

# HEALTH & SAFETY POLICY

## Policy Statement

East Kent College recognises and accepts its responsibilities and obligations both as an employer and as an institution of further education and training to provide a safe working and learning environment for its employees, and for other users of its premises including students, visitors, contractors and members of the public.

This policy sets out the responsibilities and how they will be met by the College in greater detail in order to comply with statutory regulations and to ensure as far as is practicable, that a healthy and safe working environment is in place.

## Details

### 1. Responsibility of the Governing Body of East Kent College

East Kent College's Governing Body, as the employer of staff and owner of the premises, recognises its duty under the Health and Safety at Work Act (1974) to ensure, as far as is reasonably practicable, the health and safety of its employees, students, contractors, visitors and other persons using the College by:

- 1.1 establishing and maintaining a safe environment and safe working procedures
- 1.2 consulting with staff and students on health and safety matters to bring about improvement
- 1.3 initiating appropriate training programmes for staff and students throughout the College;
- 1.4 establishing effective health and safety procedures and communicating and implementing them
- 1.5 making safety an integral part of the curriculum and of conditions of work and study

### 2. Health and Safety Roles and Responsibilities

The Principal, who has overall responsibility for application of Health and Safety Policy, shall:

- (i) make arrangements for issuing the Health and Safety Policy, which will be reviewed annually, and ensure that copies are available to staff and students, through induction sessions and the College's policies and procedures;

- (ii) ensure that Health and Safety matters are monitored and addressed as part of the Risk, Audit and Compliance Committee and that the progress of the Committee is monitored by the Governing Body.
- (iii) promote a culture of engagement and consultation on Health and Safety matters for both staff and students with a view to bringing about improvements and the implementation of good practice.

## 2.1 The Principal

The Principal, who has overall responsibility for application of Health and Safety Policy, shall:

- (i) make arrangements for issuing the Health and Safety Policy, which will be reviewed annually, and ensure that copies are available to staff and students, through induction sessions and the College's policies and procedures;
- (ii) ensure that Health and Safety matters are monitored and addressed as part of the Risk, Audit and Compliance Committee and that the progress of the Committee is monitored by the Governing Body.
- (iii) promote a culture of engagement and consultation on Health and Safety matters for both staff and students with a view to bringing about improvements and the implementation of good practice.

## 2.2 Head of Policy and Corporate Affairs

The Head of Policy and Corporate Affairs is responsible for ensuring that the strategic direction of Health and Safety meets college and legislative requirements and for monitoring the effectiveness of the application of Health and Safety. The role advises the principal users and covers the following aspects:

- Assisting Heads of Area/Service and staff in performing their duties under Health and Safety legislation, including mitigating against the possibility of incidents of corporate manslaughter.
- Reporting annually to the Board of Governors on the record of health, safety and welfare in the College and advising the Board of any necessary changes in the situation for the future.
- Provisioning occupational health services via Human Resources and working with the Head of HR to ensure that procedures and practices are in place to promote and support mental and physical health and wellbeing for all employees; ensuring that employees are supported with risk assessments and reasonable adjustments for particular roles and individual circumstances e.g. pregnancy and disability.
- Oversight of the college's disaster recovery plans
- Liaising with the Head of Estates and Capital to ensure that appropriate control measures are in place for the health and safety arrangements on capital programmes. This includes ensuring

that regulations under CDM are in place and that monitoring officers are fulfilling their obligations.

- Ensuring consistent processes are in place for all operational health and safety matters e.g. internal inspections, accident reporting and monitoring etc.

## 2.3 Facilities and IT Managers

The Facilities and IT Managers will be supported by the Campus Safety and Security Officers to:

- (i) ensure that the College premises are maintained in a safe, clean and proper condition for the use of employees, students and members of the public
- (ii) liaise with the Head of Estate and Capital to ensure that essential services are provided and maintained in a safe, serviceable condition and as appropriate to ensure that statutory inspections and tests on various items of equipment are carried out and recorded;
- (iii) ensure the effectiveness of fire safety and evacuation arrangements, including the scheduling of fire drills, the monitoring of fire risk assessments and the implementation of the annual internal audit schedule.
- (iv) create a schedule of health and safety audits and risk assessments for all areas of the college and work with area Managers and Heads of area to ensure that action plans are delivered.
- (v) ensure that the Health and Safety training requirements are planned and delivered and that staff are trained and competent to fulfil their roles e.g. First Aid.
- (vi) arrange for the recording and monitoring of accident reports and notification to the appropriate authority of the injuries, diseases and dangerous occurrences; to ensure that any incidents that require follow up are learnt from and that measures are put in place to prevent further accidents or incidents.
- (vii) work with the Head of Estates and Capital who oversees the College's servicing and maintenance contracts, to ensure that all contractors complete and sign a permit to work; this covers the obligations of the contractor to adhere to the requirements of the health and safety at work act (1974) and other specialists regulations that apply to the nature of the work they are undertaking.
- (viii) provision of qualified first aid cover and to ensure first aid supplies and rooms are stocked appropriately.
- (ix) to oversee the effective operation of security services and the Safe Campus policy (stop and search)

## 2.4 College Managers and Heads of Area/Service

College Managers and Heads of Area/Service have a range of responsibilities for their designated areas of the College (see Appendix I). College Managers and Heads are expected to take reasonable steps, within their authority, to achieve the following:

- (i) to adhere to the College's health and safety policy, and clarify the responsibilities of managers, staff, students and visitors using their area/s of the College, including off-site work, e.g. residential visits and work experience;
- (ii) to ensure that their areas of the College are kept in a clean, tidy, orderly and safe condition, and that their teaching staff and support staff are active in maintaining all teaching areas, workshops, laboratories and equipment in a safe condition and ensuring that all persons using them behave in a safe and proper manner at all times;
- (iii) to ensure that all safety instructions outlined in programmes of study are implemented by teaching staff and that safety instructions and precautions specified for certain departments or sections or practical work carried out in workshops and laboratories are heeded and adhered to;
- (iv) to ensure that appropriate risk assessments are conducted for working areas/equipment, that these assessments are reviewed annually and that the quality and timeliness of the assessments is assured;
- (v) to disseminate relevant information about Health and Safety matters to members of their staff, and to make arrangements for appropriate training and retraining using specialist personnel/resources;
- (vii) to ensure that appropriate action is carried out following Health and Safety audits and other reported defects;
- (viii) to ensure that whenever any specific action is required to comply with any Safety Regulation, Directive, or Code of Practice pertinent to their area, it is implemented and that personal protective equipment is provided and used as required;
- (xv) to ensure staff have the necessary DBS checks in place before working with students in collaboration with the Head of Human Resources
- (xvi) to ensure all students receive guidance on general health, safety and well-being as part of their induction programme and on-going support and guidance during their programme of study.
- (xvii) to ensure that staff occupational health and wellbeing is promoted and that any issues are investigated and resolved as soon as possible.

## 2.4 Members of Staff

Members of staff have a duty to read and comply with College safety policies and procedures and will be directly responsible to their Manager for:

- (i) reporting accidents within one working day of the event. The first member of staff to whom the accident is reported is responsible for ensuring that an Accident Report Form is completed and processed in accordance with the accident reporting procedures. Serious accidents must be referred to the hospital or to a qualified medical practitioner.
- (ii) ensuring that the rooms and equipment which they use are maintained in a safe condition and if defects occur that these are promptly brought to the attention of the appropriate Manager, in order that remedial action may be taken;
- (iii) the safety of the students and visitors under their care by giving adequate supervision in potentially dangerous situations and appropriate instruction on the protective measures to be adopted whenever necessary. These requirements relate to work on College premises, and off-site situations including work experience placements. Particular attention shall be given to the supervision and enforcement of safety precautions specified for carrying out experiments and practical work in laboratories and workshops as required by the appropriate course syllabus, or statutory regulations, especially the use of personal protective equipment;
- (iv) ensure that all safety training is completed by all students or staff in their care or areas of responsibility;
- (v) ensure any enquiries or concerns raised by students or staff that relate to health and safety are relayed to the relevant Manager or Head of area as soon as possible;
- (vi) being trained and instructed in the procedures of using display screen equipment to satisfy the requirements of the Display Screen Work Regulations;
- (vii) arranging to have their eyesight tested and, if necessary and appropriate, providing suitable spectacles. Human Resources may assist in the provision of a sight test.
- (viii) being aware of, and complying with the guidance given, in the following associated health and safety policies/procedures: First Aid at Work Regulations, Fire and Bomb Alerts, Dealing with Epileptic Seizures, Dealing with Emergencies and Intruders, Lone Working, Protective Clothing and Work Wear, Use of the College vehicles, Safe Campus policy, educational visits and all other procedures and policies as included on the staff intranet site;
- (ix) Complete risk assessments where required or instructed to do so by their line manager and report potential risks and hazards as soon as practicable

### **3. Monitoring of Health**

Reporting on health and safety compliance and developments will take the following format:

- A cross college Health and Safety Committee meets termly. Any issues identified are reported by the Head of Policy and Corporate Affairs to the Risk, Audit and Compliance Committee on a termly basis. The agenda items focus on legislative updates and any associated implications, accident statistics and any other matter relating to health and safety. Any significant issues are escalated to the Performance Review Committee.
- An internal audit schedule is in place for all areas. Areas considered higher risk are audited annually and lower risk areas are audited every two years. Each audit has an action plan which is followed up on.

Where possible, the College will arrange for a bi annual peer review of health and safety performance through a peer college. The College retains the services of external health and safety consultants.

### **4. Procedures for Raising Complaints on Matters of Health and Safety**

- 4.1 Any person (employee, student or visitor) who is concerned about a particular health or safety problem shall first raise the matter with the relevant Manager/Head of area who shall consider the matter and take action as appropriate. If the complaint is about a matter which is not within the Head of Area/Service's authority to remedy, the Manager/Head of area will consult with the Head of Policy and Corporate Affairs before responding.
- 4.2 If the person's point of concern is not dealt with satisfactorily by this approach, he/she shall take up the matter with the Principal and it will be dealt with via the College's complaints procedure for external complaints (from students, visitors etc) or via the College's Grievance procedure for complaints from staff. Where appropriate, the employee (safety representative, student or visitor) may agree with the Principal that the matter will be discussed at a meeting of the College Health and Safety Committee. The person lodging the complaint has the right to receive a reply in writing if requested.