

Health and Safety Policy

POLICY DETAILS	
Document name:	Health and Safety Policy
Policy Category:	Compliance
Version Number:	V5
Approving Authority:	Executive Team
Approval Date	21 August 2025
Date Reviewed:	1 August 2025
Date of next review:	1 August 2026
Author:	Yaz Taylor-Collinson, HR Manager Dominic Hammond, Principal
Owner (if different from above):	Principal
Compliance Measures:	1. Added Purpose section. 2. Removed Introduction section. 3. Added Scope section 4. Added Definitions section. 5. Added Roles and responsibilities section. 6. Updated Procedures: • Reworded Insurance subsection. • Inserted RIDDOR clause. 7. Added records and review at SLT every six weeks. 8. Corrected grammar and ensured consistency. 9. Changed approving authority from Academic Board to Executive Team. 10. Replaced “Organisation/Company/Centre” with College throughout. 11. Updated numbering for consistency. 12. Updated Policy details template: 13. Placed the template at the beginning only. 14. Added Approval Date. 15. Changed policy category to compliance. 16. Forms need to be added in the appendix
Related Policies / Procedures	Health and Wellbeing Strategy
Effective Date:	01/09/25

1. Purpose

- 1.1 The policy sets out how the College protects the health, safety and welfare of staff, students, contractors and visitors so far as is reasonably practicable to meet its legal duties under UK health and safety law.
- 1.2 It establishes the College's approach to risk assessment, emergency preparedness, incident reporting and investigation.
- 1.3 It defines accountability for health and safety, including the appointment of a competent person and consultation with employees.
- 1.4 It provides the framework for monitoring compliance, reviewing performance and continual improvement.

1.5 Health and safety statement

The College commits to ensuring that all activities carried out on its premises or undertaken by its staff are managed in such a manner to avoid, reduce, or control, all foreseeable risks to the health and safety of any person(s) who may be affected by such activities to a tolerable level.

2 Scope

- 2.1 This policy applies to all employees, students, contractors and visitors engaged in College activities.
- 2.2 It covers all College activities on and off site, including teaching, assessment, events, educational visits, fieldwork and placements.
- 2.3 It covers premises under the College's control, including leased and temporary spaces, and College-controlled areas in shared buildings. Where premises are shared the College cooperates and coordinates with other duty holders.
- 2.4 It covers work equipment used for work and with college activities.
- 2.5 It applies during normal hours and out of hours, including maintenance and contractors' work.
- 2.6 Private activities unconnected with the College are out of scope. Third-party venue rules apply in addition to this policy.

3 General Policy Statement

- 3.1 The College will do everything possible to prevent accidents and illness by making sure that health and safety considerations are at the heart of everything we do. To make this happen, we will encourage and provide training to all staff to actively take part in and support this policy.
- 3.2 Specifically, the College will:

- Provide and maintain safe premises and healthy working environments.
- Ensure we effectively assess risks and apply measures to control them.
- Provide and maintain safe plant, equipment and associated operating procedures.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Provide information, instruction, training and supervision to make sure everyone can carry out their work safely. These will be refreshed every so often or when anything that could affect health and safety changes significantly.
- Investigate accidents, incidents and cases of work-related illness, so we can identify and put right any shortcomings in our health and safety management processes

Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.

- Make sure information on health and safety issues is shared across the College.
- Make sure we involve and consult with employee representatives on health and safety issues.

3.3 The success of this policy is reviewed at least once every six months and relies on all staff being actively involved. We all have a valuable role to play in showing the importance of health and safety at work.

4 Definitions

Accident: An unplanned event causing injury, ill health or damage.

Accident book: The official record where all accidents are entered at each site.

Incident: An unplanned event that could or does lead to harm, including near misses.

Appointed person: A person authorised to take charge in an emergency, maintain first aid equipment and call the emergency service

COSHH substances: Hazardous substances identified and controlled under the College's procedures.

Enforcing authority: The external regulator the College must register with and notify, as required.

Fire procedures: The College's arrangements for alarms, evacuation, drills and assembly points.

First aid: The provision of trained personnel, equipment and records for treating injuries on site.

First aider: A person trained and certificated to give first aid at work.

Hazard: Anything with the potential to cause harm.

Incident / near miss: An unplanned event that could have caused harm but did not, which must be reported.

Manual handling: Lifting, lowering, pushing, pulling or carrying loads, done within personal capability.

Nominated people: Named staff responsible for health and safety tasks set out in this policy.

RIDDOR reportable: Injuries, diseases or dangerous occurrences that must be reported to the enforcing authority under RIDDOR

Risk: The likelihood and severity of harm arising from a hazard.

Risk assessment: The recorded process the College uses to identify hazards, evaluate risks and set controls.

Personal Emergency Evacuation Plan (PEEP): A plan that sets out how an individual who may need assistance will evacuate safely in an emergency.

Signs and statutory notices: Required displays such as the H&S law poster, first-aid information and insurance certificates.

5 Roles and responsibilities

Role	Key responsibilities
Principal	Provides resources and safe premises and systems of work; display statutory notices and insurance; register/notify the enforcing authority; chair the monthly Safeguarding, Prevent and Health & Safety meeting.
HR Manager	Maintains and reviews the policy, keep training records, schedule reviews and communicate updates.
Named Health and Safety Lead	Maintains the risk assessment register, run inspections, monitor compliance, investigate incidents and report to the Principal.
Named first aiders at each site	Maintains first aid equipment and Accident Books, provide first aid and escalate recordable incidents.
Named fire wardens	Coordinate evacuations, support drills and report fire safety defects.
Line managers and supervisors	Implement procedures, complete task risk assessments, deliver induction and refresher training and supervise work.
All staff	Take reasonable care, follow procedures, use equipment properly and report defects, hazards, accidents and near misses promptly.
All students	Follow instructions, use equipment properly and report hazards, accidents and near misses.

6 Procedures

- 6.1 **Insurance:** The College insures its premises and contents and holds adequate employers' liability and public liability cover. The insurance certificates are displayed at

each site.

- 6.2 **Nominated people:** The College appoints a competent Health and Safety Lead and other named postholders (for example first aiders and fire wardens) who are responsible for health and safety. A current list is displayed at each site
- 6.3 **Risk Assessment:** The College ensures nominated people carry out risk assessment on regular basis, and the said assessment is recorded and filed according to procedures. Job and specific risk assessments are carried out by staff within the College in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.
- 6.4 **Signs and Statutory Notices:** The College ensures that H&S Law posters, Fire Certificates, other statutory notices, First-Aid boxes, Name of Person in Charge, and other relevant notices are displayed properly and clearly and are kept up-to-date.
- 6.5 **Notifications:** The College has and displays all registrations with Enforcing Authority.
- 6.6 **Fire:** The College ensures its buildings comply with fire safety legislation, provides adequate fire prevention measures and informs all staff, students and visitors of fire procedures and assembly points. It carries out regular alarm tests and evacuation drills, includes fire procedures in induction, keeps information accessible, ensures all escape routes are clearly signed and maintains an effective alarm system.
- 6.7 **First Aid/Accident Reporting:** The College ensures there is an Accident Book at each site and all accidents are recorded. A named person will oversee First Aid and First Aid procedures are covered during induction and information available to trainees.
- 6.8 **Welfare:** The College ensures all heating, lighting, ventilation, wash and toilet facilities, refreshment work spaces, access, egress and rest facilities are adequate and within the Health & Safety regulations.
- 6.9 **Implementation:** All staff and trainees receive adequate information on Health & Safety and risks awareness training. It maintains safe systems of work and provides adequate supervision for staff and trainees. All new staff are checked for their suitability to use all equipment. All safety and protective equipment (as and if relevant) will be provided and training given for their use.
- 6.10 **COSHH:** The College ensures all hazardous substances are identified, information available and training for their handling is given.

- 6.11 The use of hazardous substances is to be kept to a minimum.
- 6.12 **Electricity:** The College ensures there is a record of testing, and all electrical equipment is maintained to be in good order and information for their use is available.
- 6.13 **VDU:** Training is offered for the correct use of VDUs and information on the risks of VDU use is provided.
- 6.14 **Manual Handling:** Training and information are available for the manual handling of any loads.
- 5.14.1 Students and staff must only lift equipment and furniture within their own individual capability.
- 6.15 **Noise:** The College ensures that noise levels are kept to a reasonable and if relevant provide protection against noise.
- 6.16 **Staff and Students:**
Staff and Students: must ensure that they:
- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions;
 - Co-operate with the College on matters of health and safety;
 - Do not interfere with or misuse any item provided for health, safety or welfare purposes;
 - Report to management anything that they consider a serious and immediate danger to health and safety and any shortcomings in the college's health and safety arrangements.
- 6.17 **Educational Visits:** Following the National Guidance we aim to ensure:
- staff involved in education visits are aware of their responsibilities regarding off- site visits
 - all Safeguarding officers are aware of any non-routine visits
 - all Emergency Planning procedures are clearly communicated
 - when planning educational visits, the needs of students and staff with any disability or learning difficulty are adequately catered for.
- 6.18 **Reporting of Accidents/Incidents:** The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying cause(s) of the accident/incident and any contributing factors and to prevent

further similar occurrences.

5.18.1 All employees and students of the College are required to report all accidents and any event that may be a 'near-miss'.

5.18.2 Any reports will then be discussed in the monthly Safeguarding/Prevent and Health and Safety meeting, which next steps and actions plans introduced, if required.

6.19 **Employees General Responsibilities:** All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other employees and students
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully
- To use correctly any equipment provided for their safety
- Report any defective equipment to their supervisor or other appropriate person
- Report accidents or dangerous occurrences at the earliest possible opportunity
- Be familiar with and observe the safety policies and procedures at all times
- Take responsible precautions to ensure the safety of other employees and students in their charge.

6.20 **RIDDOR:** The College notifies the enforcing authority without delay for deaths, specified injuries, dangerous occurrences and certain injuries to non-workers, submits reports within statutory timescales, reports over-seven-day incapacitation within 15 days, reports occupational diseases on written diagnosis and keeps records for at least three years.

6.21 **Records and review:** Records of risk assessments, training, inspections, tests, maintenance, drills and incidents are maintained and reviewed at the Senior Leadership meeting every six weeks.