

Kensington and Chelsea College

Part 1 – Statement of Intent September 2009

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Kensington and Chelsea College

The Health and Safety Policy incorporates:

The Statement of Intent (Part 1) – the declared commitment by the Governors to the health, safety and welfare of employees and of other users of the premises

The Organisation (Part 2) – the roles and responsibilities of those entrusted with the management of health and safety

The Arrangements (Part 3) - the means by which the management of health and safety is achieved

The Appendices (Part 4) – containing summaries of regulations, guidelines, advice, etc contained in this Policy

Kensington and Chelsea College

Statement of Intent

The Governors of Kensington and Chelsea College and College Management recognise and accept their responsibilities in providing a safe and healthy environment for the staff employed in the College, for the students attending the College and for other users of it.

All reasonable steps will be taken to fulfill these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act. To this end, the Governors have designated a member of the Board of Governors as having strategic oversight of the College's Health and Safety Organisation and Arrangements on its behalf but, at the same time, each member is expected to reinforce the Board's message on Health and Safety. The Board, furthermore, recognises that it also has a corporate responsibility towards the College, its staff, students and others coming on to the premises

The Board will make certain that there is an accessible sum of money to cover the cost of any emergency action necessary to ensure the health and safety of the occupants of the College

Each and every member of staff must recognise that there is a personal and collective responsibility under the Act and supporting legislation as well as under this Health and Safety Policy. It is a requirement that all members of staff read it and sign that they have done so. The Policy will be placed on the Intranet and copies will be available in all College staffrooms and offices

The **Organisation** and **Arrangements** through which the Governors, the College Management and staff aim to fulfill the requirements are set out in the following pages

The Governors and College Management have taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that their Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, students and anyone else who may be affected by them

This Statement of Intent will be displayed in all staffrooms

Signed **Chairman of Governors**

Date: September 2009

To be reviewed: September 2010

Kensington and Chelsea College

Part 2 - Organisation

E Role of the Board of Governors

(Overall accountability for the Health and Safety within the College rests with the Board of Governors. A Governor will be appointed to maintain, on behalf of the Board, oversight of the management of Health, Safety and Welfare of staff and other persons on the College premises. The Board delegates responsibility to the Chief Executive for the purposes of the day-to-day running of the College, including Health and Safety, with the direct assistance of the Executive Management Team (EXECUTIVE MANAGEMENT TEAM) and departmental Line Managers)

To accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures will deliver them through the Health and Safety Policy and the bi-annual Health and Safety Audit

To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Policy statement

To satisfy themselves that Health and Safety risk management systems are in place and remain effective

To keep themselves informed of, and be alert to, relevant Health and Safety risk management issues

To encourage the staff's active participation in improving Health and Safety

To consult with staff on the Health and Safety management system of the College

To keep themselves informed of significant failures and outcomes of investigations (e.g. accidents, near misses)

To satisfy themselves that there are the necessary staff competences, resources and support of the Board members

F Role of the Health and Safety Committee

The aim of the Committee will be promotion of co-operation between Governors, management and all employees at the College in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Committee will consider certain specific matters:

- (i) the relevance of any new legislation or amendments to the College
- (ii) implementation, within the College, of safety instructions/ advice issued under legislation, by the Health and Safety Executive or the Health and Safety Adviser
- (iii) the provision and critical assessment of corporate Health and Safety training
- (iii) accidents and incidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- (iv) matters arising from the previous inspection and arrangements for the next inspection of the premises
- (v) progress on remedying any specific hazards which may have been identified
- (vi) review, at the start of each academic year, of the content of the College's Health and Safety Policy and monitoring of its implementation

The Committee will meet at least once per term. Additional meetings may be held by agreement between the Chairman and members where circumstances warrant it.

G Role of the Chief Executive (CE)

(The Chief Executive, whilst acknowledging his overall responsibility for the day-to-day Health and Safety management of the College, will designate the responsibility for ensuring the implementation of at least some of the following - as described under the roles of the Competent Person and other Responsible Persons)

To pursue the aims of the College in respect of health, safety and welfare

To produce, for the College, a written Health and Safety Policy, ensuring that (i) it is implemented (ii) all members of staff are aware of its contents and fully understand their responsibilities (iii) training is provided where necessary for Responsible Persons so that they can act with knowledge (iv) it is monitored and (v) it is revised as necessary

To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level

To take appropriate action to ensure removal or reduction of hazards and risks

To report to the Governing Body those cases where his own authority does not allow him to reduce any hazard to a satisfactory level; in these circumstances to take short term measures including ceasing the activity or closing down the section to maintain health and safety pending rectification

To take note of Health and Safety instructions and advice, etc., issued from time to time, ensuring that where required these are distributed and to maintain a file of all such material which is readily accessible to all employees

To keep an up-to-date list of all safety representatives in the College, both teaching and support staff, and of their training

To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions

To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time

To ensure that materials and equipment purchased are safe and without risk to health when properly used

To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence

To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants

H Role of the Competent Person (CP)

(The Estates and Facilities Manager is the College designated Competent Person)

To act on behalf of the Chief Executive on corporate Health, Safety and Welfare issues as well as in relation to external bodies and agencies - HSE, Fire Brigade, Police, Insurance Risk Management, etc

To liaise with the Local Authority and Management of Centres which are shared with the College or used by it, but not under its direct control ("co-ordination and co-operation")

To consult with the Chief Executive for advice and guidance where his normal executive authority does not allow him to resolve a matter effectively

To be responsible for organising the Health and Safety Committee

To liaise with the independent Health and Safety Adviser

To arrange whole College H&S training, including Induction training

To ensure Health and Safety Audits and Inspections as laid down in this Policy

To investigate safety matters raised by staff or students and to take any necessary action

To ensure the correct Accident Investigation and Reporting procedures

To monitor the safe maintenance of premises plant, machinery and equipment

To organise and monitor the administration of First Aid

To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer and Public Liability Insurance, etc)

To ensure the H&S arrangements for those staff and students with special medical needs

To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence)

To be responsible for other Health and Safety matters as reasonably required by the Chief Executive, and as indicated in the Role of the Chief Executive (above) and in the Organisation and Arrangements sections of this Policy

I Role of Responsible Persons (RP)

Heads of Departments and Section Managers are responsible for Health and Safety/ Risk Management of their Department or Section. They may designate members of their Department to act on their behalf by carrying out certain duties in respect of Health and Safety based on what follows. They have to make known to all members of the Department/ Section the names of those with responsibilities (including themselves) for Health and Safety/ Risk Management and what these responsibilities specifically are, viz:

To take appropriate action, within their sphere of influence, including in Centres which are shared with the College or used by it but not under its direct control, to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities (“co-ordination and co-operation”)

To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them

To report to their Line Manager cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification

To ensure that accidents are reported in accordance with instructions and to establish the facts of any accident or incident where so required

To co-operate with the Chief Executive in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues

To ensure the appropriateness of all Risk and COSHH Assessments

To monitor their implementation and to ensure they are reviewed

To provide information, instruction and training on them

To ensure the provision and use of personal protective equipment where appropriate and to ensure that it is properly maintained and renewed when necessary

To ensure, within the remit of their responsibilities, that (i) employees new to the College are helped to perform their duties in a safe manner, (ii) students are able to work and move about safely in the College and (iii) all other persons, visitors and contractors, are so able to do. In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work

J Role of Staff Representatives

See also Consultation with Employees in the Arrangements

Section 2(6) of the Act provides:

"It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures."

The Regulations on Safety Representatives provide that they shall have the following functions:

- (a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace
- (b) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work
- (c) to make representations to the employer about matters arising out of sub-paragraphs (a) and (b) above
- (d) to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace
- (e) to carry out inspections in accordance with the regulations
- (f) to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority

- (g) to receive information from Inspectors in accordance with the Act
- (h) to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Notification of Safety Representative Appointments

Recognised Unions should notify the Chief Executive of the details of all safety representative appointments and a record of this will be maintained by the College.

In accordance with the Health and Safety (Consultation with Employee) Regulations 1996, the Chief Executive will advise all staff of their right to be consulted on health and safety matters and will enable them to elect staff Health and Safety representatives.

Time off and Facilities for Safety Representatives

The College will grant paid time off to enable safety representatives to carry out the duties set out above. It will also grant paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives to receive health and safety training.

References - The Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996

K Duties of Employees

Section 7 of the Act places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the College Management in the interests of health and safety, e.g. fire drills, first aid, etc.

Breaches of the Act are criminal offences. In the event of prosecution the onus of proving that something was not reasonably practicable in the circumstances is placed on the defense. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The College, employees, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.

It is important to note that the degree of care, which is reasonable in any circumstance, will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where students and employees have disabilities. Where people with disabilities use the premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.

Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form. If necessary, recourse should be had to translation.

L Role of the Health and Safety Adviser

The Adviser will, where requested:

- attend Health and Safety meetings
- carry out a full inspection of the College, annually, and submit a full written report, prioritising the issues identified
- carry out audits every second year
- review written procedures (audit)
- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work
- help draft and advise on policy

- review policy
- arbitrate on health and safety matters
- provide the College with up-to-date health and safety information
- attend pre-contract meetings
- inspect and monitor contractors on site
- contribute to curriculum

M	<u>Areas of Responsibility</u>	<u>Managed by</u>
1.	Accident Reporting and Recording	Estates and Facilities Manager (EFM)
2.	First Aid	EFM
	(a) Accidents involving blood	First Aiders
	(b) Infectious Diseases	EFM
3.	Emergencies	
	(a) Emergency Procedures and Drills	EFM
	(b) Evacuation Notices and Signs	BM
4.	Fire Fighting Equipment	
	(a) Checking	Building Managers (BM)
	(b) Maintenance/Serviceing	BM
5.	Control of Substances Hazardous to Health	Responsible Persons (RP)
6.	Electrical Safety	
	(a) Mains	EFM
	(b) Portable Appliances	EFM
7.	Smoking	ALL
8.	Display Screen Equipment	HR/EFM/ RP
9.	Defect and Hazard Reporting	BM
10.	Health & Safety Information	EFM
11.	Risk Assessment	
	(a) Equipment, activities, etc	EFM/RP
	(b) New and Pregnant Mothers	RP
	(c) Fire	
13.	Clear Passageway	BM/ RP
14.	Security	CEO/EFM
15.	Alarm Systems	BM
16.	Intruders	EFM/BM
17.	Violence to Staff	Chief Executive
18.	Journeys and Outings	RP
19.	Parking	BM
20.	Storage	RP
21.	Contractors on Site	EFM
22.	Other Users	EFM
23.	Water Quality	EFM
24.	Hiring of Premises	EFM
25.	Consultation with Employees	Chief Executive
26.	Work Experience	RP
27.	Work Equipment	RP
28.	Work at Height	EFM/ RP
29.	Asbestos	EFM
30.	College Van	EFM

Schedule of Reviews and Record-Keeping

Task	Frequency	Responsible Person(s)	Comments
Review of Health and Safety Policy Organisation and Arrangements	Every year and when required	Chief Executive	New Regulations, Codes of Practice, College Policies, etc to be added
Record of Induction Training	As required	HR	Includes staff and students
Review of COSHH assessments	Whenever changes occur and 2-yearly	RP	Central record to be kept by BMs. All contractors to provide COSHH information, if required
Record of water quality testing, temperature taking	As required by the Water Risk Assessment	BM	Log book should be kept
<u>Electrical Safety</u>			
Certification of fixed installations	As advised on current Certificate	EFM	
Record of maintenance inspections of fixed installations	Bi- annually/ Quarterly	EFM	
Record of Portable Appliance Testing	6 mths - 4 yrs depending on usage/ according to Risk Assessment	EFM	Appliances to be categorised for testing according to vulnerability
Record of Gas appliance testing	At least once a year according to recommendation	EFM / RP	Only a Gas Safe Register registered person can do this
<u>Fire Safety</u>			
Record of staff training	Keep up to date	EFM	
Record of nominated persons - "fire marshals"	Keep up to date		
Record of Fire Fighting appliances check	Weekly	BM	
Record of Fire Fighting appliances maintenance	Annually	BM	Contractor carries out
Record of Fire Alarm testing	Weekly	BM	Call points to be tested on a rota basis

Task	Frequency	Responsible Person(s)	Comments
Record of Fire Alarm and Battery back-up maintenance	6 monthly	BM	Contractor carries out
Record of Emergency Lighting tests	Monthly	BM	Contractor carries out
Record of Fire Drills	Half-termly	EFM	Log time taken, note problems
Record of False Alarms	As required	EFM	Note reasons
Review of Fire Risk Assessment	Annually	EFM	
Review of provision	Annually	EFM	
<u>First Aid</u>			
Record of Accidents/ Injuries	As required	EFM	Serious injuries to be tabled at Governors' meetings
Record of number of First Aiders and first aid stock	As required after assessment of needs	EFM	
Review of provision	Annually and as required	EFM	Need for replacement when a first aider leaves
Record of training of First Aiders	Keep up to date	EFM	Important for arranging re-training
Record of Manual Handling training	Keep up to date	RP	
Record of other training	Keep up to date	RP	
Record of Display Screen Equipment assessments			
- training	Keep up to date	RP/ HR/EFM	Voucher system - see Human Resources
- visits to Optician	As required		
- claims	When necessary		
- re-testing	As advised		
- review of assessments	On changes and as required		
Record of Staff H&S Representatives	Keep up to date		Union and non-Union representation

Task	Frequency	Responsible Person(s)	Comments
Record of staff H&S Representative training	On changes	EFM	
Record of other H&S training	Keep up to date		
Record of Persons on Work Experience	Annually	RP	Full details to be kept
Record of Asbestos visual check of condition	At least termly	EFM	Where vulnerable to damage
Record Journeys, outings, off-site activities, etc	On all occasions	RP	Full details to be kept Risk Assessments to be made
Record of Risk Assessments	Keep up to date	EFM / RP	
Review of Risk Assessments	Every 2 years and as required		
Review of security arrangements	Annually and as required	Chief Executive	
Record of incidents	Keep up to date	EFM / BM	
Record of maintenance of equipment	Annually		
Review of Smoking Policy	Every year or when required	Chief Executive	
Record of students with Special Medical Needs	As required	RP	
Record of Work equipment maintenance	Annually or as required	RP	
Records of van (legal documents, checks, servicing, maintenance, drivers, etc)	As required	EFM	
H&S Inspection Reports	As scheduled	EFM	
H&S Audit Reports	Every 2 years	EFM	
Record of all visitors (Contractors, etc - not students) on College Premises	Every occasion	Reception/ BM	Contractors should check in and out, recording times

O

Constitution of the Health and Safety Committee

1. The Committee membership will be formally constituted prior to the first meeting in the Autumn term of each year.
2. Membership of the Committee will be made up equally of management and employee representatives. Membership will be decided by consultation with the relevant Unions, where there is membership in the College. Currently the Unions are:-
 - Unison
 - The National Association of Teachers in Further and Higher Education (NATFHE)
 - The University and College (UCU)
 - The Association of College Management (ACM)
3. The Union representatives need not be designated Health and Safety representatives.
4. The Unions have agreed to represent non-union colleagues in Health and Safety matters.
5. Non-union members of staff are requested each September through the Principal's Newsletter to state if they wish to elect their own non-union members of staff to represent their interests in Health and Safety matters. The Committee membership may therefore change accordingly.
6. In the event of a member being unable to attend, the nominating body may send a substitute.
7. A Representative of the Students' Association may be invited to attend as an observer subject to the agreement of the Committee.
8. Specialist staff may be invited to attend for and speak to relevant agenda items.
9. The Committee will meet once per term. Additional meetings may be held by agreement between the Principal and staff representatives where extraordinary circumstances warrant it.
10. The Committee will take no formal decisions about recommendations to Executive Management Team if there are fewer than six members present at the meeting unless there is the need for an urgent response or action. In this case the number of members present will be noted on the recommendation.
11. A member of Management will chair the meetings. A staff side Vice-Chair will be elected. The Chair and Vice-Chair will agree agendas in advance of meetings.
12. The Chair will ensure that notices are posted to inform all staff of the dates of meetings and the make-up of the Committee.
13. After each meeting minutes or decision sheets will be prepared and subsequently published and displayed for the information of all staff.

Kensington and Chelsea College

P

Health and Safety Policy - Acknowledgement by Staff

Under the Health and Safety at Work Act, a copy of the College's Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to

- (i) adhere to all instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with people to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct utensils and equipment for the job
- (v) avoid improvising which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded in the accident book
- (ix) report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it.

Signature:

Name (block capitals):

Position:

Date: **2009**