

Kings Health and Safety Policy

All Kings' policies, including this Health and Safety Policy, will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

| Date | Review Date | Coordinator | Nominated Director |
|----------|-------------|------------------------|--------------------|
| 06/11/13 | 06/11/14 | DIRECTOR OF ADMISSIONS | NIGEL PAMPLIN |

Kings Colleges fully accepts the obligations placed upon it by the various Acts of Parliament covering Health and Safety. Kings Colleges requires its Chairperson to ensure that the following policy is implemented and to report annually on its effectiveness.

We wish to consult our students and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.¹

¹ United Nations, (1989) *Convention on the Rights of the Child -Chapter IV Human Rights*, United Nations 2012, HYPERLINK "http://treaties.un.org" <http://treaties.un.org>

Aims & Objectives

This policy has been prepared in accordance with the Health and Safety at work legislation. The purpose of the policy is:

to establish general standards expected for health and safety at work
to distribute responsibility for their achievement to all managers, supervisors and other employees through the normal line management process.

Role of the Board of Directors

The Board of Directors has:

overall responsibility for the implementation of this policy, for ensuring that the policy is widely communicated and for ensuring that its effectiveness is monitored.
appointed the Principal at each college to be responsible for the implementation, communication and monitoring at each school.

Role of the Director of Admissions

The Director of Admissions will:

regularly visit the school's Principal to ensure the policy is implemented effectively;
report back to the Board of Directors

Role of the Principal

The Principal will:

be responsible for the maintenance of the management process of all matters
monitor the effectiveness of this policy
will appoint a Safety Officer to ensure that an annual audit is carried out.
regularly meet with the Director of Admissions to ensure the policy is implemented effectively;
annually report to the Board of Directors on the success and development of this policy
ensure that school staff receive adequate information and training for; fire awareness, first aid, lifting and handling, working with VDUs.

Role of School Managers and Directors of Studies

These managers are wholly accountable to the Principal for the implementation and monitoring of the policy within the area of their specified responsibility while the annual safety audit is to be carried out by the Safety Officer.

Kings Colleges believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within Kings Colleges. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

Kings Colleges requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by Principals to the Director of Operations or Finance Director. If unpredictable health and safety issues arise during the year, the Director of Operations must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

Role of Safety Officer

The Bursar's role incorporates that of Safety Officer and is the nominated manager responsible for co-ordinating effective health and safety policies and controls at each school.

The Safety Officer is responsible for:
the production and maintenance of Kings Colleges policy and ensuring that Department Guidelines are consistent with policy;
its application;
monitoring and reporting on the effectiveness of the policy;
the provision of general advice about the implication of the law;
The identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive, as Kings Colleges formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within Kings Colleges.

Role of staff

Health and Safety at Work Act 1994 requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and

omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with Kings Colleges for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

Health, Safety and Welfare Guidelines

It is the policy of Kings Colleges to require the Bursar or Safety Officer to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the school and the work organised within it.

It shall be the responsibility of the Bursar to bring to the attention of all members of staff, the provisions of the H&S guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

Identification of Health and Safety Hazards

ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

It is the policy of Kings Colleges to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff attitudes;
- staff instructions;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Principal and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the department manager to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in

line with the Health and Safety Executive Guidelines; that is, follow the 5 steps:

Identify the hazards
Decide who might be harmed and how
Evaluate the Risks and decide on precautions
Record the findings and implement the precautions
Review the assessment and update when necessary

Safety Representatives

Kings Colleges will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
training for safety representatives to enable them to discharge their function;
training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
Induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

Records, Statistics and Monitoring

Kings Colleges will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Chief Executive.

Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985* to the Health and Safety Executive shall rest with the Board of Directors as delegated to the Safety Officer.

Specialist Advisory Bodies

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety Executive, or local Environmental Health

departments. If further specialist advice is required, this may be obtained by managers from expert individuals or bodies outside Kings Colleges.

First Aid

It is the policy of Kings Colleges to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The First Aid Coordinator is responsible for ensuring the Regulations are implemented and for identifying training needs.

Fire

The Director of Operations is responsible for ensuring that staff receive adequate fire training, and that nominated fire officers are designated in all Company premises. The Director of Operations delegates these responsibilities to the Principals.

In addition Kings Colleges will nominate a Fire Officer (this may be the Safety Officer or someone external to Kings Colleges) to:

- report and advise on the standard of fire safety in Kings Colleges premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in Kings Colleges' premises and to submit reports of such incidents.

Condemnation and Disposal of Equipment

Procedures for the condemnation and disposal of equipment are set out in Kings Colleges Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Safety Officer.

Food Hygiene

Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer

Lifting and Handling

The Safety Officer is responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. Principals will ensure training in lifting and handling is provided to staff that require it.

Non-Smoking on Company Premises

Kings Colleges has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic

disability.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) requires Kings Colleges to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. Kings Colleges must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

Computer Installations and Visual Display Units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be able to request an eye test.

Control of Working Time

Kings Colleges is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

People Working On Company Premises Not Employed By Kings Colleges

Persons working in Kings Colleges' premises who are employed by other organisations are expected to follow Kings Colleges Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

Visitors and Members of the Public

Kings Colleges wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard. All visitors to the school are required to wear visitor identification, and to provide formal identification if required when entering the school. It is expected that staff exercise a degree of vigilance by questioning any persons they do not recognise, and directing any visitors without identification back to Reception.

Any member of staff, who notices persons acting in a way which would endanger other staff should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to overreact to a situation.

Contractors

Kings Colleges wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in Kings Colleges establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe Kings Colleges Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff, who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. Kings Colleges Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

Confirmation of enhanced CRB check status will be obtained for staff contracted by Kings, such as transport or catering support services.

CRB disclosures will not be applied to staff or contractors who have no contact with students without the supervision of CRB-checked staff, or as they will access the school premises outside school hours, for example:

Evening Cleaning Staff
Evening Maintenance Staff

Intruders

Staff members are expected to be aware of their responsibilities to ensure a safe learning environment and be aware of school security procedures as described in relevant Kings policies. Staff should be aware that all school visitors will wear identification and of procedures when a possible intruder is identified on the school premises.

School personnel when dealing with an unidentified person on the school premises or in the school grounds must:

be polite, calm and non-confrontational;
ask the nature of their business;
escort or direct the person to the school reception to obtain a visitor's identification and sign in, if the nature of their business is legitimate school business

At the school reception, staff dealing with an intruder must:

establish how the visitor breached school security;
ask the intruder to leave if the reason is not legitimate;
act calmly and non-confrontationally if the intruder appears to pose a threat by acting in an agitated, irrational manner and refuses to leave the school premises;
seek support from other school personnel who should call the police if the intruder refuses to

co-operate;
remain calm and display non-aggressive body language while remembering that the safety of the students is paramount;
not use force to evict or restrain the intruder;
try to direct the intruder away from areas occupied by students;
back away from the intruder if the intruder displays a weapon;
reassure the intruder that the weapon is not necessary and it should be put away;
not try to disarm the intruder;
ensure that enough information is acquired in order to give a detailed description of the intruder to the police should the intruder leave prior to the police arriving;
contact the police should the intruder refuse to leave or feel that the intruder poses a threat to either staff or students

All school personnel who are not dealing with the intruder but have been notified of his/her presence must remain with the students in their care reassuring them, if need be, that they are safe and secure and are not in any danger

Student Consultation

Student consultation is integral to our process of regular self-evaluation and continuous improvement of this and other policies will take place in a variety of ways.

As stated above, the methods will include:

A Student Forum (which will meet regularly and also be consulted by the Principal)
An appointment system and means of contact with the Principal and key staff members
Operating an 'open door' policy in school whenever possible
Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
Open Class discussion (on a variety of matters relating to the school and/or and social issues)
Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

Raising Awareness of this Policy

We will raise awareness of this policy via:

the school website
school events
meetings with school personnel
Student Handbook
Staff Induction process

Associated Policies and Publications

Kings First Aid Policy
Kings Hygiene Policy
Kings Visitors and Contractors Policy

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually or when the need arises and the necessary recommendations for improvement will be made to the Board of Directors.

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|-------------------------------------|--|--------------|--|
| Principal: | | Date: | |
| Chair of Board of Directors: | | Date: | |

H&S policy v1.1 6/11/13

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Kings First Aid Policy relating to students can be found in the Kings Policy Manual and online at
HYPERLINK "<http://www.kingscolleges.com/policies/firstaid>" www.kingscolleges.com/policies/firstaid .

Kings Hygiene Policy relating to students can be found in the Kings Policy Manual and online at
HYPERLINK "<http://www.kingscolleges.com/policies/hygiene>" www.kingscolleges.com/policies/hygiene .

A summarised version of the Kings Health and Safety Policy can be found in the Kings Policy Manual and online at
HYPERLINK "<http://www.kingscolleges.com/policies/healthandsafety>" www.kingscolleges.com/policies/healthandsafety .

Kings Visitors and Contractors Policy can be found in the Kings Policy Manual and online at
HYPERLINK "<http://www.kingscolleges.com/policies/visitorsandcontractors>" www.kingscolleges.com/policies/visitorsandcontractors .