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Health and Safety Policy ‘Statement of Intent’

1.1 Purpose and Scope of the Policy

Kendal College is General Further Education College in Cumbria which offers a broad curriculum, including skills training across a range of industries, including Construction, Motor Vehicle, Engineering, Catering, Hair and Beauty, Animal Care, Sport and Outdoor Adventure, Technical Theatre, and the Arts. Each of these areas operates in line with its respective industry in terms of vocational expectations, and the equipment, materials, techniques and processes utilised. As such, the management of Health and Safety across the College is multifaceted, and often complex. Lecturers and Technicians with backgrounds in specific industries are required to maintain up to date knowledge of safe working practices and health and safety developments within their respective areas of expertise. Students are trained to emulate best practice from industry, in order to remain safe and to increase employability opportunities.

Kendal College is committed to achieving, in so far as reasonably practicable, the very best standards of health and safety for all employees, learners, visitors and others who may be affected by the College’s activities.

Further, the Corporation also accept their responsibility for ensuring that the College operates in a manner that is both supportive and protective of the environment.

This Health and Safety Policy document sets out the planned ‘Objectives’ for the coming College year, based on the review of health and safety in the current College year; and outlines the ‘Arrangements’ through which individuals at different levels within the organisation will take specific responsibility for the implementation, monitoring and review of the achievement of these ‘Objectives’.

1.2 Policy Statement (Objectives)

The Corporation of Kendal College, categorised under law as the ‘Employer’, both recognise and accept their moral, legal, and corporate responsibilities arising from common and statute law in respect of ‘health, safety and welfare’ in accordance with the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999), and all other relevant legislation and guidance.

The College will take all steps, so far as is reasonably practicable to meet this responsibility through the following objectives; paying particular attention to the provision of:

- a. An effective health and safety management system with the ability to demonstrate continuous improvement in line with the HSE HSG65 (Managing for Health and Safety 2013).
- b. The appointment of ‘competent persons’ to assist in ensuring compliance with legal health and safety obligations.
- c. Risk assessment of the health and safety of employees, and all others affected by the College’s activity, with additional emphasis on learners defined as ‘young persons’, ‘new and expectant mothers’ and ‘temporary workers’.
- d. The application of the ‘Principles of Prevention’ in controlling risks identified to all persons, with support and training for those undertaking risk assessment.
- e. A safe place to work, learn, and visit; with safe access and egress for all persons accessing the College’s estate.

- f. Information, instruction, training and supervision as is necessary to ensure health, safety and wellbeing of employees, learners and others, in a form appropriate to the individual.
- g. Training of employees sufficient to ensure that their own legal responsibilities under the HASWA (1974) are understood, i.e. to take reasonable care to safeguard their own health and safety and that of any other person who may be affected by their acts and omissions.
- h. Safe plant, equipment and systems of work, with a managed and robust schedule of service, maintenance, and external inspection which meets relevant regulatory requirements.
- i. Adequate facilities and arrangements with regard to safeguarding, welfare, and environmental conditions for all persons accessing the College's estate.
- j. Suitable and sufficient arrangements for the safe use, handling, transportation, storage and disposal of materials and substances.
- k. The investigation, recording and reporting of accidents and illnesses to the HSE in line with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (2013); and to the DfE and local government in relation to Covid 19; funding organisations, and other stakeholders where required.
- l. The management of all construction projects undertaken by external contractors in line with the CDM Regulations (2015), and through a 'permission to work' system in order to keep all persons accessing the College's estate safe.
- m. Scrutiny and regular review of the health and safety arrangements of employers both with apprentices learners, and offering work placement opportunities.
- n. Emergency procedures, which include trained persons with specific responsibilities, to manage emergency evacuations, 'dynamic lockdown', and other unforeseen events.
- o. Safeguarding procedures, which include trained persons with specific responsibilities at a sufficiently senior level to engage with external agencies with authority.
- p. Full consultation with employees and learners on health, safety and environmental matters through employee consultation, the 'Student Council' and the Health and Safety Committee.
- q. A safety representative appointed by the recognised trade unions who will represent their member employees, and to play a comprehensive role, as described by the Health and Safety Consultation with Employees Regulations (1996), and other supporting HSE guidance.

To ensure the success of this policy, which will also contribute to broader business performance of the College, a partnership approach with employees, learners, visitors and stakeholders is essential. The following principles will be a key feature of this partnership working in order to support and maintain a positive and productive health and safety culture:

- Importance placed on support for human resource development and training for staff on health and safety matters.
- Minimising the financial losses which arise from avoidable unplanned events;
- Recognising that accidents, ill health and incidents typically result from failings in management control and are not necessarily the fault of individual employees;
- Recognising that the development of a culture supportive of health and safety is necessary to achieve adequate control over risks;
- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them;
- Supporting quality initiatives aimed at continuous improvement.

Signed:

Date:

Jason Turton

Kendal College CEO & Principal

Signed:

Date:

Chair of Kendal College Corporation

2 Health and Safety Management Structure and Responsibilities

(Organisation of Health & Safety)

The Corporation has ultimate responsibility for Health and Safety in the College. The Corporation delegates to the Principal responsibility for the day to day operation of the College, including implementation of the Health and Safety Policy. The Corporation will conduct a formal review of health and safety annually and receive an annual report on performance from the Principal.

The Principal, in order to implement the College Health and Safety Policy, will:

1. Ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all College employees, learners, visitors and any others person who may be affected by the College's activities.
2. Appoint competent persons to assist with the management of Health and Safety at the College.
3. Ensure the operation of an effective Health and Safety management system which continually seeks to raise standards through effective planning, implementation, monitoring and review of the health and safety activity.
4. Allocate budgets sufficient to ensure compliance with regulations and College Health and Safety procedures.
5. Promote good practice and in particular, the concept of the 'Safe Learner' which involves learners gaining an understanding of health and safety, the identification and control of risk, and developing a set of safe behaviours.
6. Ensure there are adequate channels and a free flow of communication between all elements of the College community on Health and Safety matters.
7. Ensure that employees of the College undertake such Health and Safety training as is necessary to ensure their competence within the role they carry out.

The Senior Leadership Team, in order to deputise for the principal, and support managers as outlined in this Policy, will:

1. Ensure that all managers are empowered to undertake their duties as identified in this Policy, and to maintain clear lines of communication form all levels of the organisation to SLT.
2. Contribute to the leadership of Health and Safety through reference to the Health and Safety Management Team.

The Head of Estates will:

1. Oversee compliance with the College's Health and Safety Policy, legal requirements and external health and safety contractual obligations, on behalf of the Principal.
2. Maintain oversight of the College's Health and Safety management system through planning, implementation, monitoring, and review in line with this Policy's Objectives.
3. Ensure the Principal is briefed on emerging matters related to health, safety and welfare.
4. Report to the Corporation on matters of a strategic nature related to the College's health and safety, employee wellbeing, and training.
5. Ensure that all staff receive training on health and safety, and safeguarding, as part of their induction, and ongoing development as identified by their Head of Faculty, Function Manager, and/or the Health and Safety Manager, with accurate records of this activity maintained in College platforms.

6. Ensure that the appropriate elements of the Health and Safety Policy are communicated in a range of forms to all employees, contractors, visitors and other persons (as appropriate).
7. With support from the Site Supervisors, and the Health and Safety Manager ensure that all work undertaken by external contractors is safe, and that the College's legislative responsibilities are met, including CDM Regulations were appropriate.
8. Ensure that the College's environmental protection obligations and commitments are met, through providing strategic leadership and guidance to other managers.
9. Ensure adequate funding is allocated for health and safety issues.
10. Ensure that managers of College Support Functions (Estates, Finance, IT, HR and CIS) fulfil their Health and Safety Responsibilities in line with the Objectives of this Policy.
11. Receive appropriate training and on health, safety and welfare.
12. Develop the College's Environmental Policy and action plan.
13. To ensure effective operation of HR, Finance, and Estates in support of the Health and Safety Agenda.

The Head of Human resources will:

1. Ensure through the management of the HR Function that recruitment processes comply with the current Disclosure and Barring Service guidelines (Safer Recruitment) to ensure that young people and vulnerable learners are protected. In particular, to ensure that appropriate criminal records checks are made where employees may have regular contact with Learners under 18 (or other vulnerable learners), and ensure that employment is not offered to or held by anyone who has been convicted of specified offences, or whose name is included on lists of people considered unsuitable for such work held by the DFE and Department of Health.

The Director of Student Engagement Support and Services will:

1. Be the identified Designated Safeguarding Lead, providing leadership to the Safeguarding Team, acting as the senior contact in the College for liaison with external agencies making of Safeguarding Partnerships.

The Health and Safety Manager will:

1. Co-ordinate the implementation of the College's Health and Safety Policy and act as the College's Competent Person.
2. Act as a focal point for day-to-day references on health and safety and give advice or indicate sources of advice.
3. Oversee compliance with the College's Health and Safety Policy and legal obligations on behalf of the Principal.
4. Evaluate the achievement of the Health and Safety Policy Objectives on an annual basis with Senior Post Holders and the college Health and Safety Committee.
5. Review the Health and Safety Policy annually and provide details to Senior Post Holders and Governors for agreement.
6. Arrange for any revisions of the Health and Safety Policy to be brought to the attention of all persons.
7. Prepare and regularly monitor and review procedures to ensure compliance with current legislation and bring these to the attention of employees, and other persons using the College, as

appropriate

8. Ensure the effective operation of the College's health and safety management system through planning, implementation, monitoring, and review in line with this Policy's Objectives, with support from the responsible Director.

9. In conjunction with all College Managers, ensure that all required employee and learner risk assessments and safe systems of working are documented and reviewed as required to ensure compliance with legislation, College Procedures, and working practices.
10. Support all managers to make available the relevant aspects of the Health and Safety Policy in a range of appropriate forms.
11. Assist all managers with the induction of new staff members.
12. Assist all managers with the identification and completion of Health and Safety training requirements for staff under their control.
13. Support Lead Apprenticeship Lecturers and Heads of Faculty in ensuring that all external workplaces in which the College places learners are safe and have suitable and sufficient health and safety requirements in place as required by current legislation (including reg.19), and that reviews and accident reporting are dealt with rigorously, and in a timely manner.
14. Represent the college on external safety forums and attend meetings and networking events where appropriate.
15. Support the Lead First Aider to ensure that the provision and maintenance of appropriate first aid facilities, and the effective recruitment and training of first aiders is completed.
16. Ensure that Fire Risk Assessments are compliant with legislation, reviewed regularly, and any actions identified are carried out in a timely manner.
17. Ensure that arrangements related to fire evacuation are communicated to all persons, and that practice evacuations are undertaken regularly, evaluated and outcomes shared.
18. Convene and chair termly meetings of the Health and Safety Committee, provide reports, and encourage voluntary safety representatives to attend alongside employees.
19. With the support from the Directors of Curriculum, ensure that the educational visits procedures are adhered to and that appropriate risk assessments are carried out.
20. Support the Site Supervisor in scheduling and monitoring statutory inspection and maintenance of equipment, machinery and facilities by technicians or outside contractors (competent persons), ensuring that records are kept, and remedial actions are forwarded to appropriate persons for completion, and monitored.
21. Liaise with outside agencies able to offer expert advice on safety matters.
22. Assist in the development and review of the College Emergency and Disaster Recovery Plan.
23. Carry out 'walkthroughs' of College premises to check on the health and safety provision in conjunction with the Senior Leadership Team, take appropriate actions to ensure that issues raised through the 'Housekeeping' system are actioned.
24. Plan and undertake active monitoring of the inspection and maintenance of curriculum work equipment, plant, machinery, and risk control methods, and report findings to the Health and Safety Committee.
25. Ensure that Departments and Support Functions have sufficient specialist staff, qualified in first aid and emergency evacuation, to always provide adequate cover when in operation.
26. Assist in providing incident statistics once per term for consideration by the Health and Safety Committee and Senior Leadership Team and contribute to Governor's annual report.
27. Investigate accidents and keep records of all near misses, accidents. Act as the 'responsible person' for ensuring incidents are reported as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and that these incidents are notified to funding bodies, as appropriate.
28. In matters concerning the external enforcement agencies, liaise with the HSE and other enforcement agencies (and safety representatives), and inform Senior Post Holders of the results of these discussions and make recommendations for change
29. In conjunction with the Head of Estates ensure that the Estates Team are conversant with safe working practices related to their assigned tasks and that they have a good

understanding of their own statutory obligations to protect their own health and safety and that of others. Provide details of safe systems of work.

30. Ensure that all contractors engaged by the Estates Team provide and adhere to RAMS, in order to protect themselves and other users of the College.
31. Ensure that the Principal and relevant SLT member/s are advised of any Health and Safety matter which cannot be effectively dealt with at their own level.
32. Promptly evaluate, and then expedite appropriate action on health and safety complaints, employee or safety representative comments regarding health, safety and welfare at work

The Estates Team Supervisor will:

1. Maintain regular communication with the Head of Estates and the Health and Safety Manager through weekly health and safety meetings, in order to manage emerging issues, and to implement the Health and Safety Management System as it relates to the College's Estate.
2. Ensure the proper maintenance of the College Estate to prevent, so far as reasonably practicable, risks to the health and safety of staff, students and other persons using the premises.
3. Ensure that all control measures identified in fire risk assessments for each college building on College campuses are implemented, including the maintenance and inspection of emergency lighting, signage, and firefighting equipment.
4. Ensure that the Head of Estates, the Health & Safety Manager and relevant member of SLT are advised of any Health and Safety matter which cannot be effectively dealt with at their own level.
5. Ensure that all maintenance and repair work undertaken by the Estates team is risk assessed, and safe systems of work are in place; for maintaining the fabric and services of the Estate.
6. Ensure that all urgent repairs with health and safety implications are dealt with in a timely manner, supported by the Head of Estates, Health & Safety Manager.
7. Manage contractors engaged in work within the College Estate (or for the College) and ensure work is undertaken managing risks to health and safety, including the use of the 'permit to work' scheme where appropriate.
8. Ensure appropriate arrangements are made for use of College premises outside normal working hours, supported by the Head of Estates, the Health & Safety Manager.
9. Work with the Health & Safety Manager to manage, schedule and communicate inspections and maintenance of plant, machinery and other equipment, in line with legislative requirements.
10. Support the training and operational implementation of emergency procedures including fire evacuation by leading and deploying the Estates team.
11. Support the Health & Safety Manager with setting and reviewing health and safety training and development targets for the Estates Team members.
12. Contribute to the annual review of the Health and Safety Policy objectives.

Directors of Curriculum, and the Director for Student Experience, Support and Services:

1. Promote, and ensure the implementation of, the Health and Safety Policy across the College, with support from the Heads of Faculty.
2. Ensure that Heads of Faculty, and all staff under their control, are made aware of and understand their duties and responsibilities in respect of health and safety as described in this Health and Safety Policy.

3. Promote good practice and in particular, the concept of the 'Safe Learner' which involves learners gaining an understanding of health and safety, the identification and control of risk, and developing a set of safe behaviours.
4. Ensure that the Principal is advised of any health and safety matter which cannot be effectively dealt with at their own level.
5. Ensure that Heads of Faculty set individual curriculum staff (including Technicians) targets related to Health and Safety Policy implementation, including training, in line with the Objectives of this Policy.
6. Ensure Heads of Faculty fulfil their Health and Safety Responsibilities, including the setting of targets for teaching and support staff as appropriate.
7. Ensure that Heads of Faculty provide all learners with an effective induction in health and safety appropriate to their learning style and where necessary review and deliver additional training.
8. Ensure that Heads of Faculty provide learners with appropriate supervision based on an assessment of risk. In the case of learners below the minimum school leaving age, those under 18 and/or learners with special needs, the environment in which learning is delivered should be such that risks have been reduced to the lowest level practicable.
9. Support Principal and SLT in ensuring that all staff receive training on health and safety, and safeguarding, as part of their induction, and ongoing development as identified by their Head of Faculty, Support Function Manager, and/or the Health & Safety Manager, with accurate records of this activity maintained in PeopleHR and/or College IP.
10. Ensure instructions, guidance, training and support is provided to employees, associates, contractors and visitors including induction training to raise awareness of Environment, health and safety obligations as well as emergency and accident procedures. Monitor the performance of employees or associates with responsibilities for learners in their Directorate to ensure that health and safety practices are adhered to.
11. Ensure compliance with all statutory Health, Safety and Environmental requirements of direct relevance to their area of responsibility.

Heads of Faculty, and Heads of Business Engagement and Professional Studies:

1. As far as reasonably practicable, exercise control and direction over all the activities within their area of responsibility ensuring adequate measures are taken with regard to the Health and Safety of employees, associates, trainees, learners, apprentices, contractors and visitors, the implementation and review of Safe Systems of Working, and the use of appropriate use of assets, plant and equipment.
2. Ensure all employees, associates, trainees and learners within their control are conversant with this Policy, the College's Health and Safety Procedures, and the links to legislation as appropriate to their role, and other relevant HSE Approved Codes of Practice and Guidance.
3. Undertake risk assessment of all on-site and off-site activities undertaken by employees, learners and other persons within their area of responsibility; through consultation with teachers, apprentice lecturers, assessors, technicians and learners, and supported by the Health & Safety Manager. Risk assessments for on-site activities should be displayed publicly / made readily available and referenced as a normal part of teaching and learning.
4. Ensure that all trips and visits are risk assessed and managed in line with the relevant College Policy, including scrutiny of staff responsibilities for learner's health and safety at all stages of the trip or visit.

5. Ensure that work placement providers/employers provide a safe and healthy environment for both the learner and the assessor. Work-based and Placement Co-ordinators are to ensure that employers receive adequate health and safety information to effectively manage the work placement. (No learner must be signed up and participate on a programme unless all relevant health & safety documentation is fully completed and signed off by all parties. All tutors and assessors organising placements must take note of the HSE Guidance for work experience by young people).
6. Ensure that Assessors are suitably and sufficiently trained, instructed and informed to be competent in carrying out initial health and safety assessments and reviews of workplaces.
7. Ensure so far as is reasonably practicable, that work-based learners have a safe place of work with suitable and sufficient health and safety provisions to meet legal requirements. The College has a duty of care to ensure that apprentices are safe whilst on College programmes. Ensure regular reviews are carried out both of the workplace and the learner, to ensure safe and healthy workplaces are maintained for learners
8. Ensure that employers and apprentices are made aware of, and understand, the importance of recording accidents within the workplace and that Apprenticeship Lecturers and Facilitators should ensure that these records are passed to the Health & Safety Manager.
9. Promote good practice and in particular, the concept of the 'Safe Learner' which involves learners gaining an understanding of health and safety, the identification and control of risk, and developing a set of safe behaviours.
10. Ensure that all teachers, technicians and other employees are set targets aligned to the objectives set out in this Policy, which are then reviewed regularly, and fed into the evaluation of achievement of the objectives identified in this Policy.
11. Ensure that the training needs required for the fulfilment of the objectives of this policy are identified for individual employees, and arrangements made to facilitate training in line with the Faculty's activity.
12. Ensure that all learners receive an effective induction in health and safety appropriate to their programme, and or work place; where necessary review knowledge and skills and deliver additional training periodically.
13. Ensure that adequate records in relation to learner health and safety are maintained including; signed records of skills training and induction, assessments of employer/environment suitability; agreements of commitment on health and safety with employers and learners; details of learner health issues that may impact employment/learning; information relating to any incidents or accidents involving learners; records of assessments, monitoring and reviews of learner health and safety understanding/capabilities particularly with regard to work based learning.
14. Ensure that learners with additional learning needs and/or physical disability have an individual risk assessment where appropriate, and as agreed with, the Head of Faculty responsible for Additional Learning Support, and the Health & Safety Manager.
15. Ensure that all new and secondhand machinery and equipment, purchased or otherwise acquired is safe and fit for purpose prior to use, with support for the Health & Safety Manager and Curriculum Technicians. All equipment should be suitable for the purpose for which it is intended to be used and operated in accordance with the manufacturers or supplier's instructions.
16. Ensure that all departmental equipment is maintained in safe working order according to agreed procedures. Ensure that all employees, associates, trainees and learners that are required to use the machinery or equipment are instructed in its proper use according to their own ability.

Ensure training is recorded for all staff and learners and these records are maintained and stored within the Faculty.

17. Ensure that Health and Safety related signage is in place, and that plant and machinery presenting a higher level of risk are RAG rated clearly with Safe Systems of Working are readily available, with support from the Health & Safety Manager and the Site Supervisor.
18. Ensure that PPE is readily available to all employees, learners and other persons as identified in the specific risk assessment for the area/activity.
19. Assist in the investigation of all incidents, accidents and near misses in their area of responsibility.
20. Those managers involved in food production should ensure that the Food Hygiene Policy is rigorously adhered to and that the College practices impeccable food hygiene standards from all involved in food & beverage preparation and service.
21. Encourage the development of pro-active rather than reactive safety management skills by ensuring that Health and Safety is an agenda item at Department and Faculty meetings, including recording and communication of 'near misses'.

Curriculum Technicians will:

The Curriculum Technician's role is to provide a daily observation of their work areas in terms of Health and Safety as well as assisting tutors and lecturers where required.

Curriculum Technicians have the following Health and Safety responsibilities:

1. In conjunction with the Health & Safety Manager ensure that all required risk assessments and safe systems of working are in place and reviewed as required to ensure compliance with legislation and procedures.
2. Ensure all equipment and machinery within their areas are checked, inspected, serviced and maintained as required by manufacturer's instructions and current health and safety legislation. Full documentation of this must also be kept for inspection where required.
3. Support the active monitoring of the servicing and inspection of plant and machinery, and complete noted actions within their capabilities, or liaise with their manager or the Health & Safety Manager to arrange external contractors as necessary.
4. Undertake active monitoring of 'other' curriculum areas, adopting an advisory approach based around the principle of peer support, supported by the Health and Safety Manager.
5. Take responsibility for good housekeeping, including safe storage and movement of materials and substances, access to resources, and fire safety within their areas; promptly informing their manager of any matters outside of their control.
6. Identify Health and Safety training for their role, in conjunction with their Head of Faculty and the Health and Safety Manager and attend agreed courses to ensure their competence in respect of Health and Safety responsibilities.
7. Keep up-to-date with changes in legislation within their specialised work areas and ensure compliance at all times, in particular respect to the Provision and Use of Work Equipment Regulations (PUWER), the Control of Substances Hazardous to Health Regulations (COSHH), Lifting Operations and Lifting Equipment (LOLER), Pressure Equipment Regulations (1999), and any other relevant guidance including HSE Advisory Codes of Practice (ACOP).
8. Ensure full implementation of, and compliance with, the College Health and Safety Policy and all related procedures, and safe systems of work within their areas; promptly reporting any concerns, and/or health and safety breaches to their manager and taking remedial action where their capability allows.
9. Assist in the coordination of emergency evacuation and first aid incidents wherever required. This will normally relate to the Technician's own area of work, but may be required elsewhere in a dynamic / evolving incident.
10. Actively promote a positive health and safety culture across their areas and assist their Head of Faculty and the Health & Safety Manager with improvements.
11. Liaise with their Head of Faculty and the Health and Safety Manager in all health and safety matters, and assist with accident investigation if required.

Departmental Coordinators, Teachers, and other employees with responsibility for learners (including temporary posts) will:

1. Be responsible for the health and safety of learners under their control within College premises (including during emergency evacuation), or outside the College premises whilst undertaking activity related to the College.
2. Ensure that learners understand their responsibilities with regard to health and safety, and ensure that clear safety instructions and warnings are given to learners that are appropriate to the task undertaken.
3. Ensure that, by example, an effective health and safety culture, with due regard for environmental protection, is promoted and developed throughout the College in line with the objectives set out in this Health and Safety Policy.
4. Promote good practice and in particular, the concept of the 'Safe Learner' which involves learners gaining an understanding of health and safety, the identification and control of risk, and developing a set of safe behaviours.
5. Ensure that learners wear appropriate protective clothing and equipment (PPE) in the correct manner and follow College dress codes appropriate to the course. Ensure own knowledge of legislation and HSE approved guidance related to their area of work, and communicate training needs to Head of Faculty; receive training as appropriate.
6. Ensure familiarity with content and implementation of College Health and Safety Procedures related to their area of work (for example CoSHH).
7. Ensure that the Head of Faculty, and the Health & Safety Manager are advised immediately of any health and safety matters or concerns which cannot be effectively dealt with at their own level. Report incidents, accidents and near misses through the appropriate channels.
8. Ensure that safe and hygienic teaching procedures and practices are developed and maintained and adhered to by learners and other members of staff assisting.
9. Ensure that a risk assessment is conducted (in line with the Trips and Visits Policy) and approved by a Director of Curriculum, and the Principal prior to an offsite activity being arranged and undertaken. Ensure that the risks to staff and learners involved in the agreed activity is minimised, by the implementation of agreed control measures.

Support Function Managers (IT, Finance, Student Services, CIS, Marketing) will:

1. As far as reasonably practicable, exercise control and direction over all the activities within their area of responsibility ensuring adequate measures are taken regarding the Health and Safety of employees, temporary workers, learners, contractors and visitors; through the implementation and review of Safe Systems of Working, and the use of appropriate use of assets, plant and equipment.
2. Ensure all employees, temporary workers and contractors within their control are conversant with the relevant parts of this Policy, the College's Health and Safety Procedures, and the links to legislation as appropriate to their role, and other relevant HSE Approved Codes of Practice and Guidance.
3. Ensure compliance with all statutory Health, Safety and Environmental requirements of direct relevance to their area of responsibility, supported by the Site Supervisor, the Health & Safety Manager, and the Assistant Principal Corporate Services.
4. Undertake risk assessment of all activities undertaken by employees, and other persons related to the business of their Support Function, through consultation, and supported by the Health and Safety Manager. These should be displayed publicly / made readily available and referenced as a normal part of the business activity.

Lead First Aider Will:

1. Identify and select appropriate persons to undertake First Aid, through liaison with College Managers.
2. Maintain the list of First Aiders, and display in appropriate locations within the College.
3. Maintain stocks of First Aid resources, and make these available to First Aiders in line with the specific requirements of differing work areas.
4. Operationally support First Aiders with complex incidents.
5. Support First Aiders with incident debrief, supported by the Health and Safety Manager as appropriate.
6. Maintain Personal Evacuation Plans for individuals with mobility difficulties, supported by the Site Supervisor, and the SENCO Coordinator.
7. Maintain, and make available (with respect for personal privacy), records of pre-existing medical conditions of students; to assist in the effective application of First Aid, and briefing of statutory services.
8. Support the Health & Safety Manager in the collection, collation and analysis of incident and accident statistics; including presentation to the Health and Safety Committee.

Trade Union Representatives will:

The College encourages employees to become safety representatives, valuing their assistance in promoting a good health and safety culture within the College, and supports them in their role.

1. Familiarise themselves with the College Health and Safety Policy and all relevant procedures
2. Report any hazardous conditions or breaches of Health and Safety to the Health, and Safety Manager and the Assistant Principal Corporate Services.
3. Liaise with appropriate managers and the Health & Safety Manager in the investigation of accidents, dangerous occurrences etc.
4. Assist the Health & Safety Manager in the investigation of complaints made by employees with respect to health, safety and welfare
5. Undertake a sample of active monitoring activity each term with the Health & Safety Manager, the Site Supervisor and Technicians
6. Be a member of the College Health and Safety Committee and regularly attend meetings, ensuring that information from these meetings is promptly circulated to Union members and other relevant employees
7. Where required, involve themselves in any accident, incident or near miss investigation

College Governors will:

1. Provide a representative for the Health and Safety Committee, including 'walkthroughs' of areas of the Estate.
2. Provide support and challenge to senior post holders in relation to the management of health and safety.
3. Countersign (Chair of Governors) risk assessments for overseas residential trips involving students.

All College Employees will:

All College employees have responsibilities for the health, safety and welfare of themselves and others who may be affected by their actions:

1. Take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions.
2. Ensure that their line manager is advised of any health and safety matter which cannot be effectively dealt with at their own level.
3. Ensure they are conversant with this Policy, other relevant Environment Health and Safety Procedures and College Codes of Practice including first aid, and emergency procedures, fire evacuation and dynamic lockdown.
4. Co-operate fully with management to ensure that the College's Health and Safety, and Environmental responsibilities are fulfilled.
5. Comply with all policies and procedures, safe systems of work and current legislation
6. Report any unsafe conditions or Health and Safety breaches immediately to their line manager the Health & Safety Manager, the Director responsible for Health and Safety, the Assistant Principal Corporate Services, or a Trade Union Health and Safety Representative.
7. Take immediate action to eliminate or reduce risks to themselves or others, reporting any matter beyond their capability to the line manager, or if sufficiently serious, to the Health & Safety Manager, or the Assistant Principal Corporate Services, in addition to their line manager.
8. Ensure that students and other persons are advised of any risks they may encounter and are fully inducted in these, including emergency evacuation.
9. Identify any Health and Safety training requirements in liaison with their line manager, agree targets to be recorded in College IP, and attend Health and Safety training courses as necessary.
10. Check that work areas and equipment are safe before use by themselves or others
11. Ensure they are conversant with College
12. Wear, maintain and store correctly any item of personal protective equipment provided by the College
13. Not interfere with any safety equipment provided by the College in a way that could jeopardise its function
14. Ensure effective supervision is present when in control of students or others
15. Where required, be involved in any accident, incident or near miss investigation
 - a. Avoid in ALL circumstances the following:
 - b. Participating in any act, which they know, may endanger themselves or others, or impact on the environment
 - c. Jeopardising the environment, safety and integrity of machinery or facilities including the misuse of any equipment provided for use in an emergency.
 - d. Undertaking any task for which they have not received adequate training, or for which suitable machinery, equipment or protective clothing has not been provided.
 - e. Operation of machinery they know to be inadequately guarded or in an otherwise unsafe condition or which may impact on the environment.

Students will:

1. at all times, whilst they are on Kendal College premises or taking part in College activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them.
2. *will* not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on College premises, alter any fixed installation, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the College.
3. at all times, whilst they are on College premises, comply with all fire, safety and security procedures as detailed in the Health and Safety Policy.
4. *will* not intentionally or recklessly, interfere with or misuse anything provided by the College in the interests of health, safety and welfare.
5. comply with all instructions, written or oral, given to ensure personal safety and the safety of others.
6. use protective or specialist clothing as required and shall use all safety equipment available.

3. Arrangements for the Implementation of the Health and Safety Policy

- Weekly health and safety management meetings will be held between the Estates Team Supervisor, the Head of Estates and the Health & Safety Manager to coordinate the implementation of this Policy, and to deal with matters arising. Regular Principal or SLT H&S updates will be provided and
- The SLT/HoF agenda will include the Health and Safety Management System on a half termly basis; in order to review progress, and identify necessary actions to support the achievement of this Policy's Objectives.
- The Health and Safety Committee will meet termly to monitor the Health and Safety Management System, identify matters arising and make suggestions/consult on solutions.
- The Health and Safety Management Team will meet monthly to monitor the Health and Safety Management System.
- Heads of Faculty, supported by curriculum colleagues will review, update/ produce and display Risk Assessments and Safe Systems of working by the end of September, to allow the specific characteristics of individuals (employees, temporary workers, young people/students) to be accounted for within the new academic year.
- Safe systems of work signage in curriculum workshops to be updated to include photographs of students involved in the activity / wearing correct PPE; to provide an alternative form of communication for those with lower levels of literacy.
- The Health & Safety Manager, supported by Heads of Faculty and Curriculum Technicians will conduct active monitoring of the following in the Autumn Term: PPE availability, and compliance; Pictographic SSow; CoSHH storage; learner induction records.
- Fire Evacuation Practices and 'dynamic lockdown' procedures testing will be undertaken termly on all sites, following practices conducted in the Induction Week for full time students.
- First Aiders will meet at the end of each term to analyse incident / accident data, undertake update training, and debrief recent incidents. In the event of a serious incident, a debrief should be organised as soon as possible.
- All managers to be notified of the correct timely reporting process (and completion of) accident and incident forms, within their Faculty or Function; to the Lead First Aider.
- Faculty and/or Department meetings will include health and safety as a standing agenda item; to include 'near miss' reporting. Accidents and Incidents (anonymised) to be included as part of weekly meetings to ensure all relevant information is being reported for curriculum areas with practical/skills emphasis.
- Ensure student inductions are sufficiently robust in terms of vocationally specific health and safety risks and practices, and that these are accurately recorded, and any required documentation (e.g. student training logs) are being completed and signed.
- Estates to monitor and renew health and safety signage in public areas across all sites, and update / replace as necessary.
- Minibus driving policy and competency of drivers to be reviewed, and individuals identified as authorised drivers. Any training requirements as stated in the policy to be assessed and conducted where required.
- Implement a renewed Housekeeping system / class room & work area assessments using an on line reporting process, potentially Microsoft 365 based, to be reviewed and commence in September.
- Health and Safety Policy to be included in PeopleHR, as a mandatory document to be read, with electronic confirmation.
- Relevant sections of this Policy (Teachers, and others with responsibility for learners) to be displayed in Curriculum Staff Rooms.

- Implement a new near miss reporting system, to enable more straightforward reporting, and monitoring

4: Health & Safety Control Arrangements

Asbestos

- An assessment of asbestos within the college buildings has been conducted and a register is kept in the estates office and managed by the Health & Safety manager.

Control of Hazardous Substances

- The use of hazardous substances in college will be kept to a minimum
- The department technicians will complete a COSHH assessments for all hazardous substances used on site
- The associated procedures and control measures will be enforced

Control of Medicines

- The use of controlled medicines is maintained strictly within the Animal Rescue Centre by the responsible person.

Display Screen Equipment

- For members of support staff with 'desk based jobs' workstation self-assessments will be completed on an annual basis.

Educational Visits

- All off site trips will be subject to risk assessment and the procedure will be closely followed

Electrical Testing

- All items of portable electrical equipment in college are inspected and checked periodically.

Equipment and machinery Testing

- All items of work equipment requiring inspection within the college are checked periodically / as required in relation to the PUWER regulations.

Emergency Evacuation and lockdown of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed
- A fire drill is practised and documented once a term
- A lockdown drill is practised and documented once a year
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually
- A separate fire risk assessment has been produced for each site.

First Aid Provision

- The college has an adequate number of first aiders and first aid kits and is overseen and organised by the lead first aider.
- Portable first aid kits are taken on educational visits

Legionella

- Severn Trent water provides advice and has assisted with the preparation of the colleges Legionella risk and also sample water as advised. This is maintained by the Health & Safety manager in the Estates Office.

Lifts & Hoists

- All passenger lifts are inspected by a competent engineer on a six monthly basis
- Hoists for disabled persons are inspected by a competent engineer on a six monthly basis
- Lifting equipment not used to lift people is inspected on an annual basis such as chain hoists
- Records and reports maintained and supplied by Zurich insurance.

Local Exhaust Ventilation

- All LEV equipment requiring inspection within the college are checked 12 monthly in relation to the LEV regulations.

Manual Handling

- Students and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely

Pregnant Members of Staff

- Procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

Pressure vessels

- All pressure vessels requiring inspection within the college are checked periodically in relation to the regulations.

Risk Assessment

- The college maintains a comprehensive set of risk assessments that cover curriculum based activities, visits and the running of the buildings and grounds
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for college trips which should be reviewed each time the trip takes place)

Slips Trips and Falls on the Level

- The potential for slips trips and falls in college has been risk assessed and appropriate controls have been put in place
- This includes safe working procedures for mopping floors and absorbent floor mats near entrances.

Supervision of Students

- Sensible, safe behaviour will be promoted to students by all members of staff
- Dangerous or risky behaviour displayed by students will be addressed and dealt within the college rules

Training

- Health and Safety Training Needs are assessed as part of individual's induction
- Training needs may also be identified as part of a risk assessment process

Violence at work / Lone Working

- An assessment has been carried out for violence at work and lone working - separate policies and procedures are in place

Working at Height

- Working at heights risk assessments have been completed for the college
- Appropriate safe systems of work are in place
- Estates, teaching and other staff who use 'at height' equipment in college have been given appropriate advice that they must:
 - Use appropriate access equipment - step ladders, kick stools etc. (Not climb on furniture)

X-ray equipment

- A responsible person (Lisbeth Tuckey) has been appointed to assess and control the radiography equipment and its usage within the Animal Rescue Centre.