

Health and Safety Policy

Revision	Date	Comments	Approved By	Review Due
0	31 st March 2023	Initial issue	D Holmes	31 st March 2024
1	15 th September 2023	Apprenticeship Delivery Manager in post	C Pape	15 th September 2024
2	11 th March 2024	Amendments by new Health and Safety Manager, Claire Duston	C Pape	12 th March 2025
3	30 th December 2025	Review by Head of Technical College	C Oliff	30 th December 2026

1.0 Policy statement

KLM UK Engineering work in such a way to ensure as far as is reasonably practicable the health, safety and welfare of any person employed (including volunteers) by the organisation and any other person who may be affected by our undertaking, including apprentices in our care are always considered and protected.

2.0 Application

This policy applies to all Technical College staff, students, apprentices, visiting lecturers, contractors working on site, and external assessors engaged in college assessments.

3.0 Policy purpose and aims

The purpose of this policy is to ensure a safe and healthy environment for all students, staff, and visitors within the college. It aims to prevent accidents and injuries by promoting best practices, compliance with legal requirements, and continuous improvement in health and safety standards. The policy supports a culture of responsibility and awareness, ensuring that everyone understands their role in maintaining safety.

4.0 Responsibilities

The co-operation of all employees, contractors, and any other organisation with whom a workplace may be shared is vital to the achievement of the policy objectives. Furthermore, individuals are reminded that they have a personal responsibility for their own safety and for the safety of those around them. It is also the responsibility for all persons to promptly raise health & safety concerns, report all accidents and incidents and to contribute to the development of the health & safety standards within the organisation.

The overall responsibility for health and safety is that of Health and Safety Manager. The Health and Safety Manager will ensure health and safety standards are maintained or improved with the support of all college employees.

The Health and Safety Manager's responsibilities are to ensure that:

- The policy is effectively administered, monitored and implemented and that necessary alterations are made to the policy to reflect changes in legislation or KLM UK Engineering development.
- Adequate resources are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- Procedures are put in place to ensure that disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents.
- Procedures are put in place to ensure that liaison with external safety and health organisations are instigated.
- Procedures are put in place to ensure that all work equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination such as PAT testing.
- Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures.

The Technical College management are always on site at the college. As such, they are responsible for ensuring:

- All college employees understand the requirements placed upon them by this policy.
- In liaison with the Health and Safety Manager, that employees receive the adequate and appropriate training in line with any tasks presented to them and for any equipment they use or exposed to. Any pertinent information is distributed to the appropriate persons.

All employees have a duty to:

- Understand our Health and Safety Policy and appreciate the allocated responsibilities.
- Co-operate with their employer to comply with the requirements of Health and Safety legislation. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Conform to all safety instructions given by those with a highest responsibility for health and safety. Report all accidents, incidents and damage to Health and Safety Manager, whether persons are injured or not.
- Make suggestions to improve health and safety within KLM UK Engineering.
- Only use the correct equipment for the task.
- Use equipment for its intended use only.

- Only use equipment, which is in good condition.
- Report all defects in equipment and materials, or any obvious safety or health hazards.
- Not endanger themselves or other persons through their actions or failures to act.
- Inform the Health and Safety Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Fully understand that disciplinary action may be taken against any employee contravening the requirements of the legislation or KLM UK Engineering Health and Safety Policy.

5.0 Risks Arising from Our Work Activities and Those of Our Business Partners

Risk assessments will be undertaken by the KLM UK Engineering Technical College managers in collaboration with the Health and Safety Manager. The findings of the risk assessments will be communicated to employees where necessary. Any action required to remove, or control risks will be approved by Health and Safety Manager in consultation with the Technical College Management Team (TCMT). The TCMT will be responsible for ensuring that any actions required are implemented and these actions will be reviewed by the Health and Safety manager to ensure the risks have been removed or reduced. Assessments will be reviewed regularly or when the work activity changes (most imminent date).

6.0 Employees/Apprentices at Special Risk

We recognise that some members of staff or Apprentices may from time to time be at increased risk of injury or ill-health resulting from work activities. We therefore require that all employees and apprentices advise us if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. They must also inform their placement employer.

7.0 Safe Equipment

The Health and Safety Manager will be responsible for identifying any maintenance which may be required for larger equipment or buildings. The Health and Safety Manager will also be responsible for ensuring effective maintenance procedures are drawn up, implemented and that all identified maintenance is carried out. Any problems found with the building or equipment should be reported to Health and Safety Manager, who will also ensure with the assistance of the Health and Safety Advisor, that all new equipment meets health and safety standards before use, contract start or purchase. Building maintenance will be carried out by competent persons arranged by the building management, therefore there may be some delay while this is arranged.

8.0 Safe Handling of Substances

The Health and Safety Advisor will be responsible for identifying all substances which need a Coshh assessment within KLM UK Engineering. They will also be responsible for undertaking Coshh assessments and for ensuring that all relevant employees are informed about the Coshh assessments. The Health and Safety Manager will be responsible for ensuring that all appropriate actions identified in any assessments are implemented. The Health and Safety Manager and the Health and Safety Advisor will check that new substances can be used and stored safely before they

are used or purchased. They will also ensure that up to date and relevant data sheets are available where applicable.

Any assessments carried out will be reviewed regularly or when work activity changes.

9.0 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the College Aircraft Emulation Zone (EZ). Health and safety advice is available from the Health & Safety Advisor and Health & Safety Manager. Their contact details are available on the Health and Safety Law poster. We ensure we are legally compliant in terms of providing adequate supervision to our apprentices and employees have access to professional advice and support to meet their legal obligations under Health and Safety legislation.

10.0 Competency for Tasks and Training

Safety training is an integral part of an effective health and safety program. It is essential that every employee and apprentice in our care is trained to perform their job safely. All employees will be trained in relevant safe working practices and procedures. Training will include instruction on the safe use of any equipment provided. Induction training will be provided for all employees and job specific training will be provided by the relevant staff.

We will ensure that all apprentices under our care who are placed with our business partners receive induction training and job specific training. No apprentice will be expected to carry out duties which are beyond their abilities. Specific jobs requiring special training are first aiders and fire wardens which will be provided by the relevant training providers. Training records are kept in the relevant employee's personnel files. All training needs will be monitored by the company, and should a need be identified, all staff will be consulted where necessary. All identified training will be arranged by the relevant employee after authorisation has been given by Health and Safety Manager.

11.0 Accidents, First Aid and Work-Related ill Health

The first aid box is in our College Aircraft Emulation Zone (EZ). Our policy is to ensure first aid provision is available to staff while working at our facilities. All accidents and cases of work-related ill health are to be recorded via our Topdesk reporting platform. The event details are retained in compliance with the General Data Protection Regulations.

The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is our Health and Safety Manager. Employers must inform us of any accidents or ill health relating to that apprentice. We will ensure an entry is made within our accident reporting system and records kept in compliance with the General Data Protection Regulations.

12.0 Provisions

To comply with our legal duties, we shall:

- Ensure that access to and egress from the workplace is maintained in a safe condition, where this is affected by weather conditions, we shall take appropriate steps.
- Provide sufficient toilet facilities for the use of male and female employees with washing facilities and appropriate sanitary disposal units.

- Ensure that the building is maintained in good condition, both internally and externally.
- Ensure that the workplace temperature is maintained at a minimum temperature of 16oC, or 13oC where manual tasks are undertaken, and that provision is made to keep the temperature to a reasonable level, where reasonably practicable.
- Provide clean drinking water and appropriate facilities for employees to make hot drinks and heat food.
- Ensure that work areas are cleaned regularly and provide suitable disposal units for waste and rubbish.
- Ensure that all corridors, stairways, and doors are maintained in a safe condition

13.0 Monitoring and reviewing our policy and practice

The contents of this policy will be monitored by the Head of Technical College and Health and Safety Manager on a bi-annual basis. Changes will be made in line with guidance stipulated by regulatory bodies and in line with company procedures.