



# **KENSINGTON COLLEGE OF BUSINESS**

## **HEALTH AND SAFETY POLICY**

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## **Health and Safety**

1. For students and staff located at 28 Portland Place, London W1B 1LY

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 ground floor entrance
- 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.

## **For work experience students and staff located in the workplace**

### **What the College will do:**

- Use experienced, qualified staff to verify that the workplace can provide a healthy, safe and supportive work environment;
- Provide support to enable students and staff to access suitable health and safety Advice;
- Monitor health and safety practices throughout the student's work experience;
- Provide health and safety training for students to raise their awareness;
- Check students understand health and safety risk awareness;
- Investigate any accidents involving students on work experience, assist with reporting under(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) RIDDOR and help agree preventative action;
- Ensure that our staff are up-to-date with health and safety legislation and industry Expectations;

### **What the employer will do:**

- Ensure the health, safety and welfare of students on work experience and bring your policy statement to their attention
- Comply with all current health and safety legislation
- Inform the students about who is responsible for health and safety matters within the company
- Provide initial and ongoing health and safety training in the workplace for students whilst providing necessary protective clothing or equipment (free of charge to the students)
- Report immediately any accidents, near misses or incidents involving your student(s)

- Assess the risks to which students are exposed at work and apply the general principles of prevention
- Introduce and maintain appropriate measures to eliminate or control risks to the lowest reasonably practicable level
- Ensure students are properly supervised by a competent person
- Ensure students are covered under public and employer's liability insurance

## **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 General Data Protection Regulation.

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

Next Review Date: July 2022  
Reviewed By: Academic Board