

# Occupational Health & Safety Policy Statement

Version: 16

Effective date: Oct 2025

OHS.docx

|                    |                                               |             |                 |                |              |
|--------------------|-----------------------------------------------|-------------|-----------------|----------------|--------------|
| <b>Title</b>       | Occupational Health & Safety Policy Statement |             |                 | <b>Ref. No</b> | <b>POL02</b> |
| <b>Approved by</b> | <b>M Fry</b>                                  | <b>Date</b> | <b>28/10/25</b> | <b>Issue</b>   | <b>16</b>    |

### General statement

Overall responsibility for Occupational Health & Safety (OH&S) within MKCTS (Mid Kent College Training Services) is vested in me by virtue of my appointment as Managing Director. We are committed to excellence in all aspects of our activity; this includes ensuring the health & safety of everyone involved with with our activities. The successful implementation of this policy requires commitment from everyone throughout the organisation; we must all improve our OH&S performance continuously through:

**'Staying Safe' by always doing the right thing... even if no-one is looking!**

### Our commitment

We fully commit to:

- Providing safe, healthy working conditions for the prevention of work-related injury and ill health
- Determining OH&S legal and other compliance obligations, ensuring operations are completed in accordance with them and evaluating how effectively we satisfy these requirements
- Establishing, implementing and maintaining processes for the elimination of hazards and reduction of OH&S risks
- Continually improving our OH&S management system through the promotion of mental and physical health and wellbeing
- Consulting with, and securing the participation of our employees and employees' representatives through our OH&S activities

Through our Vision, Values and OH&S systems, we will achieve these commitments by:

|                                                                                                                                                                        |                                                                                                                                           |                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Implementing and maintaining an OH&S management system that follows the principles of ISO 45001:2018 and is fully integrated within our overall SHEQ Management System | Proactively and systematically identifying and controlling risk through suitable and sufficient risk assessments and safe systems of work | Consistently and thoroughly investigating all incidents (including near-miss and 'Don't Walk By'), applying prompt corrective and preventative actions to reduce the likelihood of recurrence |
| 'Investment in People' to enhance OH&S                                                                                                                                 | Employing a Health and Safety Manager and                                                                                                 | 'Collaboration through partnership' with our                                                                                                                                                  |

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|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| knowledge, skills and behaviours through effective information, training and supervision | allocating suitable and sufficient resources to achieve the aims and objectives of our SHEF Action Plan | employees, business stakeholders, employers and contractors to improve OH&S performance |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

### **Responsibilities**

All personnel, including employees, associates, learners, apprentices, visitors and contractors are required to comply with site and stakeholder specific policies and applicable compliance obligations and campaigns. All personnel are required to act responsibly, do everything possible to ensure the safety of themselves and others and to report any incident, practice or occurrence that constitutes a potential OH&S hazard. Failure to comply will be investigated and, if appropriate, will be considered under the relevant disciplinary procedures. This statement covers all sites on which the company carries out its activities, including remote learning / work activities. It will be reviewed annually and following any changes in legislation.

Michael Fry – Managing Director 

Date: 28 October 2025