

HEALTH AND SAFETY POLICY

POLICY DETAILS	
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Author	Yaz Taylor-Collinson, HR Manager; Dominic Hammond, Principal
Owner (if different from above)	Principal
Version Changes	1. Corrected Act title to Health and Safety at Work etc. Act 1974. 2. Updated RIDDOR clause: 10-day reporting timescale and HSE named as enforcing authority. 3. Added monitoring and review, equality and accessibility, and data protection sections. 4. Added display screen equipment assessment clause and definitions. 5. Added lone working and out-of-hours arrangements. 6. Added mental health, wellbeing and work-related stress clause. 7. Added contractor and visitor induction, sign-in and competence checks. 8. Added fire risk assessment, drill frequency and PEEP arrangements. 9. Added induction and refresher training with a central training record. 10. Added arrangements for consulting staff on health and safety. 11. Added off-site activity, trip and work placement checks. 12. Added new and expectant mothers clause. 13. Added related policies to the policy details. 14. Removed the reference to fire certificates and added the fire risk assessment held at each site. 15. Named the Health and Safety Executive as enforcing authority and removed the reference to registrations. 16. Assigned responsibility for RIDDOR reporting to the Named Health and Safety Lead. 17. Added a first aid needs assessment clause and a clause on asbestos, water systems and other premises risks. 18. Added references to the Management of Health and Safety at Work Regulations 1999 and the COSHH Regulations 2002. 19. Removed the superseded VDU clause, the duplicate educational visits clause and duplicate definitions.
Related Policies / Procedures	Health and Wellbeing Strategy Whistleblowing Policy Equality, Diversity and Inclusion Policy Records Retention and Disposal Policy
Effective Date	September 2026

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 as 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 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 annually 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 services.

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.

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; displays statutory notices and insurance; notifies the Health and Safety Executive as required; chairs the monthly Safeguarding, Prevent and Health & Safety meeting.

HR Manager Maintains and reviews the policy, keeps training records, schedules reviews and communicates updates.

Named Health and Safety Lead Maintains the risk assessment register, runs inspections, monitors compliance, investigates incidents and reports to the Principal. Makes reports to the Health and Safety Executive under RIDDOR.

Named first aiders at each site Maintain 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, as required by regulation 7 of the Management of Health and Safety at Work Regulations 1999, 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 assessments on a 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. Significant findings are recorded, as required by regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- 6.4 Signs and Statutory Notices: The College ensures that H&S Law posters, fire action notices 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. A copy of the current fire risk assessment is held at each site and is available for inspection.
- 6.5 Notifications: The Health and Safety Executive is the enforcing authority for the College's premises. The College displays the health and safety law poster and its employers' liability insurance certificate at each site, and notifies the Health and Safety Executive as required under RIDDOR.
- 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 students.
- 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 students receive adequate information on Health & Safety and risks awareness training. It maintains safe systems of work and provides adequate supervision for staff and students. 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. This is done in line with the Control of Substances Hazardous to Health Regulations 2002.
- 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 Manual Handling: Training and information are available for the manual handling of any loads.
- 6.13.1 Students and staff must only lift equipment and furniture within their own individual capability.
- 6.14 Noise: The College ensures that noise levels are kept to a reasonable level and if relevant provide protection against noise.
- 6.15 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.
- 6.16 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.
- 6.16.1 All employees and students of the College are required to report all accidents and any event that may be a 'near-miss'.
- 6.16.2 Any reports will then be discussed in the monthly Safeguarding/Prevent and Health and Safety meeting, with next steps and action plans introduced, if required. Discussion at that meeting does not delay any report required under 6.18.
- 6.17 Employees General Responsibilities: All employees have a general duty under the Health and Safety at Work etc. 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 reasonable precautions to ensure the safety of other employees and students in their charge.
- 6.18 RIDDOR: The College notifies the enforcing authority, the Health and Safety Executive (HSE), without delay for deaths, specified injuries, dangerous occurrences and certain injuries to non-workers, submits reports within 10 days, reports over-seven-day incapacitation within 15 days, reports occupational diseases on written diagnosis and keeps records for at least three years. The Named Health and Safety Lead is responsible for making these reports and informs the Principal at the same time. Where the Named Health and Safety Lead is unavailable, the Principal makes the report.
- 6.19 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.
- 6.20 Display screen equipment (DSE): The College carries out and records a workstation assessment for every member of staff who habitually uses display screen equipment as a significant part of their work, in line with the Health and Safety (Display Screen Equipment) Regulations 1992. Assessments are repeated when the workstation, the equipment or the user's needs change, and are used to agree adjustments. DSE users are told that they may request an eye and eyesight test, are given information and training on setting up their

workstation, and are reminded to take regular breaks or changes of activity away from the screen.

- 6.21 Lone working and out of hours: Where a member of staff or a contractor works alone, out of normal hours or away from College premises, a lone working risk assessment is completed and recorded before the work begins. Arrangements include a means of summoning help, an agreed check-in and check-out procedure with a named contact, and a record of who is on site. Students must not remain on College premises out of hours without prior authorisation and appropriate supervision.
- 6.22 Mental health, wellbeing and work-related stress: The College treats mental health and wellbeing as a health and safety matter. Work-related stress is identified and assessed in the same way as any other hazard, and the controls agreed, for example in relation to workload, role clarity, support, working relationships and the management of change, are recorded and reviewed.
- 6.23 Contractors and visitors: All visitors and contractors sign in and out at reception and are given fire procedures and assembly point information on arrival. Before work is awarded, the College checks that a contractor is competent and adequately insured. Contractors receive a site induction before starting work, must comply with this policy and the site rules, and have a named College contact who monitors the work.
- 6.24 Fire risk assessment, drills and PEEPs: Further to 6.6, a fire risk assessment is in place for each site, is reviewed at least annually and after any material change to the premises, occupancy or activities, and the resulting action plan is monitored to completion. An evacuation drill is held at each site at least twice in each academic year, and the outcome, including the evacuation time and any problems identified, is recorded and acted on. A Personal Emergency Evacuation Plan (PEEP) is agreed with any student, member of staff or regular visitor who may need assistance to evacuate. PEEPs are agreed with the individual, shared with fire wardens and the Principal, and reviewed at least annually or whenever the person's needs or the premises change.
- 6.25 Health and safety training: Further to 6.9, all staff receive health and safety induction training at the start of their employment, covering fire procedures, first aid, incident and near-miss reporting and the hazards relevant to their role or programme. Role-specific training, for example first aid, fire warden duties, manual handling, COSHH or DSE assessment, is provided to those who need it. Refresher training is provided at the interval required by the relevant certificate or, where none applies, at least every three years, and whenever equipment, procedures or responsibilities change significantly.
- 6.26 Consultation with staff: The College consults staff in good time on matters affecting their health and safety, including risk assessments, the introduction of new equipment or working practices, the appointment of nominated people and health and safety training. Health and safety is a standing item at the weekly team meetings. Staff may raise a health and safety matter at any time with their line manager, the Named Health and Safety Lead or the HR Manager. Staff are told what action has been taken in response to matters they raise.
- 6.27 Off-site activities, trips and work placements: A written risk assessment is completed and approved before any off-site activity, trip, fieldwork or work placement, covering travel, the venue, the activity, supervision, participants' individual needs and emergency arrangements. Where an activity is run by an external provider, or a placement is hosted by an employer, the College checks in advance that the provider or host has adequate insurance, its own risk assessments and, where relevant, appropriate safeguarding arrangements. Emergency contact details are held for every participant, a named College contact is available for the duration of the activity, and participants are briefed on the arrangements and site rules before they travel. Safeguarding staff are informed of any non-routine visit, and the needs of participants with a disability or learning difficulty are addressed in the planning.
- 6.28 New and expectant mothers: A specific risk assessment is carried out when a member of staff or a student tells the College that she is pregnant, has given birth within the previous six months or is breastfeeding, and is reviewed as the pregnancy progresses and on return to work or study. Where a risk cannot be adequately controlled, the College takes the steps

available to it, which may include adjusting working conditions or hours, or offering suitable alternative work. The assessment is carried out under regulations 16 to 18 of the Management of Health and Safety at Work Regulations 1999.

- 6.29 First aid needs assessment: The College carries out and records a first aid needs assessment for each site, covering the activities carried on there, the hazards, the number of staff and students, the layout of the premises, out-of-hours and lone working, and cover for absence. The assessment determines the number of first aiders and appointed persons and the first aid equipment and facilities needed at each site, in line with the Health and Safety (First-Aid) Regulations 1981. It is reviewed whenever activities, staffing or premises change.
- 6.30 Asbestos, water systems and other premises risks: For each site, the College establishes who holds the duty to manage asbestos under regulation 4 of the Control of Asbestos Regulations 2012, obtains the asbestos register and management plan or written confirmation that the premises contain no asbestos-containing materials, and makes this available to contractors before any work that may disturb the fabric of the building. The College also establishes and records who is responsible for the control of legionella in water systems, for the fixed electrical installation and for work at height, whether that is the College or the landlord. These checks are completed before the College takes on any new or additional premises.

7. Monitoring, Evaluation and Review

- 7.1 The Named Health and Safety Lead monitors how this policy works in practice through the risk assessment register, site inspections, accident, incident and near-miss reports, drill records, training records and the completion of actions arising from investigations.
- 7.2 Health and safety performance is reported to the weekly team meetings and to the Senior Leadership Team meetings. Reporting covers the number and type of accidents, incidents and near misses, any RIDDOR reports made, outstanding risk assessment actions, training completion and the outcome of evacuation drills.
- 7.3 This policy is reviewed annually, and sooner if legislation, regulatory requirements or awarding organisation rules change, if the College's premises or activities change, or if an incident or investigation shows that change is needed.

8. Equality, Diversity and Accessibility

- 8.1 Risk assessments take account of individual needs, and reasonable adjustments are made to working and learning arrangements. Examples include an accessible workstation or specialist equipment, adjusted evacuation arrangements recorded in a PEEP, additional supervision or rest breaks, and an alternative activity where an off-site activity cannot reasonably be made accessible.
- 8.2 Staff and students are encouraged to tell the College about any disability, health condition or other need that may affect their safety or their evacuation from the building. Information given is used only for that purpose and is shared only with those who need it to keep the person and others safe.
- 8.3 Accident, incident and adjustment records are monitored for any pattern affecting people who share a protected characteristic, and any differential impact identified is addressed through the review arrangements in section 7.

9. Data Protection, Confidentiality and Records

- 9.1 Personal data processed under this policy, including Accident Book entries, incident and investigation reports, health information, PEEPs, DSE assessments and training records, is processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as amended by the Data (Use and Access) Act 2025.
- 9.2 Health information is special category data and is handled with particular care. It is shared only with those who need it in order to keep the individual and others safe.

- 9.3 Records are retained in line with the College's Records Retention and Disposal Policy. Accident, incident and risk assessment records are normally kept for at least three years from the date of the record, and for longer where an investigation, claim or legal proceedings remain outstanding.
- 9.4 Confidentiality has limits. Information will be disclosed where there is a safeguarding concern, where there is a legal or regulatory duty to disclose, for example a RIDDOR report or a request from the Health and Safety Executive, or where disclosure is necessary to protect a person from serious harm.