

KIBOGORA INSTITUTE A.K.A.

”KIBOGORA POLYTECHNIC”



**HEALTH AND SAFETY
POLICY**

1. INTRODUCTION

The KP aims to provide a safe and healthy working environment for its students, employees and visitors.

Whilst at work, health and safety precautions must be observed by everyone; not only does this make good common sense, but in many instances, these responsibilities are legal requirements. Ensuring the health and safety of others at work is just as important as the avoidance of being injured oneself.

2. ORGANISATION

The KP is responsible to the management of health and safety matters within Oversight and co-ordination for health and safety across the KPI is the responsibility of the KP Safety Advisor, the KP Administrator. Health and safety matters in the KP's Subject Area premises have been delegated by the Head of KP to the Heads of Subject Area. Subject Areas have Safety Advisers who have been appointed by the Head of KP to take a special interest in the promotion of health and safety matters, to provide a first level of advice and to act on behalf of the Head of KP/Head of Subject Area in respect of these matters.

All staff and students are responsible for ensuring that they work in a manner that is safe to themselves and to others, and to comply with the relevant requirements of both KP Health and Safety Policies.

3. GENERAL HEALTH AND SAFETY INFORMATION

All staff and students are urged to read the relevant parts of the KP Health and Safety Policy and in particular, Part 2 'General Precautions', Part 3 'Electrical Equipment' and where relevant, Part 8 'Field work and Outdoor Activities'.

4. LONE WORKING

In general terms, anyone using one of the KP's buildings out with normal working hours should note the following:-

Alert friends/family to the fact that you are working out with office hours - that is, when you are working at a time when others may not be around in the event of sudden illness, accident etc.

Anyone with mobility issues should also ring Security to alert them to where you are working.

Contact KP Security should you know or suspect an intruder is in the building. Do not confront the intruder; lock your door and await the arrival of Security.

Anyone with any medical condition should make sure that they have any necessary medication with them etc.

All staff/students should take due care of their safety on leaving buildings.

Ensure all tasks that carry any risks (e.g. lifting heavy items etc) are carried out during normal building occupancy hours.

5. ON DISCOVERING A FIRE

1. Leave the building immediately by the nearest available exit. Lifts must NOT be used.
2. Assemble at the points indicated on building Fire Action Notices appropriate to the building you are evacuating.

6. FIRE PRECAUTIONS

All staff and students must familiarize themselves with the location of fire doors and fire exits, so that they know as many as possible of the means of escape from the building. All staff and students should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use.

Emergency exit routes must remain tidy and free from obstacles. Staff and students must not leave or store flammable materials on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.

7. FIRE PREVENTION

The value of the nightly routine of checking for dropped cigarette ends, switching off all unnecessary electrical equipment, checking that gas taps are turned off, and closing all doors to rooms and staircase enclosures, cannot be overstressed. Staff and students are reminded that smoking is not permitted on KP premises.

8. MONITORING OF THE KP HEALTH AND SAFETY POLICY

A self-inspection (safety audit) of the KP will take place annually to monitor the effectiveness of the health and safety policy. The KP and/or Subject Area Safety Advisors will make the

inspection.

9. HEALTH AND SAFETY CONSULTATION

Health and safety will be a regular item on the agenda of the meetings of the KP Management Committee, as and when appropriate.

Any member of the KP who wishes to raise a health and safety item at this Committee, should inform the KP Administrator,