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HEALTH AND SAFETY POLICY STATEMENT

ABDO College's health and safety policy statement, in accordance with Section 2 of the Health and Safety at Work etc. Act 1974 can be found on page 11. It is the policy of ABDO College to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees working for ABDO College and other persons who may be affected by our undertakings including students ("students" for the purposes of this policy includes all types of learners including apprentices).

ENVIRONMENTAL STATEMENT

ABDO College's environmental statement can be found on page 13. ABDO College is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements. ABDO College is also committed to being carbon neutral and this has been achieved since 2022.

FOOD SAFETY STATEMENT

ABDO College's food safety statement can be found on page 14. Employees and contractors have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished, it is ABDO College's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels of our organisation. Catering for ABDO College is provided by a contractor and is responsible for the appropriate training.

All employees including permanent staff, contractors, guest lecturers, shared services, trustees, students and college visitors are expected to act within the remit of these policy statements. Details of these policies will be shared during the onboarding process for new employees and students.

Mandatory online training will be provided to managers and all other employees about their responsibilities under the health and safety policy on joining ABDO College, when taking on new responsibilities and at regular intervals during employment.

For students, these policies are shared during the onboarding process, as a refresher ahead of each academic year and are available to access via the online learning environment and student guidelines.

HEALTH AND SAFETY RESPONSIBILITIES

Details of the responsibilities for ensuring health, safety and welfare for all ABDO College employees can be found on page 16. This includes the responsibilities for:-

- Board of Trustees – Tier 1.
- Secretary of Trustees – Tier 2
- Chief Financial Officer – Tier 3
- Principal – Tier 4
- Head of Operations – Tier 5
- Building and Bookshop Administrator (Facilities Officer) – Tier 6
- Cook – Tier 7

FIRE RESPONSIBILITIES

Details of the fire responsibilities for the Board of Trustees can be found on page 24.

GENERAL RESPONSIBILITIES

As employers we have a duty to all employees, casual workers, part time workers, trainees, visitors and subcontractors who may be in our workplace of use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Details of the general responsibilities for the following can be found on page 26:-

- Management
- Employees
- Sub-Contractors/Self Employed Personnel

OUR LOCATION

ABDO College is housed in a listed building within the Godmersham Park Estate, with the earliest part of the building built in 1792. We have therefore made the adjustments which have been possible for accessibility within the constraints of a building of this type, e.g. the provision of ground floor classrooms.

The Godmersham Park Estate has its own drainage plant and it is therefore the responsibility of the Estate Owners to manage effluence and maintain the water.

OUR TRAINING

All of our employees receive mandatory health and safety training and annual refresher training. Training records are maintained and monitored via Breathe HR.

We routinely provide guidance to help our employees recognise signs where individuals may be struggling with their mental health. This also includes details of our internal student referral pathway to Student Liaison and signposting to relevant support organisations and resources external to the College.

HEALTH AND SAFETY –IN DETAIL

For further details relating to specific areas of health and safety, please refer to the relevant heading section as below:-

[Working Time Regulations](#) (page 30)

[Access and Egress](#) (page 31)

[Accident Reporting](#) (page 34)

[Administration of Medicines including the use of EpiPens®](#) (page 38)

[Alcohol and Drugs Misuse](#) (page 41)

[Asbestos – For those in control of the premises \(Dutyholder\)](#) (page 43)

[Body and Fashion Jewellery](#) (page 48)

[Blood Borne Viruses \(BBV\)](#) (page 51)

[Bomb Threats](#) (page 53)

[Cleaning and Disinfection](#) (page 55)

[Construction, Design and Management \(CDM\) Responsibilities \(Schools\)](#) (page 57)

[Contractors](#) (page 59)

[Control of Substances Hazardous to Health \(COSHH\)](#) (page 62)

[Covid-19 and Pandemic Management](#) (page 66)

[Disciplinary Rules](#) (page 68)

[Display Screen Equipment \(DSE\)](#) (page 70)

[Doors](#) (page 72)

[Driving at Work](#) (page 74)

[Education Premises Management](#) (page 76)

[Electricity](#) (page 79)

[Emergency Plan](#) (page 82)

[Events Safety](#) (page 84)

Fire (page 86)

Fire Action (page 88)

First Aid (page 89)

Gas Safety (page 91)

Glass and Glazing (page 93)

Hand Tools (page 95)

Hazard Reporting (page 97)

Health Conditions (page 99)

Health Surveillance (page 104)

Homeworking (page 107)

Housekeeping (page 109)

Information, Instruction, Supervision and Training (page 110)

Kitchen Safety (page 112)

Ladders and Stepladders (page 114)

Legionella (page 119)

Lighting (page 122)

Lone Working (page 124)

Maintenance (page 126)

Manual Handling (page 128)

Monitoring, Inspection and Review (page 131)

New and Expectant Mothers (page 133)

Permit to Work (page 135)

Personal Hygiene – Food Areas (page 137)

Personal Protective Equipment (page 139)

Pest Control (page 140)

Portable Electrical Appliances (page 142)

Power Tools (page 144)

Risk Assessment (page 149)

Safety Signs (page 153)

Stress (page 155)

Violence and Agression (page 157)

Visit by an Enforcement Officer (page 159)

Waste Disposal (page 161)

Welfare (page 163)

Work Equipment (page 165)

Work at Height (page 168)

Young Persons (page 171)

HEALTH AND SAFETY FOR STUDENTS – ADDITIONAL INFORMATION

These policies are shared with Students during the onboarding process, as a refresher ahead of each academic year. They are also available to access via the online learning environment and student guidelines.

Details of the processes to follow, support available and additional information is also available via the learning environment and student guidelines

REPORTING ACCIDENTS AND SICKNESS FOR STUDENTS

If a student is unwell when they are due to attend ABDO College, they should contact the Courses Team on 01227 738829. Outside of normal College hours, a message can be left on the Absentee Voicemail using the same number above.

If a student is absent from work e.g. due to sickness or an accident, this classifies as a break in supervision. The student's employer must inform the College so that we can ensure all relevant support is offered and any additional processes regarding learning or learning hours are fulfilled. Employers should contact the Courses Team on 01227 738829.

STUDENT WELLBEING

We are committed to the wellbeing of our students and will share the relevant policies and procedures with them as a part of the onboarding process. Students will be required to complete a short quiz to confirm their understanding of health and safety matters and their personal responsibilities.

As a part of our wider programme of promoting student wellbeing, we routinely signpost relevant resources and support organisations to ensure that they are easily accessible to all. We also routinely provide guidance to help our students recognise signs where individuals may be struggling with their mental health and includes details of our internal student referral pathway to Student Liaison.

As a part of our Student Liaison Team, ABDO College has qualified Mental Health First Aiders (MHFA) in place to support both students and employees. In addition to the Student Guidelines, contact details can be found in ABDO College Reception and Staff Room. The Student Liaison Team can also be contacted via 01227 738829.

HEALTH AND SAFETY MANAGEMENT SYSTEM

As a part of the ABDO College Health and Safety Management System, performance will be measured through monitoring of the following, to review performance and act on lessons learned:-

e.g. routine inspections of premises, plant and equipment by employees, health surveillance to prevent harm to health, planned function check regimes for key pieces of plant, investigating accidents and incidents, monitoring of ill health and sickness records.

AGREEMENT TO FOLLOW THIS POLICY

The health and safety policy is fully supported by the ABDO College Management and Board of Trustees and is regularly reviewed to incorporate feedback from employee and student representatives.