

Health and Safety Policy

Author	Risk Manager
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Approval/ review bodies	SLT / Health and Safety Committee / Corporate Board
Frequency of Review*	36 months

** Policies will be reviewed more frequently if legal changes or good practice require*

Review History:		
Date of review	Reviewed by	Reason for review
Nov 2006	Risk Manager	Policy re-written
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January 2011	Compliance and Policy Manager	Title change of Person Responsible, new organisational chart, change of Committee name
May 2012	Risk Manager	Organisational changes
October 2013	Risk Manager	Organisational changes
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Related policies/documents: Located on StaffNet..

1. Introduction

This policy statement sets out in broad terms, the Corporation's commitment to protecting the health, safety and welfare of its staff, students, contractors and visitors and how it will comply with the requirements of the Health and Safety at Work etc. Act 1974 and all relevant subordinate legislation. The organisation section explains who exercises the duties of the employer on behalf of North Kent College Further Education Corporation and the lines of communication for health, safety and welfare matters. The responsibilities and duties of people as regards to health, safety and welfare matters are set out in the responsibilities section.

Various subordinate procedures are required to show how the Corporation will achieve the intentions stated in the Policy Statement. These are located on the Health and Safety section of the College StaffNet.

To be truly effective, any Health and Safety Management System must be monitored for effectiveness and it may, from time to time, be necessary to make amendments to embrace current best practice or correct deficiencies. Therefore, inspections, audits, reviews, etc. will be conducted.

Reference should also be made to the Prevent Policy, which together with a number of other policies, seeks to ensure that as far as reasonably practicable, the Corporation is fulfilling its duty under sections 26 and 29 of the Counter-Terrorism and Security Act 2015 and the Prevent Duty. The College will participate fully in work to prevent people from being radicalised or drawn into extremism and will ensure that, should this occur, there are procedures in place to deal with them.

David Martin
Chair

Approved by the Board

2. Policy Statement

The Corporate Board of North Kent College carries ultimate legal responsibility for all health and safety matters within the Corporation's scope of business.

The Corporation believes that successful management of health, safety and welfare issues must be a core value of its overall management strategy. The Corporation is committed to ensuring that, so far as is reasonably practicable, the health, safety and welfare of the public, students, staff and contractors is not adversely affected by the Corporation's business and that staff and contractors conduct their work safely and effectively. This includes proper consideration for safety, health, welfare, fire prevention and security in every aspect of the business.

The Corporation will provide a safe, healthy work and learning environment with adequate welfare facilities, plant, equipment and systems of work that are safe.

The Corporation will consult with staff and students on matters which affect their health, safety and welfare. Individual members of staff will be consulted prior to the allocation to them of particular health, safety or welfare functions.

Expert advice required to determine the risks to health, safety and welfare, and the measures necessary to appropriately control those risks, will be provided by competent staff and external consultants.

The Corporation will ensure that sufficient resources are allocated to its health, safety and welfare arrangements to enable compliance with relevant statutory provisions, identify and control risks, and to continually improve safety. It will also ensure that key personnel with responsibility for the implementation of this policy are clearly identified and held to account for its success.

Through the provision of suitable information, instruction, training and supervision, the Corporation will ensure that all of its employees are able to discharge their duties and responsibilities under current legislation and Corporation procedures in a safe competent manner, avoiding hazards and contributing positively not only to their own health, safety and welfare whilst at the College, but also that of the students.

The Corporation seeks to foster a 'no blame culture' where individuals feel free to report errors openly and honestly. Prompt, honest reporting makes it possible to quickly identify any lessons that may be learnt from near misses or incidents. In this way incidents or recurrences may be avoided.

The Corporation will seek to ensure that, where it enters into a joint venture enterprise with external organisations, health, safety and welfare arrangements are maintained at the same standard as, or higher than those applying to Corporation's own services.

The Corporation will monitor the effectiveness of its health, safety and welfare arrangements through the use of audits and inspections conducted by staff and external consultants/bodies. Procedures will also be provided for the reporting and investigation of incidents including personal injury, near-misses, property damage and other serious health and safety incidents.

This General Statement of the Corporation's Health and Safety Policy will be reviewed and amendments made as appropriate at least once every thirty-six months as part of the Corporation's commitment to continuous improvement in the management of health, safety and welfare. Amendments may also be made as a result of findings from audits, inspections, safety representative's reports, legislative changes, etc.

A printed copy of this policy will be issued to all staff and contractors upon initial engagement. Attention will be drawn to any revisions via the most appropriate channels. The serviced revision will be maintained on the North Kent College StaffNet under Policies. Comments and questions are encouraged and should be addressed to the Deputy Chief Executive or Risk Manager.

Detailed information on the implementation of this Health and Safety Policy is contained in various North Kent College Procedures, which can be found on the relevant section of the College StaffNet.

Signed:

Date:

David Martin
Chair

3. Organisation

The Corporate Board of North Kent College carries ultimate legal responsibility for all health and safety matters within the Corporation's scope of business.

Under the Articles of Government, Governors are responsible for the determination of the educational character and mission of the Corporation, and for oversight of its activities. The Chief Executive and Executive Principal is responsible for the organisation, direction and management of the College, and leadership of the staff.

At North Kent College the general duties of the employer under the relevant sections of the Health and Safety at Work etc. Act 1974 are exercised on behalf of the Board of Governors by the Chief Executive and Executive Principal acting through the Management Structure.

The lines of communication for health and safety matters reflect those shown in the Organisational Chart available under the Leadership section of the North Kent College StaffNet (StaffNet).

4. Responsibilities

4.1 Chairman of the Corporation

The Chairman of the Corporation will:

- 4.1.1 ensure that the objectives of this Health and Safety Policy are fully understood by all board members;
- 4.1.2 ensure adequate resources in terms of funds, materials, equipment, staff and time as required to manage health, safety and welfare within the Corporation; and
- 4.1.3 sign this policy and publicly support its implementation.

4.2 Chief Executive and Executive Principal

The Chief Executive and Executive Principal will:

- 4.2.1 have an appropriate understanding of the requirements imposed upon the Corporation under the Health and Safety at Work etc. Act 1974, Regulations, Approved Codes of Practice and Guidance Notes made under the Act and any other applicable statutory provisions;
- 4.2.2 ensure that effect is given to adequate facilities and arrangements as may be required in the interests of the health, safety and welfare of College staff, students, contractors and other non-employees;
- 4.2.3 bring the Corporation's Health and Safety Policy and any revisions to it, to the attention of all staff and others as appropriate;

- 4.2.4 put in place the organisation and methods required for the implementation of the Health and Safety Policy and for disseminating the information contained therein;
- 4.2.5 ensure that sufficient resources are made available in the College budget to maintain and improve health, safety and welfare within the College;
- 4.2.6 ensure that staff, students, contractors and visitors are made aware of their responsibilities;
- 4.2.7 ensure employees receive training in health and safety as appropriate to enable them to undertake their work in a safe, effective manner;
- 4.2.8 ensure that the correct emphasis is placed on health, safety and welfare matters by all managers and ensure that correct standards of safe working are maintained by all staff, contractors and students; and
- 4.2.9 receive immediate verbal advice followed by written reports from the Deputy Chief Executive or other appropriate member of the Senior Leadership Team, on any fatality or serious occurrence out of, or in connection with, operations controlled by the Corporation (including off-site collaborative provision, work placements and work experience) and to ensure that the relevant statutory bodies are notified and forms are completed.

4.3 Deputy Chief Executive

The Deputy Chief Executive will:

- 4.3.1 have an appropriate understanding of the requirements imposed upon the Corporation by the Health and Safety at Work etc. Act 1974 and its subordinate Regulations, Guidance Notes and Approved Codes of Practice, and any other applicable statutory provisions;
- 4.3.2 develop and review the Corporation's policies and procedures relating to the management of health, safety and welfare;
- 4.3.3 ensure that health, safety and welfare management systems, policies and procedures are in place and that they, along with any agreed amendments, are disseminated and followed throughout the Corporation;
- 4.3.4 delegate responsibility for the management of contractors in accordance with Corporation procedures, to the most appropriate member of staff;
- 4.3.5 ensure that the Health and Safety Committee complies with its terms of reference and that any recommendations of that Committee are afforded due consideration and/or action by the appropriate level of management within the Corporation;
- 4.3.6 report any serious incidents or occurrences to the Chief Executive and Executive Principal by the quickest possible means;

- 4.3.7 in conjunction with the Risk Manager, identify health, safety and welfare items which require consideration in light of the Corporation's Strategic Aims;
- 4.3.8 in conjunction with the Risk Manager, identify health, safety and welfare items for inclusion in Self Assessment Reports as appropriate;
- 4.3.9 in conjunction with the Risk Manager, ensure the Corporation receives appropriate external advice, guidance and support where deemed necessary, e.g. Fire Safety Consultants, to implement the Health and Safety Policy;
- 4.3.10 ensure that subordinate staff, students, and visitors comply with their responsibilities under the Corporation's policies and procedures;
- 4.3.11 confirm that formal health and safety inspections are conducted in curriculum areas at appropriate intervals such that they are all inspected at least once per term; and
- 4.3.12 .

4.4 Deputy Executive Principals, Vice Principals, Assistant Principals, Directors

All, jointly and severally, will:

- 4.4.1 have an appropriate understanding of the requirements laid down in the Health and Safety at Work etc. Act 1974 and relevant subordinate Regulations, Approved Codes of Practice and Guidance Notes;
- 4.4.2 ensure that arrangements are implemented to adequately protect the health, safety and welfare of members of staff, students, contractors and visitors;
- 4.4.3 ensure that suitable and sufficient assessments of the risks that exist within their own Departments or areas are made and that, so far as is reasonably practicable, those risks are eliminated, reduced, or controlled and monitored;
- 4.4.4 ensure that adequate provision is made in appropriate budgets for the provision of control measures, including Personal Protective Equipment, which has been identified through risk assessment as being necessary;
- 4.4.5 ensure that all subordinates receive sufficient and appropriate instruction, training and supervision to enable them to undertake the work required of them, with the minimum acceptable risk to themselves and other people;
- 4.4.6 ensure that all subordinates are aware of their duties and responsibilities under the Corporation's Health and Safety Policy and any relevant statutory provisions;
- 4.4.7 delegate responsibility for the management of contractors in accordance with College procedures, to the most appropriate member of staff;

- 4.4.8 ensure that their Department/Area Managers, conduct regular safety inspections of all areas within their function such that all those areas are inspected at least termly and provide a copy of the report to the Risk Manager;
- 4.4.9 ensure necessary arrangements are implemented to correct any deficiencies found during a safety inspection; and
- 4.4.10 take appropriate investigative action for breaches of health and safety rules by their subordinates, including students, that resulted in or could have resulted in personal injury, damage to property or other serious consequences.

4.5 Directors and Heads of Curriculum and Departments

Curriculum and Departmental Directors/Managers will:

4.5.1 Policies and Procedures

- 4.5.1.1 have an appropriate understanding of the requirements laid down in the Health and Safety at Work etc. Act 1974 and relevant subordinate Regulations, Approved Codes of Practice and Guidance Notes;
- 4.5.1.2 ensure that the Corporation's Health and Safety Policy, or any revision to it, is brought to the attention of all employees within their area of responsibility;
- 4.5.1.3 ensure that all staff within their area of control are aware of their duties and responsibilities under the Corporation's Health and Safety Policy and any relevant statutory provisions; and
- 4.5.1.4 ensure that statutory requirements and Corporation policies and procedures are adhered to in areas for which they are responsible and any irregularities that become apparent are addressed appropriately, a report being made to the appropriate member of the Senior Leadership Team (SLT) where necessary.

4.5.2 Information, Instruction, Training and Supervision

- 4.5.2.1 ensure that any new member of staff engaged under their management receives a safety induction brief at or before the beginning of their first day of work in accordance with the People Department Induction Procedure and that completion of such is recorded on i-Trent and ensure that they complete the online H&S training courses as detailed on the Staff Induction Checklist.

- 4.5.2.2 ensure that all staff under their control receive sufficient and appropriate information, instruction, training and supervision to enable them to discharge their duties in a safe, competent manner;
- 4.5.2.3 ensure that all students under their control receive appropriate information, instruction, training and supervision necessary to enable them to undertake their learning in a safe manner; and
- 4.5.2.4 ensure that no person is allowed to work with any kind of machinery or hazardous task or substance unless they have received adequate training and a competence assessment where appropriate;

4.5.3 Risk Assessment

- 4.5.3.1 ensure that Risk Assessments of all activities and areas under their control are carried out, recorded and reviewed at appropriate times in accordance with Corporation Procedures; and
- 4.5.3.2 ensure that adequate provision and arrangements identified as necessary by relevant Risk Assessments are in place and maintained;

4.5.4 Accidents, Incidents and Near Misses

- 4.5.4.1 ensure that all accidents, incidents and near misses within their area of responsibility are reported to the Risk Manager and the appropriate member of the SLT in accordance with Corporation Procedures;
- 4.5.4.2 if a student, or member of the public, is taken from any premises controlled by the Corporation to a place of medical treatment, ensure that it is reported to the Risk Manager without delay, whether treatment is required or not;
- 4.5.4.3 ensure that all such events (items 4.5.4.1 and 4.5.4.2) are investigated and that root causes are identified as soon as reasonably practical; and
- 4.5.4.4 ensure that appropriate remedial actions are identified and implemented following any investigation and inform the relevant member of the SLT if it is considered that additional control or preventative measures are required.

4.5.5 General

- 4.5.5.1 within their area of responsibility and where necessary, work closely on health, safety and welfare issues with the Risk Manager, Director

of People and any appointed external consultant so that the College health, safety and welfare arrangements are implemented;

4.5.5.2 co-operate in statutory safety inspections and ensure safety tours are completed and recorded for their department termly;

4.5.5.3 ensure that all work equipment and Personal Protective Equipment used within their areas is cleaned, maintained, inspected and used in accordance with relevant legislation and manufacturer's instructions; and

4.5.5.4 ensure that all records and registers are properly maintained, kept up to date and appropriate action instituted where necessary as a result of entries in the registers.

4.6 Student Residential Manager

In addition to the responsibilities set out in 4.5 above, the Student Residential Manager is responsible for managing the health and safety of all residential students through the implementation of the relevant College policies and procedures.

4.7 Student Residential Support Team Members

In relation to the Residential Provisions, the Residential Support Team will:

4.7.1 work alongside the Student Residential Manager to safeguard the health safety and welfare of all residential students;

4.7.2 manage security emergencies outside normal college hours, including response to and the resetting of fire and intruder alarm systems during term time within the Residential provision;

4.7.3 carry the College Residential "on call" emergency mobile phone when on duty and address emergencies during term time;

4.7.4 respond as appropriate to any medical emergencies that may arise, including the provision of first aid, referral to the ambulance service, or transportation to hospital.

4.8 Academic, Technician and Support Staff

Academic, Technician and Support Staff will:

4.8.1 ensure that the operations under their control are conducted in accordance with relevant health and safety legislation, Approved Codes of Practice, Guidance Notes and Corporation policies and procedures and that appropriate risk assessments and safe systems of work are followed;

- 4.8.2 ensure that all equipment under their control, including Personal Protective Equipment, is used safely in accordance with relevant safety procedures and manufacturer's instructions;
- 4.8.3 co-operate fully with the Risk Manager and external consultants and act promptly on any reasonable instructions or advice given;
- 4.8.4 undertake any training required to enable duties to be discharged without unjustifiable risk to the health, safety or welfare of themselves or others;
- 4.8.5 ensure that all students or visitors within their area of responsibility are aware of and act upon relevant safety procedures and instructions;
- 4.8.6 ensure that all accidents, incidents and near misses, whether involving personal injury or not, are reported immediately to the relevant Line Manager; and
- 4.8.7 advise their Line Manager of any shortcomings in the health, safety or welfare arrangements in the College and any work situation that would present a serious and immediate danger to health, safety or welfare.

4.9 Risk Manager

In addition to 4.5 above, the Risk Manager will:

- 4.9.1 have a comprehensive understanding of the Health and Safety at Work etc. Act 1974 and subordinate Regulations, Codes of Practice and Guidance Notes;
- 4.9.2 chair the College Health and Safety Committee and set the Agenda in consultation with members of that Committee;
- 4.9.3 provide regular monitoring and performance reports to the Health and Safety Committee and the Corporate Board on the progress of health, safety and welfare matters;
- 4.9.2 provide advice and support to the College Management Teams and the Health and Safety Committee on all aspects of health, safety and welfare and the measures required to achieve Statutory compliance;
- 4.9.3 advise the Deputy Chief Executive on statutory and technical matters relating to the health, safety and welfare of employees, students, contractors and visitors;
- 4.9.4 maintain adequate and up to date information on relevant law and practice;
- 4.9.5 when required, provide advice on health, safety and welfare training for College staff and students, to the Deputy Executive Principal - Teaching , Learning and Improvement and other members of the Management Teams;

- 4.9.6 in conjunction with relevant external consultants, e.g. Fire Safety Consultants, Insurance Representatives/Assessors, conduct safety inspections of all sites over which the Corporation exercises control, at intervals appropriate to the type of inspection;
- 4.9.7 receive reports on safety inspections and liaise with appropriate personnel within the College in order to monitor the rectification of identified deficiencies;
- 4.9.8 provide a summary of the significant findings of safety inspections to the College Health and Safety Committee;
- 4.9.7 ensure that arrangements are made for the reporting and investigation of all incidents involving injury, damage or loss or which may have done so (near misses);
- 4.9.9 monitor reporting procedures for accidents, incidents and near misses;
- 4.9.10 ensure that all necessary health and safety records and registers are kept, properly maintained and up-to-date;
- 4.9.11 liaise closely with a range of individuals including local managers, staff, contractors, enforcement agency and staff safety representatives regarding the implementation of health and safety policies across the Corporation;
- 4.9.12 select and appoint a suitably qualified Radiation Protection Adviser; and
- 4.9.13 select and appoint external specialist consultants where necessary.

4.10 Director of Estates and Risk Management

In addition to 4.5 above, the Director of Estates and Risk Management will:

- 4.10.1 ensure inspection and maintenance of electrical supplies installations and maintain records;
- 4.10.2 ensure inspection and maintenance of fire alarm systems and call points and carry out regular testing of the system and ensure records are kept;
- 4.10.3 ensure Estates staff fully comply with relevant Health and Safety regulations when carrying out work, such as Working at Height, PUWER ([Provision and Use of Work Equipment Regulations 1998](#)) and Manual Handling regulations;
- 4.10.4 arrange and keep records of all legionella testing and risk assessments;
- 4.10.5 keep the asbestos register up to date and bring it to the attention of staff and contractors where appropriate;

- 4.10.6 design and implement procedures for the management of contractors on Corporation premises, which:
 - 4.10.6.1 ensures that a prior assessment is made of the proposed contractor's ability to conduct the planned work in compliance with relevant Statutory provisions and such that health, safety and safeguarding risks will be acceptably low;
 - 4.10.6.2 ensures that during the works, the contractor complies with relevant Statutory provisions, College Policies, procedures and rules and all documentation relating to the safe conduct of the work in question;
- 4.10.7 ensure contracted works are monitored and that any necessary corrective actions are taken where the works are observed to be non compliant or there is an unacceptable risk to health, safety, or safeguarding; and
- 4.10.8 work in conjunction with the Risk Manager, Residential Manager and all other Managers to ensure the health, safety, welfare and security of staff, students, visitors, general public and contractors at the College receives due consideration.

4.11 Radiation Protection Supervisor (“RPS”)

The duty of Radiation Protection Supervisor is assigned to a nominated full time member of College staff as set out in the NKC Control and Use of Radioactive Sources Procedure. The RPS will:

- 4.11.1 ensure compliance with the College's Local Rules for the Control and Use of Radioactive Sources;
- 4.11.2 liaise with the appointed Radiation Protection Adviser (“RPA”);
- 4.11.3 be fully aware of the hazards, risk assessments and control measures associated with each radioactive source held at or by the College;
- 4.11.4 be directly involved with work using ionising radiations and be able to exercise supervision, though need not be present at all times;
- 4.11.5 satisfy him/herself that that all persons involved in the handling and use of radioactive sources are informed and trained to a level which enables them to carry out procedures safely;
- 4.11.6 provide direction and advice to College staff handling radioactive sources;
- 4.11.7 ensure that after radioactive sources have been used, they have all been replaced in the store and that the Radioactive Source Use Log has been completed;

- 4.11.8 ensure that regular monitoring is carried out on radioactive sources and their containers;
- 4.11.9 accurately maintain required records; and
- 4.11.10 take control in an emergency.

4.12 All Staff

In addition to any specific duties set out above, all of the Corporation's staff will:

- 4.12.1 take reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do;
- 4.12.2 not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 4.12.3 comply with all relevant Corporation policies, procedures and rules;
- 4.12.4 abide by any reasonable instruction given by their Line Manager;
- 4.12.5 use any equipment provided in the interest of health and safety, in accordance with relevant training, instructions and procedures;
- 4.12.6 not undertake any task for which they are not authorised and competent;
- 4.12.7 report any dangerous situation without delay to their Line Manager or any other person with specific responsibility for health and safety and ring the Emergency Services as appropriate;
- 4.12.8 set a personal example by following all rules and regulations when engaged on College business; and
- 4.12.9 co-operate fully with the Corporation in the discharge its own legislative duties.

4.13 Safety Representatives

Nothing in this section can be inferred as imposing a duty on these members of staff beyond those applicable to their position of employment.

The Functions and Rights afforded in law to Union Appointed Safety Representatives and Elected Representatives of Employee Safety differ. The Corporation recognises its responsibilities under the legislation applicable to each. The following is a summary of the rights which are afforded to both groups:

Safety Representatives are entitled to:

- 4.13.1 investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employee s/he represents) and to examine the causes of accidents at the workplace;
- 4.13.2 investigate complaints by any employee s/he represents relating to that employee's health, safety or welfare at work;
- 4.13.3 carry out inspections;
- 4.13.4 make representation in writing to the Risk Manager and Deputy Chief Executive on general matters arising out of sub-paragraphs 4.10.1 to 4.10.3 above;
- 4.13.5 make representations to the Risk Manager and Deputy Chief Executive on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- 4.13.6 represent the employee s/he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority;
- 4.13.7 receive information relating to Health and Safety; and
- 4.13.8 attend meetings of the College Health and Safety Committee where s/he attends in his/her capacity as a Safety Representative in connection with any of the above functions.

Since the College is run on clear 'Departmental' lines, it is expected that matters concerning inspections and hazards which relate to specific areas or activities will be raised by the Safety Representative with the appropriate Manager or member of the Senior Leadership Team in the first instance. Only where there are problems not amenable to these arrangements should the matter be taken directly to the Risk Manager or Deputy Chief Executive.

4.14 Students

While attending College or undertaking any College related activity, students will:

- 4.11.1 co-operate with College staff in all matters relating to health and safety;
- 4.14.2 abide by any reasonable instruction given by a member of College staff;
- 4.14.3 familiarise themselves with their obligations outlined in the Student Handbook under Health and Safety;
- 4.14.4 refrain from any conduct that puts themselves or other people at risk of an accident or injury;

- 4.14.5 report to any member of staff any situation that, in their opinion, involves the risk of injury or a health hazard or is in conflict with College Policy or health & safety laws; and
- 4.14.5 wear any Personal Protective Equipment that may from time to time be supplied, or which students may be required to provide, in order to protect them from risks identified in any particular work area or activity.

4.15 Non-Employees

Non-employees engaged in College activities, or while working on College premises, will:

- 4.15.1 at all times, abide by relevant legislative requirements, Corporation policies and procedures;
- 4.15.2 conduct themselves in a manner which does not give rise to an unacceptable risk to the health and safety of any person and observe reasonable instructions given by any member of the College staff;
- 4.15.3 where appropriate, method statements/lesson plans with reference to appropriate risk assessments will be produced for the work in hand and be provided in advance to the College representative responsible for the work;
- 4.15.4 where it is deemed appropriate by the College, non-employees will comply with College procedures in place for the management of contractors; and
- 4.15.5 attend any briefing sessions or induction training that may be required in order for them to undertake their work in a safe, healthy and responsible manner.

Any individual who fails to comply satisfactorily with their responsibilities set out in this Health and Safety Policy, or who fails to comply with any relevant Statutory Duty, will be subject to appropriate disciplinary action in accordance with the Corporation's procedures. Where required by Statute, or it is deemed appropriate by the Chief Executive & Executive Principal, relevant enforcing authorities may also be notified.