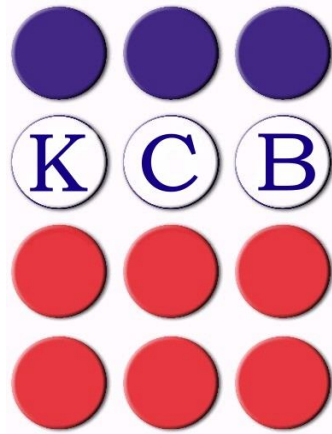




KENSINGTON COLLEGE OF BUSINESS

HEALTH & SAFETY and STUDENT ID CARD POLICY

Health and Safety

The College maintains a policy of promotion of Health and Safety in compliance with the Health and Safety at Work Act 1974 and subsequent related legislation and commits to providing a safe environment for staff, students and visitors.

The College has a consultancy contract with Citation Professional Solutions to ensure compliance with all Health and Safety requirements, which includes a check of the College every six months.

By use of notices and regular meetings, the management will ensure that all employees of the College are aware of their collective responsibility to contribute to matters of health and safety, helping to ensure that any potential problems or concerns are duly reported.

All employees of the College are also required to assist in the provision of information, instruction and basic supervision of students in the maintenance of a safe environment.

Accidents and near-misses are recorded in the accident book.

Fire Safety

The College has trained fire marshals within the staffing structure and runs regular fire-safety drills.

The College uses biometric systems, registers and a visitor's book to check that the building is evacuated.

The College is inspected for fire safety, including the maintenance of emergency exit lights, the alarm and fire marshals.

The College has Employers Public Liability insurance to cover students, employees and visitors on site.

ID Cards

Kensington College of Business will provide staff, students, visitors and external speakers with ID cards that must be carried and displayed at all times whilst on the College campus. The purpose of the policy is to ensure the security and safety of all persons whilst on the College campus.

The Student ID Card services the following purposes:

- Personal identification of students whilst on the College campus
- Biometric log in at the College basement entrance
- Clocking in and out of classrooms
- Display of ID cards during formal examinations. Students who do not have a valid ID card may not be allowed to take their formal examinations.

The College provides all new students with an ID card free of charge, and are normally issued on the first day of arrival as a student. Students will have their photographs taken for an ID card.

In the event where a card is misplaced or lost an administrative fee of £10.00 will be charged for a replacement card at the time of issue. Re-placement charges are non-refundable.

If an ID card has been stolen students must provide a crime number, and no charge will be levied for a replacement card.

If an ID card has been damaged no charge will be levied if the damaged card is submitted. Where a card is broken all pieces of the card must be presented.

Kensington College of Business ID cards are issued to specific students, and are therefore not transferable.

Kensington College of Business ID cards will be deactivated once a student's programme/course is completed or the student's relationship with the College ceases. Students ID cards remain the property of Kensington College of Business.

All lost or stolen cards must be reports to a Student Administrator or the College Compliance Office.

Systems

Kensington College of Business records and monitors all information from Students' activities from the log of Biometric and classroom card log in and log outs. Data received will be maintained in accordance with the Data Protection Act.

Information maintained from systems can be used for disciplinary investigations, security issues, or any government investigations.

Next Review Date:	July 2017
Reviewed By:	Academic Board