



**KITE COLLEGE**

Kent Inclusive Technical Education

# Health & Safety Policy

Version 2	March 2026	Signature
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Approved Chair of Trustees:	Date:	
Staffing Finance & Premises Committee		
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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 Learners 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 Learners 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. A safe and healthy environment is provided with adequate facilities for Learners and Visitors
3. All areas within KITE College are well maintained, are in a safe condition and safe access and egress provided so far as is reasonably practicable.
4. Handling, storage and transportation of plant, equipment, substances and vehicles are undertaken in safe manner with Safe Systems of Works implemented as necessary.
5. Handling, storage and use of substances and chemicals will be in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 1999. COSHH Assessments will be provided for items retained on the premises.
6. Items of plant and equipment are only purchased via reputable and approved sources which meet British Standards. They are maintained and serviced in accordance with legislation and regulations such as LOLER for example. Any plant and equipment in use is deemed safe to use. If any defects are noted, items will be withdrawn from use immediately until repaired or replaced.
7. Appropriate information, instruction training and supervision are provided for Employees Managers and Line Managers to enable them to carry out their roles and responsibilities safely and effectively.
8. 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 RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013).
9. Should an accident, incident or ill-health related event occur, these will be recorded and investigated as required. Any incidents within the scope of RIDDOR will be reported to the HSE (Health & Safety Executive) with appropriate action assigned to individuals and will be monitored to a satisfactory "Close-Out" to prevent recurrence.

All Employees must adhere to the KITE College Health & Safety Policy and any relevant guidance & information provided in accordance with the document. The delegation of Health & Safety responsibilities, accountabilities and the particular arrangements are set out within this policy document.

Appropriate systems will be implemented to identify any hazards and risks of harm, ensuring that suitable control measures are in place.

This requires Staff to carry out regular Risk Assessments, Method Statements and ensure a schedule of workplace inspections is in place.

A Health & Safety Audit will be undertaken at least once annually and will be reviewed by all necessary parties to ensure compliance.

Additional Risk Assessments and/or Audits may be undertaken following any significant changes to management, procedures or following an accident or incident to prevent recurrence.

Under the Health & Safety at Work Act 1974, Employees have a legal duty to;

**Follow Health & Safety Instructions:**

- Adhere to all safety procedures, guidelines, and policies set by the College.
- Participate in any health and safety training provided.

**Use Equipment and PPE Properly:**

- Ensure correct use of all safety equipment and personal protective equipment (PPE).
- Report any faulty or damaged equipment immediately.

**Report Hazards and Deficiencies:**

- Identify and report any deficiencies in the College's health and safety protection arrangements.
- Notify a supervisor or the health and safety representative of any hazards that may pose a risk.

**Take Reasonable Care:**

- Ensure personal actions do not endanger themselves or others.
- Maintain a proactive approach to workplace safety and encourage others to do the same.

**Report Incidents and Near Misses:**

- Promptly report any accidents, injuries, or near misses in accordance with RIDDOR 2013.
- Cooperate with any investigations to help improve safety measures.

**Follow COSHH Regulations:**

- Comply with procedures for handling hazardous substances.
- Use appropriate control measures and PPE when dealing with chemicals and other dangerous materials.

## SECTION B: ORGANISATION

### B1: Employer responsibilities

KITE College, as the employer, has a **legal obligation** to uphold health and safety standards within the College, ensuring that the premises and all individuals—including Staff, Learners, and visitors—remain safe and healthy.

The **Principal** holds delegated responsibility as the '**Officer in Charge**' of the premises and is accountable for the day-to-day management of health and safety.

The Principal will also oversee and ensure the effective implementation of this policy.

## B2: Principal responsibilities

- To ensure this Policy is reviewed at least annually or sooner if there are any changes in circumstances.
- To ensure that Employee responsibilities regarding Health & Safety are included within their job descriptions and that they are received and understood.
- To include any Health & Safety issues within the College Improvement Plan as necessary.
- To undertake regular Health & Safety reviews (at least three times a year) and ensure an independent audit is undertaken annually. Any remedial actions should be taken as appropriate.
- To ensure Risk Assessments and Method Statements are completed by relevant staff and ensure significant findings are updated. These should be reviewed at least annually, or sooner if there is a change in circumstance.
- To receive and deal with promptly, any issues or complaints raised regarding unsafe premises, equipment or work practices.
- To liaise with other parties in relation to the up-keep and maintenance of the building and premises. This may include Kent County Council's Property & Infrastructure support team, Building Maintenance Consultants and approved contractors.
- 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 and managed.
- To ensure that Emergency Evacuation Procedures are in place and have been tested to ensure validity.
- To ensure that adequate First Aid provisions are available, that they are proportionate to the location and are kept up to date at all times.
- To report Health & Safety issues to the Trustee Board on a regular basis.
- To monitor and review all Health & Safety Policies and Procedures.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, Safety Advisers etc. as 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 & Safety of Learners lies with the Trustee Board of the College, either as the employer of KITE College staff or because it controls College premises (or both).
- The Trustee Board will promote a strategic overview for Health & 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, Learners or Visitors at risk whilst on the premises.
- The Trustee Board must comply with any instructions given by the Local Authority concerning the Health & Safety of persons in college, or whilst on college activities away from the premises.
- The Trustee Board will make adequate provision for maintenance of the College premises within the designated College budget.
- The Trustee Board will support and monitor Health & Safety within the College.
- Regularly review and monitor the effectiveness of this Policy.
- The Trustee Board can consider appointing a trustee to co-ordinate Health & 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 & Safety and that of others who may be affected by their actions.
- Will co-operate with the College on Health & Safety matters.
- Will not interfere with anything provided to safeguard their Health & Safety or that of others. e.g PPE.
- Report practices, equipment or physical conditions that may be hazardous to their Line Manager and/or the appropriate member of staff.
- To recognise that they have a duty to report all Health & Safety concerns to the Principal or their Line Manager as soon as practicably possible.
- Complete necessary Risk assessments/Method Statements for their own work areas.

#### B5: Premises Manager responsibilities

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

They will:

- Ensure that any work that has Health & 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 and in accordance with any Risk Assessments in place.
- Undertake a “Daily Check” of the premises including all areas such as grounds and building, to identify any disrepair or other hazards such as broken glass etc. A review of recreational areas should be included within this Daily Check.
- Ensure that Cleaners are aware of safe working practices, especially procedures for reporting of hazards, the use and storage of hazardous substances and chemicals as well as manual handling.
- Undertake a weekly test of the fire alarm.
- Ensure any Contractors are ‘Inducted’ and provide Risk Assessments and Method Statements for the works they have been instructed to undertake. Ensure they are shown site specific information such as Risk Assessments, Asbestos Survey’s and Emergency Procedures. They should be made aware of any fragile roofs or other significant hazards in the areas where they will be working.
- Fully co-operate with site Health & Safety arrangements whether day-to-day or during larger building projects.
- Ensure COSHH Assessments are held for items stored within the College and storage facilities are compliant with COSHH Regulations.

#### B6: Specific Responsibilities & Delegates

All College staff have a responsibility for the Health & Safety of themselves, their Colleagues, Learners and Visitors. They also have a legal responsibility 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 been delegated responsibility for Health & Safety in specific areas:

KITE COLLEGE – Specific Responsibilities	
<b>Communal Areas, Sanitation &amp; Grounds</b> Premises Manager / Cleaning Staff	<b>Qualified First Aiders:</b> All staff receive First Aid Training on Induction
<b>Classrooms:</b> All Tutors are responsible for their own Classrooms	<b>Catering &amp; Hospitality Room</b> Catering & Hospitality Tutor
<b>Workshops:</b> All Subject Tutors are responsible for their own Workshops	<b>Bistro</b> Cook
<b>Health and Safety Officer:</b> Premises Manager All staff trained in Health & Safety at Work (specify what training e.g. IOSH Managing Safely or E-Learning Awareness Modules etc)	<b>Health and Safety Training:</b> Business Manager
<b>Reception:</b> Business Manager	
<b>Overall Responsibility: Principal</b>	

## B7: Kent County Council Infrastructure

The College will ensure that property matters for which the Local Authority (as the Landlord), has statutory responsibilities are properly and promptly dealt with. E.g., regular maintenance and testing of fixed electrical wiring or fixed gas appliances.

If deemed necessary, they may take premises or fixed equipment out of use to ensure safety and wellbeing of Staff, Learners and Visitors.

The Principal has overall responsibility for liaising with Infrastructure, and/or Building Consultants and/or Contractors from Kent County Councils preferred contractors list, to resolve property maintenance issues.

## B8: Consultation with Employees

It is a legal requirement under the Health & Safety at Work Act 1974 to consult with Employees on Health & 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 & Safety matters and concerns.

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

## B9: Information, Instruction and Supervision

KITE College has legal responsibility 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, ensuring it is visible to all Employees. It must be fully completed for validity.
- Supervision of learners/trainees will be arranged/undertaken/monitored by the principal or other delegated key members of staff.
- The Principal will provide information, instruction and supervision for all Staff, Learners and Visitors to ensure their Health & Safety at all times.

## B10: Competency for Health & Safety Tasks and Training

- The Principal will ensure that all Staff undertake suitable Induction training.
- Training will be identified, arranged and monitored by the Principal and the Board of Trustees.
- Staff are responsible for identifying gaps their own personal training, identifying additional training requirements and feeding this back to the Principal for action.
- Training Records will be easily accessible for auditing and monitoring purposes and will be kept up to date.

## B11: Monitoring

- The Principal will check working conditions and ensure that safe working practices are being adhered to. Regular inspections will be undertaken of the College premises and grounds at least three times a year.
- The Business Manager is responsible for investigating incidents and accidents although the overall accountability remains with the Principal.
- The HR Manager is responsible for investigating work-related sickness and absences, although the overall accountability remains with the Principal.
- The Principal is responsible and accountable for acting upon any investigation findings in order to prevent any reoccurrences and to communicate any lessons learned.

## SECTION C – ARRANGEMENTS

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

#### C1.1 Supervision of Learners

Routines for security are integrated with Child & Adult Protection issues and the day- to-day care of Learners. New Learners 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 & Wellbeing of the Learners. The College has an Anti-Bullying, Equal Opportunities and Behaviour Policies.

Learners are protected from harm from staff in the establishment through careful selection and vetting, including DBS Checks and Safer Recruitment procedures. These measures extend to Volunteers and Visitors to the College. This ensures we follow Safeguarding at all times. 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 their own Classroom and workshop environments. The Premises Manager is responsible for the premises and grounds.
- Any significant findings as a result of Risk Assessment will be reported to the Trustees and to all relevant staff, Contractors, Visitors and anyone else who may be affected.
- Any Control Measures that are required to eliminate 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 Control Measures remain effective, and that all Risk Assessments are reviewed on an at least an annual basis or when the work activity changes, whichever is the soonest.

### C1.3 Visitors

Visitors to the College report to the reception area located close to the Main Office. Here, they are required to sign-in and will be given a badge and lanyard, identifying themselves as Visitors. Upon leaving the College they are required to sign-out and return the issued badge and lanyard to Reception. Anyone 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 throughout the College for ease of reference.

All Fire Safety Maintenance and associated checks are carried out in accordance 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 throughout 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. 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 Premises Manager and Principal
- An up-to-date Fire Risk Assessment is carried out and the report filed on the premises. Any remedial actions are dealt with promptly by the Principal.

f) Maintenance

The Principal will ensure that:

- Emergency equipment is checked by the Premises Manager and recorded in the Fire Logbook.
- Fire extinguishers are positioned at various locations throughout the College premises and are inspected annually by a suitably qualified and competent Contractor.
- The fire alarm system is regularly inspected and maintained by a KCC approved Contractor who is suitably qualified and competent.
- Fire Doors are regularly checked and maintained in accordance with Fire Safety Regulations.

### C1.5 Bomb Alerts/ Other Emergency Procedures

Should the College, fire alarm sound, evacuation procedures will be activated as per Emergency Procedures issued to all staff, Learners, Visitors and Contractors. The alarm will be treated as a real emergency unless otherwise stated.

KITE 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, which can be located near the Bistro on the ground floor level. Further boxes are located in each Classroom/Workshop and specifically 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/Guardians will be informed of any injury to Learners irrespective of severity, as soon as practicably possible 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 Learner. Completed forms are scanned and hard copies filed accordingly.
- On admission to the College, Parents/Carers/Guardians are required to complete a consent form for emergency treatment for Learners.
- There is a Defibrillator located in reception for emergencies.

### C1.8 Administration of Medicines/Medical Treatment

Please refer to discrete Medical Risk Assessments and Learners' 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 Principal. Advice should be sought if any doubt as to 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, Learners and Visitors with Physical Health conditions are required to inform the Principal in advance of attendance and a Personal Emergency Evacuation Plan (PEEP) will be produced and communicated.

### 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 Business Manager.
- Teaching Staff are responsible for monitoring the general cleanliness of their Classrooms/Workshops and should be proactive in promoting good Health & Safety practices.
- 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. – CHECK Simpler Recycling waste Regulations which come into effect from 01 April 2025. You will be required legally to segregate waste into 4 main streams and the LA will also be aware of this. One of these will be segregation of Food Waste so will impact the Bistro. It also means food waste can no longer be placed in general waste. Businesses and Workplaces can receive penalty notices for non-compliance with these new regulations.
- 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. At point of collection, they must produce a Waste Transfer Note which should be filed by the College.
- Appropriate storage areas are provided for the storage of materials, equipment and other items. 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, Learners or Visitors. Fire Exits and Extinguishers should be kept free from obstruction at all times.
- Stairs, Corridors, Cloakrooms and Exits should all be kept clear of obstructions (including cables).

## Classrooms

Teaching staff are required to be alert and report any hazards to the Premises Manager and Principal or alternatively, a member of the Senior Leadership Team. 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 - to ensure optimal space and safety in that no emergency routes or fire-fighting equipment are obstructed.
- The storage of materials and equipment – ensuring that they are stored correctly and safely and in accordance with any regulations.
- The safe methods of dealing with harmful materials – e.g. COSHH
- The obvious malfunction of heaters, air conditioning or lighting – to ensure comfort in temperature and safety.
- The condition of safety equipment –e.g. PPE such as goggles and masks – all PPE should be in good, clean condition and not altered or defaced in any way. This is in accordance with PPE at Work Regulations 1992 (as amended in 2022).
- Any changes required to current Classroom/Workshop Risk Assessments.

### 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.

- Food waste is disposed of in accordance with Simpler Recycling Waste Regulations 2025

### 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.

This is in accordance with the Manual Handling Regulations 1999.

### 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 height as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

In the first instance, working at height should be eliminated. Where this is not possible, and working at height cannot be avoided, the risk and consequences of falls should be evaluated and appropriate control measures put in place to prevent falls and injury to individuals and others. Control measures may include;

- Taking into account weather conditions that could compromise safety.
- Work from ground level where practicable to do so.
- Ensuring the workplace is safe.
- Preventing materials or objects from falling from height. Where it is not possible, control measures should be implemented to ensure no one can be injured e.g. tethering tools when working at height.
- Ensuring that individuals can get safely to and from where they work at height.
- Ensuring equipment is suitable for the works being undertaken. Equipment should be strong enough for the works or task at hand. All work at height equipment must be maintained and checked regularly. E.g. Ladder Inspections and pre-use checks help ensure that they are safe to use.
- When using step-ladders they must be for commercial use and meet BSEN131 standards. They are usually made from fibreglass and should be suitably tagged to show when the last inspection took place. Wooden ladders are prohibited. (Tip – Premises Manager could attend a Ladder User and Ladder Inspector Course, this would provide the correct level of training to sign-off ladder inspections).
- Storing materials and objects safely to ensure they won't cause injury if they are disturbed or collapse.
- Ensuring individuals don't overload or overreach themselves when working at height. 3 Point contact should remain at all times.

- Taking precautions when working on or near fragile surfaces.
- Considering Emergency Evacuation and Rescue Procedures for different work at height scenarios.
- Ensuring a suitable Risk Assessment and Method Statement has taken place for the work activity to be carried out.

Lone working at height is strictly prohibited. If absolutely necessary, it must be confirmed by prior agreement from the Principal as per the Lone Working Policy.

Anyone undertaking regular work at height 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 from the Learners tutor.
- Having received full instruction and guidance as part of their learning programme.
- A suitable Risk Assessment & Method Statement having been undertaken.
- Explicit authorisation from the Principal where working at height activities do not form part of the Learners learning programme.
- Appropriate PPE being worn.

## C2 MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS

### C2.1 Premises and Equipment

The Premises Manager and Business Manager 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 practicable.
- Using dust/fume extraction/collection equipment where available.
- Always using the correct PPE and RPE where necessary.

### C2.3 Electrical Plant and Equipment

All portable electrical appliances are inspected annually by Portable Appliance Testing . A record is kept by the Premises 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 Management

Stress management and counselling arrangements can be made via the Principal. Should a health referral be required for any member of staff, KITE College follows the Kent County Council framework for compliance with KCC Health and Safety procedures.

### C3.2. Alcohol and Drugs

Please refer to the College Alcohol & Drugs policy.

### C3.4 Home Visits

There may be occasions where it is necessary to complete a home visit. Ideally this would comprise of two staff and completion of a Risk Assessment prior to commencement of the visit. This is in accordance with our Lone Working Policy.

Please refer to the Policy document for further information on lone working.

### C3.5 COSHH

- Wherever possible, the College uses approved educational suppliers for all equipment and materials. This ensures that the items meet certain safety requirements and conform to legislation.
- All flammable/hazardous chemicals are stored in well-ventilated areas and in appropriate storage facilities e.g. COSHH cabinets and away from any ignition sources. This is in accordance with COSHH Regulations 1999.
- The Premises Manager has received the appropriate COSHH training.
- A COSHH Register detailing all substances and chemicals is to be kept in the Fire Log for ease of reference for the emergency services in the event of an emergency.
- COSHH Risk Assessments are held for each item used within the premises.
- A COSHH Poster is displayed where items of COSHH are stored to identify where in the premises these items are.
- The College also adheres to Kent County Council guidelines for Working Safely with Hazardous Substances.

### C3.6. Risk Assessments

Learner Risk Assessments are carried out:

- a) By the Pastoral Team for individual Learners.

- b) Member of Staff in charge of any external activity.
- c) Member in charge of offsite residential trips,

Please refer to Trips and Visits Procedure for further details.

### C3.7 Training

Each member of Staff is responsible for raising their own personal needs for training and any lack of, to their identified Line Manager's attention. They should not undertake 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 reviews. If a training need is identified, then appropriate training is provided. The College HR Manager keeps records of all training and ensures that refresher training takes place as required e.g., First Aid and Fire Warden.

### C3.8 Policy Review

This Policy is circulated to all new Staff upon Induction. A printed copy is available in the Staffroom. The Policy is reviewed on at least an annual basis by the Principal, Trustees and any relevant Staff.

## APPENDIX A: SPILL PROCEDURE

### 1. Kitchen/Communal Areas/Classrooms/Workshops/Offices

These areas (with exception to Workshops) 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 appropriate signage in place to prevent spillage from being spread by footfall, and slip, trip and fall accidents from occurring.
2. If the member of Staff discovering the spillage is unable to clean up, either the cleaner or Premises Manager should be notified as soon as practicably possible 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 the spillage has been suitably rectified, signage should be left in place to warn others of slip, trip and fall hazard until fully dry. At which point signage can be removed.
5. Extra care should be taken in the case of spilled cooking oil. It should be checked that all residues that could cause a slip hazard are removed as these will be more stubborn and may not be visible at first glance.

## 2. Toilets

1. On discovering a spillage, ensure that the area is adequately cordoned off and appropriate signage in place to prevent spillage from being spread by footfall, and prevent slip, trip and fall accidents from occurring.
2. If the spillage is sufficient as to require closure of effected toilet area or cubicle, this must be implemented without delay while clean-up/maintenance is carried out.
3. Where spillage involves bodily fluids, suitable PPE must be worn for biohazards e.g. gloves, masks and coveralls and they should be disposed of via correct waste streams.
4. All spillages in these areas should be dealt with using the appropriately colour-coded equipment i.e. red for general toilet areas and 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 Cupboard**.

## 3. Motor Vehicle Workshops

In case of spillages in the Workshops, further consideration should be given to spillages consisting of;

1. Oil/Grease/Fuel.
2. Chemicals and substances.

In these scenarios appropriate spill kits are provided for use. 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 and/or sawdust must be used where this occurs within the College premises.
3. Appropriate signage should be put in place whilst the spillage is contained to prevent any slips, trips or falls. MV Tutors are responsible for the implementation of this.
4. If necessary open windows and doors leading to the outside, to ensure ventilation and evacuate the room to prevent Learners and colleagues from breathing in any strong odours.

Once the majority of the spillage has been soaked up by the spill kit, the area should be further cleaned with appropriate apparatus. Oil, grease and other chemicals may leave residue and it is important that these are removed fully before removing any signage and resuming lessons.

Under no circumstances should such spillages be swept into drainage facilities as this could cause harm to the environment. PPE must be worn at all times and should be suitable for the risks involved – refer to Workshop specific Risk Assessments for specialist items of PPE.

## 4. Construction Workshops

Spillages in these areas will mostly 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.
2. Where dust particles are present, it is recommended that suitable RPE is used to prevent inhalation of dust particles.
3. Regular PPE should be used to prevent skin and eye irritation.

A more detailed breakdown of spill procedures for specific subject areas can be found displayed in each Workshop and should be regularly communicated with Learners and included as part of their Induction/Learning programme.

**NO SPILL WASTE CONTAINING SUBSTANCES/CHEMICALS, DUSTS SOLIDS SHOULD BE DISPOSED OF INTO THE COLLEGE SURFACE WATER DRAINS or GENERAL WASTE.**