



KINGSTON COLLEGE OF LONDON

HEALTH AND SAFETY POLICY

Section 1

GENERAL STATEMENT OF POLICY

1. The College is committed to Health and Safety and it is the policy of the school that all reasonably practical steps will be taken to ensure the health and safety of all students, employees, and members of the public.
2. KCOL has a duty to provide safe practices, training and information to students and faculty to comply with the health and safety legislation.
 - 2.1 We reaffirm its duties as laid down by section 2 (2.1) of the Health and Safety at Work Act 1974.
3. The provisions and maintenance of site and systems of work that are, so far as is reasonably practical and safe without risk to health.
4. Provision for such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical the health and safety at work employees.
5. Commitment to safety is as important as our commitment to excellence, in the care of our clients, from understanding service, to respect of the individual.
6. Nothing in this policy absolves an employee or temporary employee, student, from his/her duty to comply with the relevant legislation, such as the Health and Safety at Work Act, and other requirements
7. All employees and student must take care to ensure that their own health and safety, as well as other people's are not adversely affected by anything that they do or fail to do, at work.
8. All contractors engaged have a responsibility to carry out the work in a safe manner, in respect of their own staff, staff and members of the public. The attention of the contractors should be drawn to any required standards, Codes of Practice, rules or other regulations.

SAFETY PROCEDURES FOR STAFF, STUDENT AND VISITOR

Section 2

EMERGENCY PROCEDURES

The college is operated from the Kingston College of London
1ST Floor, Health Aid House,
Marlborough Hill,
Harrow
London
HA1 1UD

All staff and student must follow evacuation procedures in case of fire.

1. All staff and student should immediately evacuate the building using the nearest exit, either at the front or back of building.
2. A member of staff and student must receive induction training in use of fire extinguishers that are located in both offices.
3. A doctor must be called for staff and student requiring medical emergency treatment. Staff and student requiring hospital treatment will be taken, by ambulance to the Accident and Emergency department of nearest hospital.
4. Staff and student must provide a next of kin contact address and telephone number.

Procedure for Reporting and Recording Accidents and Dangerous Occurrences

1. All staff and student must record all accidents in the Accident Book. The information recorded must include the names of all staff/student involved, the type and date of the accident or occurrence and action taken, for example, first aid treatment or hospital treatment. All entries in the accident book must be counter signed by management.

First Aid Provision

1. At least one member of staff must be a practising first aider.
2. A first aid box is available on reception and is easily accessible to staff.
3. The first aid box must be checked and replenished regularly.

Risk Assessment

1. Risk assessment will be conducted annually,
2. An assessment will be carried out should a member of staff become pregnant, is a nursing mother or a young person under 18 years old.

Duty of the college for Students Health & Safety

During the college hours it is the duty of all the teaching staff of Kingston College of London to take reasonable care for the health and safety of all the students. This duty includes taking appropriate measures which are reasonable in all the circumstances to protect the students from any kind of risks, not only from known hazards but also from harm that could arise. In such matters the teaching staff must exercise their professional judgment to ensure that students do not have to face any kind of risk or harm.

The non teaching staff, volunteers and external providers in absence of the teaching staff, if are performing task that require them personally to care for students also owe a duty to take reasonable care for the health and safety of the students.

Students Responsibility

1. Each student is required to observe all instructions issued by the Kingston College of London (KCOL) concerning Health & Safety. In particular, each student is required to submit their respective GP details in case of emergency.
2. Students must familiarise themselves with any notices detailing Health & Safety and acquaint themselves with any Code of Practice.
3. It should be noted that by Section 8 of the Health and Safety at Work Act 1974 it is an offence for anyone to “intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare”.
4. The KCOL has overall responsibility to ensure that work carried out within the campus conforms to the relevant legislation, and that risk assessments are carried out where appropriate. All students must co-operate, where necessary, in the compilation of such assessments and must strictly adhere to instructions given in relation to Health & Safety.
5. All students attending classes in workshops must wear suitable overalls or protective clothing as directed by the responsible member of staff and, where they are not supplied by the KCOL, obtain their own.
6. The KCOL has a ‘No-smoking policy’. Students are prohibited from smoking in the campus of KCOL, other than any part of the facilities designated for this purpose.
7. Eating and drinking are permitted solely in those areas of the buildings designated for such purpose. Specifically, eating and drinking, except

for water in spill-proof containers are not permitted in computer laboratories, open access areas, lecture theatres, seminar rooms and the library.

8. Students with mobile telephones must ensure that their telephones are switched off in all student laboratories, lecture rooms and the library.
9. Guide dogs and Hearing dogs are allowed on the premises. Domestic pets are not allowed, except in exceptional circumstances, and then only if authorized in advance by KCOL.
10. Children (under 15 years of age) visiting the building must be accompanied and supervised at all times by an adult. Under Health and Safety legislation, you are required to tell minors about KCOL safety regulations and to explain the procedures for evacuating the building in an emergency.
11. Persons appearing to be under the influence of excessive alcohol or drugs must not be allowed to place themselves or others at risk. You should alert college staff if you believe there to be cause for concern.
12. Under no circumstances firearms, ammunition, explosives and other weapons are permitted on the premises.
13. It is the responsibility of students to keep the college informed about any health problems (allergies, minor or major health issues, transferable diseases) related to them.