



Health and Safety Policy

February 2026

Date Written: June 2018

Date reviewed: November 2020, September 2021, January 2023, January 2025, February 2026

Policy Statement

The Chief Executive Officer, Principal and Trustees are committed to establishing and implementing arrangements that will:

- Ensure all staff and all learners are safeguarded when on College premises, or engaged in off-site activities (e.g. College trips, work-related learning etc.).
- Ensure the premises for which they are responsible have safe access for all staff, learners and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, learners and visitors safe.

Organisation

Kent County Council (as the owner of the premises and land) and The Board has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe. This responsibility is devolved to the Principal as Officer in Charge of the premises for ensuring that they are safe. In doing so, the Principal may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to The Board, or to the Local Authority as owners of the premises.

The Principal is also responsible as a senior line manager for ensuring that staff, learners and visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

Principal's Responsibilities:

- To ensure this policy is reviewed annually, or before, if there are any changes in circumstances
- To ensure that employee responsibilities regarding health and safety are included in job descriptions and that it is properly received and understood
- To include health and safety issues in the College Quality Improvement Plan, if necessary
- To ensure health and safety inspections are carried out (at least three times a year) and take remedial action as appropriate
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance
- To receive and deal promptly with issues raised or complaints about unsafe premises, equipment or work practices
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed
- To ensure that emergency evacuation procedures are in place and tested
- To ensure that adequate first aid provision is available and kept up to date
- To report health and safety issues to The Board on a regular basis
- To monitor and review all health and safety policies and procedures.
- Will ensure that property matters for which the local authority as the land owner has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use).
- The Principal is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

Areas of responsibility	When	Named person/persons
Health & Safety Reports	Termly	Teachers/Tutors
Learner Risk Assessments & updates	As needed	Form Tutor/Teacher
Accident Reporting to KCC/H&S Executive	As needed	(admin)
Care Plans	As needed	Principal
AED batteries	Monthly	Site Manager
Personal Evacuation Plans (kept in points folders on sec site)	In place & reviewed if changes	Site Manager/Form tutors/ teachers
Site Inspections	Once a year + any focused	Site Manager
Regular walks of the site	Weekly or as needed	Site Manager
Outside equipment inspections	Yearly and quarterly by College	Site Manager
Car park Risk Assessments	Yearly or as needed	Site Manager
Moving & Handling Training	As needed	External Trainer
Signing in protocols & systems for head count on evacuation	In place & regularly reviewed	College Business and Finance Lead/Office staff
Asbestos Register - signing	All visitors working on the fabric of the College	Site Manager
CCTV systems - operational	Monitor	Network Manager
Staff Training in Child Protection, Physical Intervention & Health & Safety	Induction & refreshers	Principal DSL's CEO
Subject Based/ Environmental Risk Assessments	In place & reviewed yearly or if changes	Principal Teacher/ Tutors
Systems for safe handling/keeping of medicines	In place & reviewed yearly or if changes	Teacher/Tutors
Food Safety procedures	In place & reviewed if changes	Trained staff
Fire Safety Officers – systems & procedures	In place & reviewed yearly or if changes	Site Manager
Minibus drivers – check licenses, training/re-training, leaflets, lists	In place. Leaflets reviewed yearly	Business and Finance Lead
First Aiders – system for training/re-training, lists	In place	Deputy Principal
Site Security	In place & reviewed yearly or if changes	Site Manager Business and Finance Lead
Fire Drills regularly	3 times a year	Site Manager
GOF (Off Site Visits)	As needed	Principal

NB: Tasks can be delegated to other staff members, but the responsibility remains with the Principal.

The Board of Trustees' Responsibilities:

- The Board will promote a strategic overview for health and safety.
- The Board will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, learners or visitors at risk while they are on the premises.
- The Board will make adequate provision for maintenance of the College premises and equipment within the College's delegated budget.
- The Board will support and monitor health and safety within the College.

Staff Responsibilities:

- To take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- To co-operate with their employer on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety or that of others.
- Ensure they report all health and safety concerns to their line manager or the Principal.

Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
 - Present the findings of investigations to you.
 - Inspect the workplace;
 - With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

LOCAL AUTHORITY RESPONSIBILITIES (AS OWNER OF THE PREMISES)**KCC Capital & Premises Development Manager**

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. Individual and group staff meetings are appropriate fora for communication on health and safety matters and concerns.

Information, Instruction and Supervision

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

- A copy of the Health and Safety Law Poster is displayed on each site. Please check with the site staff for locations.
- The Principal will supply adequate information, instruction and supervision for all staff, learners and visitors to ensure their health and safety.

Competency for Health and Safety Tasks and Training

- Induction training will be in place for all new staff as directed by the Principal.
- Training will be identified, arranged and monitored by the Principal and The Board.
- Staff are also responsible for drawing to the attention of the Principal their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.
- Each member of staff is responsible for recording their own CPD.
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Monitoring

- The Principal will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the College building and grounds three times a year.
- The Principal is responsible for investigating accidents although the accountability lies with the Chief Executive Officer.
- The Principal is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Chief Executive Officer.
- The Chief Executive Officer is responsible and accountable for acting on investigation findings in order to prevent a recurrence.

Arrangements – General Practices applying to all staff, and for learners or visitors in their care

1.1 LEARNER

Supervision of Learners

College staff will supervise learners in a way that is proportionate to their ability. By The Oaks' ethos we instill maximum independence in our learners but provide loose supervision when required. Where appropriate risk assessments will be completed.

Parent/Carers/Transport Providers collecting Learner

Parent/Carers or known Transport Providers should normally be the only people to collect learners from College without agreed specific aural or written instructions to the contrary which names an authorised person who must be able to produce evidence of identity if requested.

Safeguarding of Adults.

See also Safeguarding Policy.

The College will provide an environment in which all learners feel safe, secure, valued and respected. Learners will be helped to understand the need for 'being safe' and the ways in which they can help to protect themselves.

1.2 VISITORS & STAFF

VISITORS

All visitors are directed to main Reception and must sign in and obtain a visitor's badge.

Parents/Carers/Transport providers are not required to sign in if they are simply dropping off or picking up a learner.

There is an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge. This is important for reasons of security and fire safety. People in College who are unknown to staff or who are not wearing a visitor's badge should be challenged by staff. They should be asked to identify themselves and to report to the office if they have not already done so or if they need an identity badge. If the person becomes difficult or abusive then withdraw tactfully and contact the office staff who will immediately contact the Principal or another member of office staff. CCTV cameras will be able to show and track the intruder.

All visitors shall be made aware of the College's fire arrangements in the event of a fire and the College's emergency procedures.

Contractors will be expected to also read and sign the Asbestos Register before carrying out surveys or alterations involving the fabric of the College buildings.

STAFF

All staff are required to sign in and out each time they enter or leave the premises, using logging system located in reception. If using The Hive, staff must sign out of main reception and sign in at The Hive. This is important for reasons of security and fire safety.

Staff requiring urgent support in classrooms must use the nearest telephone. They should ask the office to contact a member of the Management Team for assistance or send a LSP or learner, where appropriate, to the College administrator. Some class groups have “walkie-talkies” to support learners with potentially serious medical problems e.g. epilepsy. Please use these in emergencies only.

1.3 FIRE SAFETY

A fire risk assessment is a legal requirement and the Principal is responsible for ensuring this is undertaken. We will also log fire procedures such as drills and training on a Fire Log Record Sheet.

Fire Instructions

- i. Fire Instructions are posted in each room on the Emergency Exits, Assembly Point and Assembly Point instruction notice.
- ii. Members of the Administration Team are the College Fire Wardens.
- iii. Emergency Exits, Assembly Point and Assembly Point Instructions are clearly identified by safety signs and notices.
- iv. **1) The Alarm will be raised by the member of staff who becomes aware of the fire.**
2) The office staff will call the Fire Service by dialing 999.
3) On hearing the alarm (continuous bell) everyone must leave the building in an orderly way as quickly as possible and then assemble in the outside play area for checking by the Senior Leadership Team. The Principal is responsible for liaising with the emergency services.
- v. Outside normal College hours, the member of staff on site or the hirer of the premises has the responsibility of checking personnel and alerting the emergency services. All hirers are provided with ‘Conditions of Use for a Letting’ which provides guidance on potential health & safety issues that could arise.
- vi. Regular testing of fire alarms will occur after College hours.
- vii. The Fire Log Book is kept by the Site Manager. The result of each test is properly recorded in the Fire Log Book and will be available for a visiting Fire Officer.

Fire Drills

- i. Fire drills will be carried out at least three times a year, initiated and recorded by the Business and Finance Lead.
- ii. A record of the drill must be kept in the Fire Log Book in the site office on each site. The College will keep a record of fire wardens/fire marshals’ training & arrange refresher training when necessary, for their duties.

Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire. (NB: Learners will have been taught “Get out; stay out; call the Brigade out”).

Fire Hazards

- i. Storage, of flammables and chemicals.
- Refer to the Control of Substances Hazardous to Health Regulations, in section 3.6 below, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled.

- ii. Material Safety Data Sheets ('Hazard sheets') for Chemicals and flammable substances. These will be kept by Site Manager as appropriate, for consultation.
- iii. Advice may be sought from the local Fire Prevention Officer. The Fire Safety Service may be contacted at 01622 774191.
- iv. Fire hazards are reduced by the carrying out of regular, routine inspections.

Maintenance of Fire Precautions.

The College will ensure regular maintenance of:

- i. Emergency lighting, and other emergency equipment.
- ii. Fire extinguishers
- iii. Fire alarms
- iv. Fire doors
- v. Fire Safety Signs and identification of escape routes.
- vi. "Fire Risk Assessment" will be carried out using the guidance given in the H&S section on Kent Trust Web.

1.4 BOMB ALERTS

In the event of a bomb threat, staff will be notified by an ongoing (not intermittent) drill. Staff and learners are to assemble as they would for a fire alarm, unless otherwise instructed. For bomb threats, staff and learners are to take all their personal belongings with them.

1.5 OTHER EMERGENCY PROCEDURES

- (a) The College will hold appropriate Emergency Procedures (an Emergency Business Plan) and this is reviewed/updated annually.
- (b) The College will have procedures for alerting parents to collect learners (for example in the event of severe weather). This is updated at least annually.
- (c) The Oaks has a Lockdown/Code Red procedure that is to be followed in the event of an immediate threat to the College and/or staff and learners. This can be found on Staff Teams.

1.6 FIRST AID/ILLNESS (See also C1.7 below)

- a) The College has a defibrillator on site in reception. This has been recorded on the National Defibrillator Network.
- b) There is an evacuation blanket in the Staff room in the main college building and an evacuation sledge in the Hive.
- c) The College will have an appropriate number of designated and trained First Aiders and/or Appointed Persons. These Names will be posted at appropriate places within the College to ensure ready assistance.
- d) The College will hold an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments, where appropriate.
- e) The College has 3 Life Vacs placed around the College for learners who present as a choking risk:
 - Reception
 - Spill the Beans Café
 - M2 (The Cabin)
- f) The College will follow the procedure for completion of incident/accident records in accordance with the KCC Accident Forms HS157, HS160 and F2508 (See also 1.8 below).

g) If the First Aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed.

h) The College will follow the procedure for reporting of injuries as described in 1.8 below:

(i) removal of injured person(s) to hospital (normally by ambulance) and
(ii) in the case of reportable accidents, telephone HSE immediately on 0845 300 9923, or Fax: 0845 300 9924 (See guidance in 1.8).

i) Parents will be invited to complete the Consent Form for medical treatment in accordance with College policy and the document in 1.7 below. This will only be the case for learners who lack mental capacity

1.7 ADMINISTRATION OF MEDICINES & MEDICAL TREATMENT (See also 1.6(g) above)

- (i) The Oaks have regard for the Mental Capacity Act 2005. Procedures will be carried out in accordance with DfE statutory requirements (contained within our Medication Procedures)
- (ii) All emergency medication will be carried with the young person at all time so it is readily available in the event of a medical emergency.
- (iii) A list of the learners with medical care plans and dietary requirements is held by the administration staff and recorded electronically on Databridge, which is available to all staff. Teaching staff should be aware of the various needs, which may affect the learner's well-being or learning. Learners with emergency medical needs, and the appropriate action to take, is also noted.
- (iv) All prescribed medication must be given to the class teacher who will store the medication in a lockable cupboard.
- (v) Designated (first aid) trained staff will administer medication.
- (vi) Learners who are considered to have mental capacity can administer their own medication in accordance with our Medication Procedures.

1.8 ACCIDENT REPORTING & RECORDING

All accidents, including "near misses" must be reported immediately and entered into the Accident Book, which is located in reception. This book will be checked by the Principle on a regular basis and reported to the Trustees, as necessary. A member of the College's management team will investigate all accidents immediately and, in the case of any accident or incident to staff and significant injury to learner, will submit an Accident Report Form HS157 to the Area Office.

Certain types of accidents that arise from work (College) activity are reportable to the HSE. Examples include Learner or other non-employees taken to hospital, and major injury to employees. Both categories require immediate notification to the HSE by telephone. A copy of form F2508 should also be faxed to the HSU on 01622 221582.

The Forms HS157 and F2508 and the results of an investigation to prevent recurrence (e.g., on Form HS160) should also be forwarded to the CFE Health and Safety Unit and the Colleges Personnel Services. If the accident is not reportable to the HSE, then HS157 should only be sent to KCC. For significant learner accidents, copies of all forms should be sent to the CFE Health and Safety Unit only.

All reportable incidents under RIDDOR '95 will be reported to the HSE by the College.

1.9 BLOOD/BODILY SUBSTANCE WASTE AND SPILLAGES

All clinical waste will be stored in yellow clinical waste bags and disposed of in the clinical waste bins. See also 1.11 (b).

1.10 ELECTRICAL SAFETY

All staff should monitor the condition of plugs, cables and electrical equipment.

All staff are required to report to the College site staff any damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

They must not attempt any repairs unless the Principal is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to College, unless it has been subjected to the same tests as College equipment. (See 2.9).

1.11 HOUSEKEEPING

(a) Cleanliness

The College buildings will be cleaned by the Site Manager/Contract Cleaning Agency, supplemented as necessary by Learner/staff as part of practical lessons (for example, after craft work and cookery).

The surrounds to the buildings will be maintained by the Site staff who will follow the provisions laid down in the "Risk Assessments for Caretakers and Caretakers' Manual", issued September 2002.

(b) Waste Disposal

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

Large amounts of Hazardous Waste such as sanitary towels, disposable nappies, incontinence pads and chemicals used in laboratories, swimming pools or for cleaning etc., will be removed by a specialist contractor who will require the College to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way. (See also COSHH Regulations 2004).

(c) Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, learners or visitors.

(d) Pedestrian Routes

Stairs, corridors, cloakrooms and exits etc., will be kept clear of obstructions (including electrical cables).

(e) Classrooms

Teaching staff will be alert on a daily basis to the following and will report any hazards to the Site Manager or Site Assistant. Teachers have a responsibility to:

- Check that classrooms and work areas are safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.

- Ensure any accidents are reported and recorded.
- Ensure protective equipment is used, where appropriate.
- Ensure health and safety issues are reported.
- Ensure guidelines and training are followed.

(f) The College will comply with the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, conditions of floors and general welfare facilities, and with the arrangements of the Education (College Premises) Regulations 1999 with regard to College facilities such as washrooms for learner and staff, medical accommodation and indoor temperatures.

1.12 EXTERNAL ACCESS TO COLLEGE

Access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

1.14 MOVING & HANDLING

Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.

Care should be taken when undertaking manual handling operations. If there is a risk of injury as a result of any such operation, assistance should be obtained and, if possible, a lifting appliance should be used.

2 MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS

2.1 INSPECTION OF PREMISES, PLANT & EQUIPMENT

The Principal will arrange for regular visual inspection of the premises, plant and equipment each term.

Advice and pro forma on Inspections can be found on:

These routine checks may be undertaken by a combination of class teachers, Trustees, site staff and the Chief Executive Officer/Principal using the checklists.

If the Professional Associations have appointed Health and Safety Representatives, they may be involved in inspections, investigations, etc.

Access to store rooms, boiler rooms, tank and plant rooms should also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

Where damaged asbestos is encountered or suspected, procedures as laid down in Asbestos guidance will be followed as appropriate. Refer also to Section 3.7 below.

2.2 MINI-BUSES

Minibus drivers are responsible for carrying out preliminary checks on vehicles before driving and for reporting any defects or accidents while in charge of the vehicle to the Business and Finance Lead. They must declare any endorsements immediately and have their licenses checked regularly at least annually. Insurance documents will also be checked annually to ensure staff who accompany learners off site have valid business insurance.

2.3 BANK RUNS

Arrangements will be reviewed with the Chief Executive Officer from time to time so that the day, time, route etc., are varied as much as possible and money banked frequently. The member of staff involved will report to the College office when he/she has returned from the bank.

The members of staff will notify Reception when they leave the college and then again once they have completed the cash deposit.

2.4 AND PHYSICAL ACTIVITY

Staff will risk assess all activities and give consideration and provide adjustments where necessary, to learners with physical needs that may inhibit their participation. All activities should be as inclusive as possible for all learners.

2.5 SMOKING POLICY

The College has a strictly no smoking policy (including the use of electronic cigarettes and vapes) in its buildings and grounds. All staff, visitors and users of the College and its premises must comply with this policy. KCC transport providers cannot smoke in their vehicles in the College grounds, nor whilst transporting learners.

2.6 ACTIVITIES OUTSIDE THE COLLEGE SITE

Staff will not take learners out of the College grounds on trips without prior permission of the Principal. A College journey risk assessment & planning form must be completed when going on a trip. Learners details must be taken together with any medications.

3 MISCELLANEOUS PROCEDURES

The following should be followed as and when appropriate:

3.1 STRESS

All Colleges should carry out stress risk assessments with relevant staff. The College employs a counsellor for learners who need this help, on an ad hoc basis.

3.2 ALCOHOL & DRUGS

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, learner or visitor is incapacitated, this must be reported to the Principal.

3.3 DEALING WITH VIOLENCE

Physical violence will be addressed via The Oak's Behaviour Policy.

3.4 HOME VISITS

Home visits shall only be made in consultation with the Principal and will follow 'Lone Working' guidance. See 3.8.

3.5 ICT & DISPLAY SCREEN EQUIPMENT (DSE)

All ICT equipment in the College will be installed safely and users of laptops are required to sign an Acceptable Use Policy. All staff and learners are also required to sign their agreement to safely access and appropriately use the internet.

Display Screen Assessments should be carried out for all clerical staff by their line manager.

Assessment forms are available from the Admin Office. If a problem arises, costs for eye tests and any reasonable expenses for corrective spectacles for use with a DSE at work will be funded from the College budget.

3.6 COSHH

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2004" (the "COSHH" Regulations).

Care will be taken when ordering supplies of hazardous substances, and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Regular checks will be made by the Principal to ensure that no substances have been brought on to the site without prior knowledge. Particular attention will be paid to cleaners' stores, technology areas and, if appropriate, grounds person's stores and kitchens.

Safety Data Sheets for approved chemicals and cleaning agents used by site staff may be obtained from the supplier.

3.7 ASBESTOS & LEGIONELLA MANAGEMENT

The Asbestos Register will be held in the College or site staff office for visiting contractors to read and sign. This is irrespective of whether or not asbestos is known to be present in the College. The location of asbestos containing materials will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities with regard to the management of asbestos.

The Oaks Site Team will undertake a water hygiene risk assessment every 2 years and together with regular monitoring of the water system these are both statutory requirements. Assessments identify if there are areas where conditions such as Legionella bacteria could grow, list any required works and include details of future monitoring requirements.

3.8 WORKING ALONE

Procedures are adopted in line with the HSE's 'Lone Working Guidance'. These procedures have been adopted by Trustees. Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no one at high risk of injury must work alone in College

3.9 RISK ASSESSMENTS

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Principal. The results of the risk assessments must be brought to the attention of those employees to whom they relate (including pregnancy risk assessments). Several other generic risk assessments are provided to help Colleges, such as the premises-related ones in the Caretakers' Manual, and Educational visits.

Special safety consideration shall be given for College performances, the College's use of its outdoor areas, discos, public events and external hirers of the premises etc. All hirers are provided with 'Conditions of Use for a Letting' which provides guidance on potential health & safety issues that could arise.

3.10 TRAINING

The responsibility for safety training and/or refresher training rests with the Principal, overseen by the Board of Trustees and the CEO. The Principal is responsible for ensuring they are sufficiently trained, and that appropriate staff receive the necessary training.

Each member of staff is also responsible for drawing the Principal's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on

specific courses, but information can be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

The Principal is responsible for keeping records of mandatory training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

References

USEFUL CONTACTS

Insurance and Risk Management

Darryl Mattingly, Insurance and Risk Manager. Tel: 01622 694632, Email:

darryl.mattingly@kent.gov.uk

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Health and Safety Executive

Enforcement of Health and Safety Legislation.

Tel: 03000 031747

Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Safety Teams

[Contact us | Kent Fire and Rescue Service \(fire-uk.org\)](http://fire-uk.org)

RIDDOR Incident Contact Centre

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.

Website: [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](http://Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR (hse.gov.uk)). E-mail:

riddor@connaught.plc.uk.