

KSVN Health & Safety and Fire policy

In accordance with the Health and Safety at work act 1974 and the guidance and regulations made from it, KSVN will take all reasonably practicable measures to ensure the health, safety and welfare of learners, staff, stakeholders, contractors, visitors and members of the public who come to the school and whomever may be involved directly or affected by its activities.

We will manage safety by;

- * Providing adequate control of the health and safety risks arising from our work activities
- * Consulting with our employees on matters affecting their health, safety and well-being
- * Providing and maintaining facilities & equipment
- * Ensuring safe handling and transporting of substances and equipment
- * Providing information, instruction, training and supervision for employees
- * Preventing accidents and cases of work-related ill health
- * Conducting accident investigations
- * Maintaining safe and healthy working conditions
- * Reviewing and revising this and other health and safety policies when needed and at regular intervals
- * Incorporating health and safety policy and procedures into safeguarding to ensure a positive approach to managing risk.

The Directors of Kent School of Veterinary Nursing are ultimately responsible for all matters of health, safety and welfare within the school. The Health and Safety Policy statement and organisation contained within it will be reviewed annually and at other times as needed. It will be brought to the attention of all new staff and learners as a part of the induction process and included in staff training events. Any urgent matters requiring a change to this or any other health and safety policies will be presented and agreed by the Directors.

General Duties and Responsibilities of Staff, Students and Visitors

Duties of the Directors

The Directors are responsible for the safety of work undertaken within KSVN and for taking the necessary action to ensure the health and safety of staff, students, contractors and others in the school and for maintaining the standards of safety.

In particular, they are responsible for:

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- * Implementing all KSVN H&S policies in their area
- * Implementing agreed rules and Codes of practice for their work area
- * Liaising regularly with others who have safety responsibilities & discussing H&S at Directors meetings
- * Ensuring the maintenance of records on all matters relevant to H&S, including, but not limited to: -

Risk assessments, COSHH assessments, Manual handling assessments, Certificates of equipment & premises inspections, Lists of those with safety responsibilities/training in their area:
- * Facility Safety Reviews (monthly facility audits and overall H&S person), First Aiders, Fire Marshals
- * Ensuring new staff complete a detailed induction so that they are made fully aware of KSVN Policy and local rules and the responsibilities of all members of the department.
- * Ensuring staff are aware of their responsibilities for H&S and are competent and trained to carry out their work in a safe manner.
- * Ensuring appropriate safety training for staff and students is provided as necessary to maintain a safe working environment.
- * Ensuring adequate facilities for the work carried out, that risk assessments are carried out on all potentially hazardous activities in accordance with COSHH and other Regulations and any risk identified is minimised using appropriate risk control measures.
- * Identifying special hazards with prohibiting activities, which conflict with KSVN Policies and Codes of Practice.
- * Ensuring that work involving biological material is dealt with as specified in classroom procedure and that the appropriate risk assessment is completed prior to the work starting (blood).
- * Ensuring the adequacy of the arrangements for the safe use, storage, transfer and disposal of hazardous materials and waste.
- * Ensuring that adequate storage and handling arrangements are made for gas cylinders and that all pressure vessels are tested and inspected in according with The Pressure Equipment Regulations.
- * Ensuring that all electrical equipment is tested regularly in accordance with The Electricity at Work Regulations.
- * Ensuring they remain up to date in Health & Safety matters of staff health at work including work related health surveillance and stress management and risk assessment.
- * Ensure that there is provision and training of an adequate number of staff to deal with fire and other emergency situations.

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- * Ensuring that all staff are aware of how to activate alarm systems, who to contact in the event of emergencies, and know the emergency evacuation procedures in areas in which they work.
- * Ensuring that accidents, dangerous occurrences and near misses are reported in accordance with KSVN Policy (Accident Book).
- * Ensuring the safe conduct of staff and students participating on educational / field trips. (n/a currently)
- * Ensure a good housekeeping regime within the department and dispose of any waste in accordance with relevant regulations.

Duties of Employees

- * To take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.
- * To work in accordance with any instruction and training that they may have received
- * On discovering a dangerous situation, to report it without delay to the Directors
- * To use any personal protective equipment that has been provided for hazardous work and to store it properly and to report any loss or defects in the equipment to the Directors.
- * To cooperate with the Directors to enable them to carry out their obligations in respect of health and safety and are required to comply with the KSVN Health & Safety Policy, Codes of Practice and local rules.
- * To ensure working after hours (evening meetings) do not involve lone working concerns.
- * To carry out Risk and COSHH assessments where necessary. (monthly safety checklist)

Duties of Students

- * Students using KSVN premises must take reasonable care of their own and others safety by adopting safe working practices and making proper use of the safety facilities provided.
- * Students should report to the Directors or student representative, any situation that, in their opinion, involves the risk of injury or a health hazard or is in conflict with KSVN Policy or Codes of Practice.
- * It is an offence under the Health & Safety at Work Act to intentionally or recklessly interfere with or misuse anything provided by KSVN for a student's health, safety or welfare (e.g. fire fighting equipment). Any student intentionally doing so may be disciplined by KSVN Directors.

Duties of visitors

All visitors to KSVN are required to comply with KSVN H&S policy.

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KSVN Health & Safety Officer

- Monitors the appropriateness and adequacy of KSVN health and safety organisation, arrangements and rules.
- Monitors the KSVN performance in relation to health and safety and assists in the formulation of policies
- Promotes cooperation between the Directors, staff and students in instigating, developing and carrying out measures to ensure health and safety.
- Reviews accidents, reports and notifiable disease statistics and makes recommendations
- Develops of health and safety rules and safe systems of work
- Plans & reviews the provision and operation of health and safety training, liaison and communications
- Raises H&S points for discussion at Directors meetings & can be contacted in an emergency

H&S actions

Monthly safety check audits are performed & recorded.

H&S training occurs at Induction & at annual updates and are recorded.

First aid training is provided as required.

Fire marshal training is provided as required.

Further H&S training e.g. risk assessment, fire awareness, COSHH, manual handling, equipment operating, RIDDOR, Zoonoses, VDU is provided periodically.

All staff are required to read and review updated H&S information and policies annually.

Fire Policy

KSVN will, so far as is reasonably practicable:

- * Safeguard all persons on KSVN premises from death or injury in the event of fire;
- * Minimise the risk of fire;
- * Minimise the potential for fire to disrupt teaching and routine business;
- * Minimise harm to the environment;
- * Comply with the requirements of legislation relating to fire & fire safety;

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- * Train staff to know what to do in the event of a fire;
- * Define the fire safety responsibilities of staff;
- * Comply with the RRO 2005 and related legislation;
- * Adopt a consistent approach to fire safety within the school to ensure clarity in communication on fire safety matters.

Legislation

The Regulatory Reform (Fire Safety) Order, 2005 is the primary fire safety legislation in England. It focuses on fire prevention in all non domestic premises and applies to all teaching areas at KSVN. It covers the general fire precautions and fire safety duties required to protect KSVN as an employer, the employees of KSVN, anyone lawfully on KSVN premises and anyone in the vicinity of the KSVN building who may be at risk in the event of a fire.

Other legislation relevant to this policy:

- * Health & Safety at Work Act 1974
- * Management of Health & Safety at Work Regulations 1999
- * Building Regulations 2000
- * Dangerous Substances & Explosive Atmosphere Regulations 2002
- * Fire & Rescue Services Act 2004.

Responsibilities

The fire safety measures undertaken by the Fire officer include:

- * Ensuring fire risk assessments are completed for the building
- * Annual fire safety inspections of the building
- * Ensuring any improvements required to manage fire risk are carried out
- * Training relating to fire; Awareness at induction and Fire Marshal duties
- * Recording fire drills and organising necessary improvements
- * Utilising Personal Emergency Evacuation Plans (PEEPS) where needed
- * Writing & updating fire procedures and policies

- * Maintenance of fire detection systems & fire extinguishers
- * Maintenance of fire related signage
- * Replacement of discharged extinguishers
- * Testing and maintaining Emergency lighting
- * Emergency response to alarm calls or delegation as appropriate
- * Liaison with the Fire and Rescue Service or delegation as appropriate .

Fire safety responsibility of all Staff

- * Every member of staff has a general duty under Article 22 of RRO 2005 to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions concerning fire safety and must co-operate with KSVN concerning any duty made under RRO 2005.
- * The Fire officer / Health & Safety officer is responsible for ensuring that fire safety is adequately considered by the Directors.
- * The Fire Officer is responsible for promoting fire safety and for ensuring that fire marshals are appointed as required by this policy. All KSVN tutors complete fire safety and fire marshall training following employment induction.
- * The Health & Safety officer should be mindful of staff changes affecting fire marshals provision.
- * All new staff must ensure they read & understand the fire evacuation procedure & key details at Induction, complete any required fire safety training and report any concerns about fire safety to the Health & Safety Officer.

Fire Risk Assessment

Fire risk assessments for KSVN premises are carried out, reviewed and updated annually or sooner following an incident.

Maintenance - regular inspections and tests of the fire detection systems, doors, extinguishers, signage and lighting are carried out and recorded by the H&S officer.

Building alterations – when any building alterations are planned the H&S officer will ensure that the proposed work meets fire safety legislation.

Fire Alarms & Evacuations - in the event of a fire it is the first duty of all concerned to prevent injury or loss of life. The full fire alarm and evacuation procedure is shown in Appendix A and also displayed around the building.

Fire Drills – a fire drill will be carried out at six monthly intervals and be recorded in the Fire Safety folder. Guidance on specific fire marshal duties (tutors) can be found in Appendix B.

PEEPS - Personal emergency evacuation plans (PEEPS) must be completed in respect of staff, students, visitors and contractors who may require assistance in an emergency evacuation.

General staff instruction - all staff should familiarise themselves with the fire evacuation procedure for their area (i.e. what to do and where to go in the event of a fire alarm). Fire action notices are posted throughout the building and can be found on exit routes adjacent to fire alarm call points or fire extinguisher points. The fire action notices describe the location of the assembly point (The Vault, opposite the building). All staff must ensure that they are familiar with alternative means of escape where these exist.

Curriculum staff instruction - teaching staff should make their students aware of the evacuation plan for the room where they are teaching. In the event of a fire alarm the staff member must direct students to the nearest escape route and ensure all students leave the room. At the assembly point the fire marshal must notify the person in charge of any student who cannot be accounted for. They should remain with their students until directed otherwise by the person on charge or a member of the fire services.

Student instruction - tutors should ensure that students know the fire evacuation procedure during their induction week.

Training - all new staff must attend a health & safety induction which will include information regarding fire evacuation. Fire marshal training is provided through the staff development programme. Refresher training is then recommended every three years.

Fire safety presentations for students take place each new academic year.

Emergency Response Plan; where fire has broken out in the KSVN building that causes an evacuation or if there is an incident involving the threat of terrorism, the KSVN Critical Incident Plan should be triggered, including Run, Hide, Tell.

Policy promotion

This policy will be displayed on the public page of the KSVN website: www.ksvn.co.uk

Health and Safety policy information is shared with learners at Induction, displayed on Centre noticeboards, embedded in lessons, included in the Course Handbook and linked to the employers H&S provision in the workplace. Elements of the H&S policy are included in tutorials and during practical skill learning ensuring the learner is working safely at all times.

The employers and employer's representatives are reminded of H&S policy details during termly events and during workplace visits.

Staff review all policies as part of the Induction process, at annual review of policies and with periodic training as necessary. The annual review of policies is discussed at appraisal and recorded in a declaration. Staff are aware of H&S policy procedures and apply these in day to day working activities.

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Health & Safety Incidents involving an apprentice

Any minor accidents at the Centre should be treated using the first aid kit and reported in the accident book. The same process takes place in the workplace, although some employers have an online reporting system. Learners are advised that some incidents in the workplace may seem quite minor e.g. cat scratches & bites but should be thoroughly treated with appropriate first aid initially and further advice sought from trained medical personnel as these are known to often quickly lead to significant infection. If an accident results in the individual being unable to attend the workplace for three consecutive days, this must also be recorded in the accident book.

Certain significant accidents or injuries that occurred at work require reporting under RIDDOR. This includes an injury that leads to the individual being unable to attend work for seven consecutive days. This must be reported with 15 days of the incident. Examples of reportable, specified injuries include: broken limbs or a head injury leading to loss of consciousness or death. Some reportable diseases/conditions, known as “occupational diseases” may occur as the result of an individual’s work, or be made worse by their work – this includes a number of diseases including carpal tunnel syndrome and asthma. A recognised “dangerous occurrence” or near miss, must also be reported, however in the context of the programme offered to apprentices by KSVN, these have limited relevance. Please refer to guidance in the link below.

Further details can be found:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Appendix A

Fire Alarm Evacuation Procedure – KSVN, Jubilee Way, Faversham

In the event of a fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose

YOU SHOULD:

- * Make certain you are familiar with all routes of escape in case of fire
- * Make yourself familiar with the location and use of fire extinguishers, hose reels and fire blankets. Only use fire fighting equipment if you are confident in doing so and it is safe to do so.

Action to be taken on discovering a fire

YOU SHOULD:

- * Sound the fire alarm by using the nearest fire alarm point or by other means (e.g. shouting)
- * Only attempt to fight a fire if it is small and contained (e.g. waste bin fire) and you are confident in doing so and have a clear exit at all times

- * Make your way to the assembly point, marked and opposite the entrance to the building.

Action to be taken on hearing the alarm

YOU SHOULD:

- * Evacuate the building immediately in an orderly manner following the designated Fire Exit routes. These are marked by green directional fire exit signs. You should escort any persons/students in your charge to the assembly point and ensure you take any class register with you
- * Close doors but do not lock them if you are the last to leave the room.
- * Follow instructions from the fire marshal.
- * Assemble at the fire assembly point as indicated by the green fire assembly sign

At the Assembly Area

YOU SHOULD:

- * Assemble and line up in an orderly fashion
- * Check the class register (if register is available)
- * Notify the Person in Charge/Senior Staff Member of all persons present or not accounted for

YOU SHOULD NOT:

- * Stop to collect any personal belongings
- * (Use lifts)
- * Re-enter the building until given permission to do so.

Contacting Emergency Services

The staff member in attendance or Person in Charge is responsible for ensuring that the Fire Brigade is called immediately on the sounding of the Fire Alarm.

Disabled Persons if present

Disabled persons on the ground floor of the building should, if possible, assemble at the usual Fire Assembly Point. If for some reason they are located on the upper floor of the building, they should make their way to the designated Refuge Point where the procedure identified in their Personal Emergency Evacuation Plan will be followed.

Fire evacuation posters are displayed in the building:



Appendix B

Fire marshals (tutors)

When the fire alarm sounds fire marshals will ask staff, students, contractors and visitors to leave the building immediately. They should then check their designated area is clear and report to the nearest assembly point ready to liaise with the Person in Charge/ Fire and Rescue Service.