



KITE COLLEGE
Kent Inclusive Technical Education

Health and Safety Policy

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Section A: Statement of Intent

The Principal, staff and the Trustees are committed to establishing and implementing arrangements which will ensure that staff and students will be safeguarded when on college premises or engaged in off-site activities (e.g. college trips), and that the premises for which they are responsible are safe for visitors, as well as students and staff.

The Principal, staff and trustees of KITE College will ensure, so far as is practicable, that:

1. A safe and healthy working environment is provided with adequate facilities and arrangements for employees' welfare at work
2. All places within KITE College are maintained in a safe condition with safe access and egress as far as is reasonably practicable.
3. The use in handling storage and transportation of plant, equipment substances and vehicles are undertaken in safe manner, and that a safe system of work is implemented where necessary.
4. Plant and equipment are maintained and safe to use.
5. Appropriate information, instruction training and supervision are provided for employees and managers to enable them to carry out their roles safely and effectively.
6. All efforts are made to prevent workplace accidents and cases of work-related ill health. Certain types of accidents, work related ill health, disease and dangerous occurrences will be reported to the enforcing authority, as set out by the RIDDOR guidelines.
7. When accidents, incidents and ill-health events do occur, these are recorded and the more significant ones investigated, reported to the Health and Safety Executive as appropriate, and action taken to prevent recurrence.

Employees must follow the Kite College health and safety guidance. The delegation of health and safety responsibilities and accountabilities and the particular arrangement are set out in this policy.

Systems will be implemented to identify hazards and sources of harm. This requires staff to carry out regular risk assessments and a schedule of workplace inspections with appropriate control measures being implemented to reduce risk. A health and safety audit and review will be carried out annually.

Employees also have a legal duty to report any deficiencies in the College health and safety protection arrangements, and to carry out instructions or training they have received.

SECTION B: ORGANISATION

B1: Employer responsibilities

KITE College as the employer has a statutory duty in respect of health and safety within the College to ensure that premises and people are healthy and safe for staff, students and visitors.

The responsibility is devolved to the Principal, who has day to day responsibility as 'officer in charge' of the premises.

The Principal will ensure the overall implementation of this policy.

B2: Principal responsibilities

- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- To include health and safety issues in the college improvement plan, if necessary.
- To carry out regular health and safety reviews (at least three times a year) and an independent audit annually and take remedial action as appropriate.
- To ensure risk assessments are completed by relevant staff and ensure significant findings are updated and review annually or sooner if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested to ensure validity.
- To ensure that adequate first aid provision is available and kept up to date at all times.
- To report health and safety issues to the Trustee Board on a regular basis.
- To monitor and review all health and safety policies and procedures.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

N.B: Tasks may be delegated to other members of staff but ultimately the responsibility remains with the Principal.

B3: Trustees' responsibilities

- Responsibility for the health and safety of pupils lies with the Trustee Board of the College, either as the employer of college staff or because it controls college premises (or both).
- The Trustee board will promote a strategic overview for health and safety.
- The Trustee Board will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
- The Trustee Board must comply with any directions given by the LA concerning the health and safety of persons in college, or on college activities elsewhere.
- The Trustee Board will make adequate provision for maintenance of the College premises within the college budget.
- The Trustee Board will support and monitor health and safety within the College.
- Review and monitor the effectiveness of this policy.
- The Trustee Board can consider appointing a trustee to co-ordinate health and safety from a strategic point of view.

B4: Staff responsibilities

- To read and fully co-operate with this policy.
- Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Have a duty to report all health and safety concerns to the principal or their line manager.
- Complete Risk assessments for their own work areas.

B5: Site manager responsibilities

The Site Manager holds responsibility for the day-to-day maintenance and other buildings / grounds issues.



They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in college to the Senior Leadership team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the recreational areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.

- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

B6: Specific Responsibilities & Delegates

All college staff have a responsibility for the health and safety of themselves, their colleagues, students and visitors. They also have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements. The following members of staff have delegated responsibility for health and safety in specific areas:

KITE COLLEGE – Specific Responsibilities	
Communal Areas, Sanitation & Grounds Site Manager / Cleaning Staff	Qualified First Aiders:  All staff receive First Aid Training on induction
Classrooms: All Tutors are responsible for their own Classrooms	Skills Studio: Life Skills Tutor
Workshops: All Subject Tutors are responsible for their own Workshops	Bistro Cook
Health and Safety Officer: Site Manager All staff trained in Health & Safety at Work	Health and Safety Training: HR Manager
Reception: Business Manager	
Overall Responsibility:  Principal	

B7: Kent County Council Infrastructure

The College will ensure that property matters for which the local authority as the landlord has statutory responsibilities, (e.g., regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly and promptly dealt with, (if necessary, by taking premises or fixed equipment out of use). The principal is responsible for liaising with Infrastructure, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B8: Consultation with employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas.

B9: Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster is located in the college staff room.
- Supervision of learners/trainees will be arranged/undertaken/monitored by the principal or other delegated key members of staff
- the principal will supply adequate information, instruction and supervision for all staff, learners and visitors to ensure their health and safety.

B10: Competency for health and safety tasks and training

- The principal will ensure that all staff undertake induction training.
- Training will be identified, arranged and monitored by the principal and the trustees.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the principal.
- Training records will be easily accessible for audit purposes and will be kept up to date.

B11: Monitoring

- The principal will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The Business Manager is responsible for investigating accidents although the accountability remains with the principal.
- The HR Manager is responsible for investigating work-related sickness and absences, although the accountability remains with the principal
- The principal is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

SECTION C – ARRANGEMENTS

C1 General Practices Applying to all Staff, and for Students or Visitors in Their Care

C1.1 Supervision of Students

Routines for security are integrated with Child & Adult Protection issues and the day- to-day care of students. New students are instructed in appropriate Health & Safety matters by college staff that continually supervise, and update required information.

The College requests that staff follow the policies and procedures in place to ensure the health, safety and wellbeing of the students. The College has an Anti-Bullying Policy, an Equal Opportunities Policy and Behaviour policy.

Learners are protected from harm from staff in the establishment through careful selection and vetting, (DBS Checks/Safer recruitment procedures) including volunteers and visitors to the college. All staff receive training in appropriate methods of behaviour management.

C1.2 College Activities

- The principal will ensure that risk assessments are undertaken but will be completed by tutors for the own classrooms and workshops and the site manager for the building and grounds.
- The significant findings of all risk assessments will be reported to the trustees and to all relevant staff, contractors, visitors and all of those who may be affected.
- Any actions that are required to remove or control risks will be approved by the principal or their delegated responsible person.
- The principal or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C1.3 Visitors

Visitors to the College report to the main office/ reception area where they are required to sign in and to wear a badge and lanyard, identifying themselves as visitors. Upon leaving the College they are required to sign out and return their identification. Any persons on the premises without clear identification will be challenged as to their identity. All visitors shall be made aware of the college's emergency procedures, including evacuation points.

C1.4 Fire Safety

Fire and Emergency Evacuation Plan and procedure is visible in each room across the college for ease of access.

All Fire Safety Maintenance and checks are carried out in line with the College's obligations under Fire Safety (England) Regulations 2022 and records kept in the Fire Logbook in reception.

a) Fire instructions

These, together with emergency exits, primary routes and assembly points are identified in all rooms across the college.

b) Fire Alarms

- The fire alarms are tested weekly
- All false alarm activations are recorded and kept in the Fire Logbook

c) Fire Drills

- In order to ensure that all learners understand what to do if the fire alarm sounds, and to verify that they are capable of following the instructions, regular fire practices are carried out each term. The fire drills are carried out 6 times per year at various points in the day to encompass curriculum and leisure practices.
- A record of each fire drill along with outcomes/areas for improvement are kept within the Fire Logbook

d) Fire Fighting

No attempt shall be made by any individual to tackle a fire unless specifically trained to do so. In the event of a trained individual tackling a small fire, they must observe that:

- The alarm is raised before any attempt to tackle the fire is made
- They are confident to do so without putting themselves or others at risk
- There is a clear escape route available
- The nature of the fire is known (electrical, oil, etc.) and suitable extinguishers are at hand

e) Fire Hazards and Fire Risk Assessments

- A list of hazardous chemicals/substances for the site are kept in fire logbook
- All flammables, substances and chemicals are stored according to the Control of Substances Hazardous to Health Regulations 1999 (the COSHH Regulations)
- Regular inspections are undertaken by the Site Manager and Principal
- An up-to-date Fire Risk Assessment is carried out and report kept on site

f) Maintenance

The principal will ensure that:

- Emergency equipment is checked by the Site Manager and recorded in the Fire Logbook
- Fire extinguishers are allocated positions around the college building and inspected annually by a suitably qualified contractor

- The fire alarm system is regularly inspected and maintained by a KCC approved contractor
- Fire doors are regularly checked and maintained

C1.5 Bomb Alerts/ Other Emergency Procedures

The College , the fire alarm will sound and evacuation procedures as for a fire will take place.

The College has a lockdown policy in place. Staff are trained in the procedure and regular drills take place.

C1.7 First Aid/Illness

- The main First Aid box is kept in the College medical room, with further boxes located in each workshop and high-risk areas.
- Injuries to learners and staff are fully recorded, (the reason for the accident, injury received, and action taken), and comply with The Data Protection Act 2018
- Parents / Carers will be informed of any injury to their child/ward irrespective of severity, at the earliest possible opportunity by a member of staff.
- A body map will be completed and accompanying incident record form will be submitted to the principal detailing any incidents involving injury of a student or students. Completed forms are scanned and hard copies filed.
- On admission to the college parents/carers are required to complete a consent form for emergency treatment for their child/ward.
- There is a Defibrillator in reception for emergencies.

C1.8 Administration of Medicines/Medical Treatment

Please refer to discrete Medical Risk Assessments and Learner's Individual Health Care Plans.

C1.9 Accident Reporting and Recording

All accidents and near misses must be reported to the principal as soon as reasonably practicable and recorded on an accident form as soon as practicably possible.

- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the College. Advice should be sought if any doubt whether an incident is reportable.

C1.10 Blood Spillages

A biohazard spill kit is available and must be used for the cleaning up of hazardous bodily fluids, along with the relevant PPE.

C1.11 Health Conditions

Staff and learners with Physical Health conditions are required to inform the principal and a Personal Emergency Evacuation Plan (PEEP) will be written.

C1.12 Housekeeping

General

- KITE College commissions a cleaning company.
- The hygiene in the food preparation, storage and cooking conditions is the responsibility of the Site Manager and Business Manager.
- Teaching staff are responsible for monitoring the general cleanliness of their classrooms and should be proactive in promoting health and safety issues.
- Normal (household) waste is placed in bins around the buildings and removed daily by the cleaning staff to the designated storage areas prior to removal by the refuse service contractor.
- Specialist contractors will be arranged to remove any hazardous waste, and a copy of their waste carriers' license should be obtained before such arrangement is made
- Stacking and storage materials, equipment and other items are kept in appropriate storage areas. If for any reason this is not possible, staff are requested to ensure that equipment is stacked tidily, at a safe and steady height and in a way that does not impede the movement of staff, students or visitors, or block fire exits
- Stairs, corridors, Cloakrooms and exits, etc., are to be kept clear of obstructions (including cables).

Classrooms

Teaching staff are required to be alert and report any hazards to the Site Manager and principal or member of the SLT. Regular checks should be made of the following:

- Electrical equipment checked for signs of obvious damage - strained flexes, extension cables and over-loaded power sockets.
- The general lay-out of furniture and equipment.
- The storage of materials and equipment.
- The safe methods of dealing with harmful materials.
- The obvious malfunction of heaters or lights.
- The condition of safety equipment – such as goggles and masks.

- Any changes required to current classroom/ workshop risk assessment.

C1.13 Food and Food Hygiene

- The Catering staff follow the procedures as recommended by the County Environmental Health Officer.
- Catering staff have relevant Food Hygiene Training.

C1.14 Lifting and Handling

Learners lifting any equipment must be instructed in how to do this safely and supervised while doing so.

All staff should adopt safe working practices and have received the appropriate manual handling training relevant to their role.

C1.15 Working at height

KITE College adheres to all legislation outlined within:

- The Health & Safety at Work Act 1974
- The Work at Height Regulations 2005

KITE College adopts the definition of the HSE, which defines work at heights as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

Working at height should be avoided, where it is practicable to do so, but where working at height cannot be avoided, the risk and consequences of falls should be prevented, using either an existing place of work that is already safe or the right type of equipment. This includes:

- Taking into account weather conditions that could compromise safety.
- Undertaking as much work as possible from the ground.
- Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use.
- Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.
- Ensuring that workers can get safely to and from where they work at height.
- Ensuring equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Storing materials and objects safely to ensure they won't cause injury if they are disturbed or collapse.

- Workers ensuring that they don't overload or overreach themselves when working at height.
- Taking precautions when working on or near fragile surfaces.
- Considering emergency evacuation and rescue procedures.
- Ensuring a suitable risk assessment has taken place for the work activity to be carried out.

No working at heights should take place by lone workers without notification to or prior agreement of the College principal as per lone working policy.

All staff carrying out regular work at heights must undertake formal training of such activities before work is undertaken.

No learners are to be allowed to participate in working at height activities without:

- Full supervision by the learner's tutor.
- Having received full instruction as part of their learning programme.
- A suitable risk assessment having been undertaken.
- Explicit authorisation from the College principal where working at height activities do not form part of the learner's learning programme.
- Appropriate PPE is worn.
- Risk Assessments completed.

C2 MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS

C2.1 Premises and Equipment

The Site Manager and Business Manger undertake weekly visual inspections of the premises and equipment, which should be recorded in the relevant logbook.

C2.2 Control of Dust and Fumes

All manual activities within the College must be carried out in such a way as to limit the levels of dust and fumes created. These levels should be mitigated by:

- Providing as much natural ventilation as reasonably possible
- Using dust/fume extraction/collection equipment where available
- Always using the correct PPE

C2.3 Electrical Plant and Equipment

All portable electrical appliances are PAT tested annually and a record kept by the Site Manager

The checking of major wiring circuits and fixed plant will be checked every 5 years and arranged by KCC as the landlord.

C3 MISCELLANEOUS PROCEDURES

C3.1 Stress

Counselling arrangements can be made via the principal. Should a health referral be required for any member of staff, KITE College follows the KCC Framework for Health and Safety procedures.

C3.2. Alcohol and Drugs

Please see the College Alcohol & Drugs policy.

C3.4 Home Visits

There may be occasions where it is necessary to complete a home visit but ideally this would be two staff, a risk assessment will be undertaken before any home visit happens as per Lone Working policy.

C3.5 COSHH

- Wherever possible, the College uses approved educational suppliers and substances have been vetted for safety.
- All flammable/hazardous chemicals are stored appropriately
- The Site Manager has received the appropriate COSHH training.
- A list of flammable/hazardous substances to be kept in the fire log for easy access for the emergency services.
- The College follows KCC guidelines for Working Safely with Hazardous Substances.

C3.6. Risk Assessments

Student Risk Assessments are carried out:

- a) By the pastoral team for individual learners.
- b) Member of staff in charge of an external activity
- c) Member in charge of offsite residential trips

See Trips and Visits Procedure.

C3.7 Training

Each member of staff is responsible for drawing their identified Performance Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence and skillset.

Training and development plans are reviewed annually in conjunction with the SAR, and training needs are also discussed during the annual performance management. If a training need is identified, then appropriate training is provided. The College HR Manager keeps records of training and ensures that refresher training takes place. e.g., first aid and fire warden.

Commented [HC1]: is this the HR manager?

C3.8 Policy Review

This policy is circulated to all new staff as a part of their induction process. A printed copy is available in the staffroom. The policy is reviewed on an annual basis by the principal, Trustees and any relevant staff.

APPENDIX A: SPILL RESPONSE PROCEDURE

1. Kitchen/Communal areas/Classrooms/Offices

These areas will usually be non-hazardous materials i.e. water, foodstuffs or cleaning fluids and should require no specialist equipment to clean up.

The procedure should be as follows;

1. On discovering spillage, ensure that the area is adequately cordoned off and indicated with signage to prevent spillage from being spread by footfall, or slip accidents from occurring.
2. If the member of staff discovering the spillage is unable to clean up, either the cleaner or Site Manager should be notified to attend to spillage.
3. Any spillage occurring within kitchen or food prep areas must be cleaned up using the correct colour-coded cleaning apparatus i.e. blue mop for floor areas, green or white cloths for food preparation surfaces.
4. Once spillage has been suitably rectified, signage should be left in place to warn others of slip hazard until fully dry.
5. Extra care should be taken in the case of spilled cooking oil that all residues that could cause a slip hazard are removed.

2. Toilets

1. On discovering spillage, ensure that the area is adequately cordoned off and indicated with signage to prevent spillage from being spread by footfall, or slip accidents from occurring.
2. If spillage is sufficient as to require closure of effected toilet area, this must be implemented without delay while clean-up/maintenance is carried out.
3. Where spillage involves bodily fluids, suitable PPE must be worn.
4. All spillages in these areas should be dealt with using the appropriately colour-coded equipment i.e. red for general toilet areas, yellow for anything considered biohazard (bodily fluids/faeces).

Any spillages involving bodily fluids should be dealt with using body fluids spill kit, located in the ground floor cleaning supplies cupboard.

3. Motor vehicle workshops

A spill kit is provided for use within these areas when involving oil and fuel type spillages. Alternatively, sawdust may be used where appropriate.

The procedure should be as follows;

1. For non-hazardous spillages, the procedure is the same as Communal Areas
2. For hazardous chemical spillages, the provided spill kit must be used where this occurs within the College building and hazard signage must be provided, with MV tutors ultimately responsible for its implementation.
3. Once majority of spillage has been soaked up by spill kit, the area should be further cleaned with appropriate apparatus.
4. PPE must be worn.

4. Construction workshops

Spillages in these areas will normally fall within the non-hazardous type and should be dealt with in the same way as those within communal areas, with consideration to the following:

1. Any spillages containing solids, such as sand-based adhesives must not be emptied into sinks or disposed of into surface water drains. Instead, this should be scooped/wiped up as far as reasonably practical and disposed of into wastebins.

A more detailed breakdown of spill procedures for specific subject areas can be found displayed in each workshop and should be regularly communicated with students and included as part of their induction/learning programme.

NO SPILL WASTE CONTAINING CHEMICALS OR SOLIDS SHOULD BE DISPOSED OF INTO THE COLLEGE SURFACE WATER DRAINS

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