Manager fulfils the College's statutory duty to appoint one or more competent persons to undertake the measures needed to comply with this policy and statutory or legal compliance, as set by the HSE.

This role is responsible for:

- A. Co-ordination of the health and safety management system and monitoring its overarching effectiveness to meet the College's needs.
- B. Raising the awareness and profile of health and safety across the College.
- C. Developing college wide health and safety policies and procedures by coordinating the production of appropriate documentation.
- D. Ensuring any wilful breaches in health and safety regulations by anyone using the premises, be they students, staff, or visitors, are reported to a member of Senior Management Team.
- E. Ensuring a system of risk assessments are used to manage risks with appropriate control measures.
- F. Providing health and safety advice and clarification of the implication of the law. This includes ensuring relevant managers and staff are made aware of changes in legislation.
- G. Assisting in the identification and of health and safety training needs and undertaking relevant training as necessary. Appropriate training records will be kept for all staff on their personnel files.
- H. Providing new staff with H&S induction and manual handling training.
- I. Acting as the formal link with the HSE, local authority enforcement teams, and other external agencies regarding health and safety matters.
- J. To devise and implement health and safety audits, recommendations, and reports when required, and maintaining appropriate health and safety records.

- K. Ensuring adequate arrangements for welfare and the provision of first aid.
- L. Investigating accidents, incidents, and near misses where necessary. Ensuring they are recorded on the college database (UNIT E). Liaising with the College's insurers as necessary.
- M. Producing an annual report on health and safety management within the College, to be submitted to the Corporation.
- N. Ensuring the systematic reporting of health and safety matters under RIDDOR (2013), and assisting where appropriate with the investigation of accidents or incidents, near misses, and complaints.
- O. Reviewing and approving risk assessments for both onsite and offsite college activities.
- P. Reviewing contractor risk assessments and method statements to ensure they are suitable and sufficient for work activities.

Departmental Managers

All managers have direct responsibility for health and safety matters within their area. They are obliged to identify and control hazards within their areas of responsibility.

The responsibility of departmental managers includes:

- A. Bringing to the attention of the Health and Safety Manager any high-risk activity and ensuring staff fully understand their responsibilities as detailed in this policy.
- B. Ensuring staff and students within their area of responsibility receive a suitable health and safety induction.
- C. Ensuring staff and students are instructed in safe working practice, and that risk assessments and method statements are followed. In particular students in high risk areas are supervised at all times.
- D. Ensuring that all plant machinery and equipment is in good and safe working order, and maintained and serviced as appropriate with all information ascertaining to this being recorded.
- E. Ensuring that PPE is available and used where relevant.
- F. Ensuring that hazardous substances are correctly used, stored, and labelled, and that CoSHH data sheets and risk assessments are written, saved, and available for staff to read.
- G. Preparing and reviewing safety risk assessments and any other assessments or safe working procedures necessary for the department. These are required for all areas, equipment, machinery, and activities both onsite and offsite.
- H. Upon request to share any risk assessments and method statements with the Health and Safety Manager.
- I. Cooperation with the health and safety department to undertake, at least on an annual basis, area inspection and audit, ensuring that the action plan is discussed and recorded and that any recommendations are implemented as advised by the Health and Safety Manager.

- J. Promoting good health and safety practice in their areas and to provide advice, assistance, and support to colleagues.
- K. Ensuring that staff and students are provided with information on welfare, emergency and accident reporting procedures.
- L. Ensuring all hazards, accidents, incidents, and near misses are reported promptly, investigated, and appropriate action taken to reduce further risk. All health and safety matters must be discussed within their teams as soon as the managers become aware of them.

Employees

All employees are reminded of their legal duty to:

- A. Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work etc Act (1974).
- B. Inform their manager of any danger to health and safety posed by an activity under The Management of Health and Safety at Work Regulations (1999).
- C. Co-operate with the College's health and safety arrangements under The Management of Health and Safety at Work Regulations (1999).
- D. Ensuring students are informed of health and safety regulations and procedures, and to ensure they are adhered to.
- E. Ensure that they participate in any planned evacuations of buildings.
- F. Report to the estates help desk (Premiseshelpdesk@kmc.ac.uk) any defects in the premises or on the estate, and its equipment and facilities, which they observe or take part in.
- G. Participate in any mandatory health and safety training provided or recommended by the College.
- H. To not interfere with or misuse anything provided in the interest of health and safety.
- I. To work safely and responsibly. To follow instruction, training, risk assessments, and methods of work. Wear the correct PPE as supplied by the College.

The Student Body (including Further Education, Higher Education, and Part-Time Students)

The responsibilities of the student body are as follows:

- A. To take care of their own health and safety, and the health and safety of those around them, and to adopt a standard of behaviour appropriate to the situation.
- B. To wear PPE as required and instructed by their teacher or other member of staff.
- C. To report all near-miss incidents to their teacher or a member of staff.
- D. To be familiar and comply with fire and emergency evacuation procedures.
- E. Assist teaching staff in maintaining good levels of housekeeping.

- F. Use plant and machinery equipment only when authorised to do so and in accordance with instructions.
- G. Report any defects in premises, plant, and first aid facilities that they observe.
- H. Students must not interfere with or misuse anything provided in the interest of health, safety and welfare. Such behaviour will be reported and dealt with appropriately, with disciplinary action being taken if deemed necessary by the College.
- I. Health and safety inductions (specific to work areas) to be undertaken by all students to ensure they are aware of their health and safety responsibilities.

External Contractors

The responsibilities of external contractors are as follows:

- A. Before commencement of any works, Risk Assessments and Method Statements (RAMMS) must be received in advance and approved by the Health and Safety Manager.
- B. Valid public and private liability insurance must be provided.
- C. A pre-qualifying contractor questionnaire must be completed.
- D. Upon arrival on site a contractor induction checklist must be completed with the contractor by a member of the estates team.
- E. Contractor must wear a lanyard and PPE appropriate to the work being undertaken when on site.
- F. If required, a permit to work (including hot, height, and confined spaces) must be completed by a member of the estates team relevant to work undertaken.
- G. A DBS may be requested prior to work if they will be working in the vicinity of students or vulnerable adults.
- H. Conform with the college fire evacuation procedures.
- I. Sign in and out of reception and wear a visitor's lanyard at all times.

Visitors

The responsibilities of visitors are as follows:

- A. Visitors must sign in and out at reception and wear the lanyard they are issued with for the duration of their visit, returning the lanyard to Reception before they leave the campus.
- B. Must be supervised at all times and follow safety procedures and guidelines provided for their safety.

Section Three:

Delivery of the Policy

Information

- A. Electronic copies of the Health & Safety policy will be held on College systems including the College web site.
- B. Health and safety training – All staff must successfully complete the relevant online training via the portal provided and forward certificates to HR for their staff files. It is the responsibility of line managers to ensure that all staff within their department complete the required courses within a reasonable timeframe.
- C. Staff Induction – All new employees will attend the health and safety training session prior to their commencement of employment at the College. To include (but not limited to) a briefing by the H&S Manager reading the health and safety policy, briefing on emergency procedures, and the health and safety aspects specific to their role.
- D. Student induction – All teachers must deliver the College health and safety induction to all students at the beginning of each course. Each time a student is introduced to new hazardous activity it is the responsibility of the teacher to ensure that all hazards and control measures are explained to them. The teacher must be confident that the student has understood the risks before they are permitted to commence the activity. All inductions must be recorded and kept on file.
- E. The promotion of the health, safety, and welfare of all staff and students through communications, questionnaires, and campaigns will be supported via this policy.

Planning

Planning includes setting objectives, identifying hazards, assessing risk, implementing standards of performance, and developing a positive safety culture.

Safety Management System

A health and safety management system, based on the HSE's model HDG65, is being used within the College. This system is based on a simple management cycle of Plan → Do → Check → Act and is designed to ensure compliance across the College.

The health and safety management system details the various key elements of the College's arrangements and procedures and provides a systematic and comprehensive process for managing safety risks for staff, students, contractors, the public and anyone else affected by college activities. The health & safety management system will detail how:

- A. The College is set up to assess and manage risks.
- B. Monitoring of safety management takes place.
- C. Continual improvement is planned for and achieved.

The health and safety management system will be managed, monitored and reviewed by the Health and Safety Committee.

Risk Assessments and Method Statements

The College ensures that risk assessments are carried out for tasks that involve significant risks to employees, students, or others. Any self-employed personnel working on behalf of the College will be required to work in accordance with these risk assessments. Subcontractors are responsible for carrying out their own risk assessments and method statements which will be reviewed and approved prior to them being permitted to start work.

Each department is responsible for completing their own risk assessments to a suitable and sufficient standard and are updated on a regular basis. Any queries regarding risk assessments must be directed to the Health and Safety Manager.

The following procedure will be used to write risk assessments:

- A. Identify hazards and those who can be affected
- B. Evaluate risks, considering the likelihood and severity of the activity being assessed.
- C. Control the risks, using the principles of prevention (see below).
- D. Monitor the effectiveness of the control measures.
- E. Review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments. The College's approach to risk management will follow the principle of prevention below:

- A. Avoid risks at source.
- B. Evaluate those risks which cannot be avoided.
- C. Combat risks at source.
- D. Adapt the work to the individual.
- E. Adapt to technical progress.
- F. Replace the dangerous with non-dangerous or less dangerous alternatives where possible.
- G. Give collective protective measures priority over individual protective measures.
- H. Give appropriate instructions to employees.
- I. Use personal protective equipment as the last resort in risk control.

Risk assessment and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

Health Surveillance

The College will ensure that all employees are able to carry out their working duties without risk to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All new employees of the College are asked to inform the College if they have an health issues that will affect their ability to do their job. All answers provided and any other health surveillance undertaken will be held in confidence under the requirements of the Data Protection Act (2018).

Any issues identified during the surveillance process will be discussed with the employee in question, their Head of Department, and Human Resources. Appropriate action will be taken to protect employees from further risk and where necessary an occupational health referral will be made.

Training

The College recognises the importance of providing all employees with adequate health and safety training in accordance to their role.

On recruitment, all personnel are assessed regarding their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified and recorded on the staff's personnel file.

Consultation and Communication

The College will ensure that it takes a proactive role in promoting the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction. The Health and Safety Manager will do this in the form of an induction presentation.

All employees are encouraged to feedback on any health and safety issues that may have and where they believe the College can improve on the current procedures. Any updates will be issued on the college systems and it will be the responsibility of managers to ensure their staff have read and understood the updates.

Management of Contractors

The College acknowledges its duty to control, coordinate, and monitor the activities of all other contractors under its control. Specialist subcontracted companies will be engaged by the College as and when required. These organisations will be required to pass the core criteria detailed in the contractor packs which are issued prior to arrival. The College will ensure that contractors possess the appropriate skills, knowledge, and experience to do the job safely and without risk to health and safety structures.

If a contractor can demonstrate that they hold an accreditation with a member of the Safety Scheme in Procurement (SSIP), this will exempt them from completing the PQQ within the contractor's pack.

The College will ask for project specific RAMMS before every project and will provide the contractor with all the relevant information that is required.

Accidents

Accident reporting is not only a legal requirement, but also a necessity to ensure a safer working environment for all employees, students and visitors to the organisation. All accidents, incidents, near misses, will be recorded on UNIT E as soon as reasonably practical.

Section Four: Measuring Performance

Health and safety performance must be measured to ascertain if the College is achieving the standards set in this policy. This can be evaluated by adhering to the following:

- A. Active monitoring prior to health and safety breaches, including regular inspection and maintenance, is needed to ensure standards are being implemented.
- B. Key performance standards will be set. These will be used by managers to measure their health and safety performance is of an adequate standard and to note points of improvement.
- C. The Health and safety department will, at a minimum, conduct a physical annual audit of all departments. A report will be produced and managers are expected to ensure all items and recommendations are carried out within the agreed timescale.
- D. Following an incident, injury, work related illness, damages, or near miss, an investigation will be conducted to ascertain what went wrong and if further control measures are needed to prevent this occurrence happening again.
- E. Accidents, incidents, and near misses must be reported on UNIT E. Data will be analysed and presented at health and safety meetings to the senior management team and the Corporation.