



# Health, Safety & Welfare Policy

Policy Area: Health & Safety

Policy Lead: Director of Facilities Management

Approval By: Board

Date of Approval: March 2025



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## 1. Statement of intent

- 1.1. As Chief Executive Officer and a member of the Governing Board, I recognise that health and safety needs to be managed successfully at all levels. Successful health and safety management contributes to the overall performance by preserving and developing human and physical resources, reducing costs and liabilities and is an expression of corporate responsibility. The safety, health and wellbeing of our staff play an integral part of everything we do at East Sussex College.
- 1.2. The Governing Board and Executive will commit the college to a high standard of health and safety, ensuring so far as reasonably practicable, the health, safety and welfare of all staff, students and other people working under its control.
- 1.3. In pursuit of these objectives, the college will:
  - 1.3.1. Comply with all statutory duties on health and safety.
  - 1.3.2. Provide and maintain, so far as is reasonably practicable a safe, healthy, and supportive environment in which to work and study with adequate arrangements for welfare.
  - 1.3.3. Provide arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
  - 1.3.4. Provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health for staff, students, and visitors.
  - 1.3.5. Provide suitable information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of staff and students.
  - 1.3.6. Provide clear procedures for dealing with and reporting injuries, accidents/incidents and near misses.
  - 1.3.7. Provide clear procedure and instruction for action in the case of fire or another critical incident.
  - 1.3.8. Provide effective employer/employee consultation, in accordance with current regulations including joint consultation between professional representatives, trade unions and management.
  - 1.3.9. Provide adequate control of health and safety risks arising from college activities.
  - 1.3.10. Obtain expert advice necessary to determine specific risks to health, safety and welfare which might arise, and the precautions required to deal with them.



Rebecca Conroy  
Principal & CEO

10 February 2025

## 2. Aim

- 2.1. To comply with the statutory requirements under the [Health & Safety at Work etc. Act 1974](#) and all subsequent and subordinate legislation to manage the health, safety and welfare of all staff, students, visitors, and anyone else affected by college activity.

## 3. Scope

- 3.1. This policy applies to all staff (including agency staff), the Governing Board, service users (including students), visitors and contractors. The format of this policy identifies key roles and responsibilities within the organisation and describes the arrangements for implementation. This policy should be read in conjunction with the Safeguarding Policy.
- 3.2. Everyone is expected to play their part in ensuring the health, safety, and welfare of all those who are affected by college activities. Leaders, managers and others have been allocated specific responsibilities.
- 3.3. All college staff are required to take steps to meet their own responsibilities, with particular attention being given to:
  - 3.3.1. Taking care of themselves and others, including students and visitors.
  - 3.3.2. Co-operating with governors or the CEO/Principal on any matters necessary to ensure that their statutory duties are complied with.
  - 3.3.3. Observing safety instructions, college procedures, codes of practice, regulations, and safe systems of work.
- 3.4. The college's Health, Safety & Welfare Committee should meet on a regular basis (every term) and agree standing items for the agenda including:
  - 3.4.1. Statistics on accident records and subsequent investigations.
  - 3.4.2. Health and Safety training, e.g. first aid, manual handling, working at height, fire warden etc.

## 4. Objective

- 4.1. The objective of this policy is to ensure that the college meets the requirements of the [Health and Safety at Work etc. Act 1974](#) and the [Management of Health and Safety at Work Regulations 1999](#). The legislation makes provision for securing the health, safety and welfare of persons at work and for protecting others against risks to health and safety, arising from the activities of persons at work.
- 4.2. The strategy to achieve this objective is to create a positive culture for health and safety, which promotes awareness of and compliance with duty from an enabling perspective.
- 4.3. The purpose of the college is the provision of education and skills. It is only through its staff, leading by example, that it can truly teach its students to be risk aware instead of risk averse. From a positive, can-do culture, the college can maximise the opportunities for both students and staff in a safe and practical manner.

## 5. Responsibilities

### 5.1. The Governing Board

- 5.1.1. The Governing Board has overall responsibility for setting the strategic targets and the direction of the college in relation to the health, safety, wellbeing and safeguarding of all staff, volunteers, students, contractors and visitors to the college.
- 5.1.2. These responsibilities include ensuring that:
  - 5.1.2.1. Sufficient resources, both financial and physical, are available to effectively implement the requirements of this policy and its arrangements in meeting legislative and stakeholder requirements.
  - 5.1.2.2. The college's strategy provides for a healthy and safe working environment.
  - 5.1.2.3. The appointment of the Principal & CEO and Executive team who are responsible for the effective implementation and operation of this policy, to ensure health, safety and welfare in all of the college's activities and locations.
  - 5.1.2.4. The college's responsibilities are met as employers under the Health and Safety at Work etc. Act 1974 and any relevant Acts of Parliament and Statutory Instruments.

### 5.2. Principal & CEO

- 5.2.1. The Principal & CEO has the duty to ensure effective management of the health and safety of all staff, students and visitors using college premises.
- 5.2.2. The Principal/CEO is also accountable to the Governing Board and on their behalf, will:
  - 5.2.2.1. Ensure so far as is reasonably practicable, that health, safety and welfare at work is implemented and utilised by all college staff, students and visitors and any other person who may be affected by the college's activities.
  - 5.2.2.2. Make arrangements for the effective planning, organisation, control, monitoring and review of health, safety and welfare.
  - 5.2.2.3. Provide the Governing Board with suitable and sufficient information to monitor the college's health, safety and welfare performance.
  - 5.2.2.4. Allocate budgets sufficient to ensure that regulations and college procedures can be complied with.
  - 5.2.2.5. Appoint competent persons to assist in undertaking the measures necessary to comply with statutory regulations.
  - 5.2.2.6. Manage in a way which ensures compliance with British and European health, safety and welfare legislation.
- 5.2.3. To ensure these duties are fulfilled the Principal/CEO may delegate the authority for carrying out the policy to senior managers who are skilled with a suitable level of competency<sup>1</sup> for the relevant task.

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<sup>1</sup> Health and safety competency is the ability of a person to successfully apply health and safety skills, knowledge and training in the context of their role and/or activities to enable him/her to perform a task safely. It includes being aware of hazards, risks and safe operating procedures.

### 5.3. **Executive team**

- 5.3.1. The Executive team is responsible and accountable to the Principal/CEO for ensuring within their areas of responsibilities that:
- 5.3.1.1. Sufficient budgets are allocated to ensure that regulations and college procedures within their area of responsibility can be complied with.
  - 5.3.1.2. They liaise with the Director of Facilities Management on health, safety and welfare matters whenever staff, students or others are subjected to unacceptable risks.
  - 5.3.1.3. They act on health, safety and welfare information received from appropriate persons.
  - 5.3.1.4. Their managers undertake appropriate training in order to perform their health and safety responsibilities competently.
  - 5.3.1.5. They are informed of accidents/incidents and dangerous occurrences, relative to their sections and ensure action is taken to prevent reoccurrence.
  - 5.3.1.6. When there are plans for any reorganisation of working environment, proposed change of working practice etc. that health and safety advice is sought in advance to ensure that the health and safety implications are considered and assessed, allowing for consultation to take place with union safety representatives in order to meet legal requirements.
  - 5.3.1.7. They maintain effective communication with the Director of Facilities Management on health and safety matters ensuring that recommendations are actioned.
  - 5.3.1.8. They manage in a way which ensures compliance with British and European health, safety and welfare legislation.
  - 5.3.1.9. The college systems for health, safety and welfare are communicated effectively to all relevant persons.
  - 5.3.1.10. They undertake health and safety training commensurate with their role requirements.
  - 5.3.1.11. They carry out any other reasonable health, safety and welfare duties when directed by the Principal/CEO.

### 5.4. **Chief Operating Officer (COO)**

- 5.4.1. In addition to the responsibilities at 5.3, the COO will:
- 5.4.1.1. Ensure that the Health, Safety & Welfare Policy is effectively disseminated and implemented within their areas of responsibility and that all managers understand their health and safety responsibilities.
  - 5.4.1.2. Ensure financial resources are made available for, equipment, training, and PPE as necessary to comply with all health & safety legislation.
  - 5.4.1.3. Ensure the Principal/CEO and Governing Board are appropriately briefed on the college's health, safety and welfare provision and compliance with appropriate legislation.
  - 5.4.1.4. Liaise with agencies such as the Health and Safety Executive, Fire Officers, the college's funding bodies, the Director of Facilities Management and others on matters relating to health, safety and welfare.
  - 5.4.1.5. Ensure that all serious accidents and dangerous occurrences are investigated, and that preventative action is taken.
  - 5.4.1.6. Ensure effective planning, organisation, control, monitoring, review and auditing of the college's health, safety and welfare provision.
  - 5.4.1.7. Convene and chair termly meetings of the Health, Safety & Welfare Committee.
  - 5.4.1.8. Receive appropriate training and briefings on health, safety and welfare matters.
  - 5.4.1.9. Have direct line management responsibility for the Director of Facilities

Management.

- 5.4.1.10. Carry out any other reasonable health, safety and welfare duties when directed by the Principal/CEO.

**5.5. Director of Facilities Management**

- 5.5.1. The Director of Facilities Management is the college's competent person, is responsible for the Health & Safety Officers and accountable for:

- 5.5.1.1. Advising the Executive on matters of health, safety and welfare and on necessary actions to ensure legal compliance where required.
- 5.5.1.2. Managing the college's health and safety management systems to meet the requirements of HSG65.
- 5.5.1.3. The production of health and safety-related policies, procedures and guidance.
- 5.5.1.4. Maintaining knowledge on health and safety legislation and advising on potential impacts to the college on new or changes to legislation.
- 5.5.1.5. Monitoring health and safety performance, providing statistics and reports as required.
- 5.5.1.6. Reporting to and providing advice to the college's Health, Safety & Welfare Committee.
- 5.5.1.7. Advising on and, where necessary, ensuring the delivery of appropriate health and safety training for staff within the college.
- 5.5.1.8. Investigating the causes of serious accidents and incidents, identifying and managing the correction of any defects and reporting the findings to the Principal/CEO, appropriate manager and the Health, Safety & Welfare Committee.
- 5.5.1.9. The carrying out of departmental audits and tracking the results, implementing the required actions
- 5.5.1.10. Ensuring that practice emergency evacuations take place in accordance with fire safety regulations and that fire logbooks detailing fire drills and other evacuations are updated and maintained by the relevant site Facilities Managers/ Senior Health & Safety Officers.
- 5.5.1.11. Ensuring that the Senior Health & Safety Officers maintain adequate first aid supplies and kits and that they are available at all college sites and for all offsite college related activities.
- 5.5.1.12. Providing advice and guidance to assist all staff, supervisors and managers in fulfilling their health and safety responsibilities.
- 5.5.1.13. All relevant DSE Assessments or Disability Act requirements.
- 5.5.1.14. Representing the college at external safety groups and to attend other meetings relating to health, safety and welfare as appropriate.
- 5.5.1.15. Making and giving effect to such arrangements as are appropriate for the co-operation and co-ordination of other employers who share the college workplace.
- 5.5.1.16. Liaising with external bodies and stakeholders in relation to health, safety and welfare matters.
- 5.5.2. Furthermore, the Director of Facilities Management:
  - 5.5.2.1. Must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
  - 5.5.2.2. Must be able to consult with union members on the issue of stress including conducting any workplace surveys.
  - 5.5.2.3. Must be meaningfully involved in the risk assessment process.
  - 5.5.2.4. Should be allowed access to collective and anonymous data from People Services.

## 5.6. Head of Facilities Management

- 5.6.1. The Head of Facilities Management is responsible for the Facilities Management team and accountable for:
- 5.6.1.1. So as far as reasonably practical, ensuring that the internal and external fabric of the college premises and grounds are safe, well maintained and comply with relevant legislation.
  - 5.6.1.2. Ensuring suitable and sufficient risk assessments, method statements and safe systems of work are produced and implemented for all work undertaken.
  - 5.6.1.3. Ensuring that appropriate and robust measures for the management of contractors' health, safety and welfare are in place, and all necessary and legally required health and safety documentation (including permits to work, method statements, risk assessment and safe systems of work, as per the Control of Contractors Procedure) is in place before works commence.
  - 5.6.1.4. Ensuring that contractors are given suitable and sufficient information regarding emergency evacuation procedures, first aid, accident/incident reporting and other health, safety and welfare related hazards.
  - 5.6.1.5. Ensuring that contractors carry out their work in a safe manner in accordance with current legislation.
  - 5.6.1.6. Ensuring that procedures are in place for the inspection, testing, maintenance and repair of safety-related equipment e.g. fire detection and alarms, emergency lighting, electrical (fixed and portable), heating and ventilation systems.
  - 5.6.1.7. Complying with the requirements of fire safety legislation, Building Regulations and the [Construction, \(Design and Management\) Regulations 2015](#) in respect of all building alterations/modifications.
  - 5.6.1.8. Inform the Health, Safety & Welfare Committee of what is planned in respect of building alterations.

## 5.7. Senior Leadership Team (SLT)

- 5.7.1. SLT members are responsible and accountable to their respective line managers for ensuring that:
- 5.7.1.1. There is effective management of all health, safety and welfare matters relating to the activities of staff under their management in accordance with this policy.
  - 5.7.1.2. Sufficient budgets are allocated to ensure that health and safety regulations and college procedures within their area of responsibility can be complied with.
  - 5.7.1.3. They lead on the production of suitable and sufficient risk assessments, ensuring they are reviewed annually or following any change to procedures, accident or incident and any actions arising are implemented.
  - 5.7.1.4. When any reorganisation of working environment, change of working practice, purchases of new plant and substances etc. are proposed, that health and safety advice is sought in advance to ensure that the health and safety implications are considered and assessed fully, and staff affected consulted.
  - 5.7.1.5. Briefings on health, safety and welfare matters are received at team meetings and actions points followed up.
  - 5.7.1.6. They act on health, safety and welfare information received from appropriate persons.
  - 5.7.1.7. They provide staff under their line management supervision with such information, instruction and training as necessary to ensure their health, safety and welfare at work (to include ensuring staff are up to date with health and safety-related online training modules).
  - 5.7.1.8. Their department's safety procedures are accurate and compliant with current



legislation and relevant documents are in date.

- 5.7.1.9. All staff under their line management supervision understand and comply with the relevant sections of this policy and their statutory duties as it affects their health, safety and welfare at work.
- 5.7.1.10. All accidents, incidents and near misses are properly recorded and reported and any immediate actions taken as necessary.
- 5.7.1.11. Team meetings are held, at which health and safety will be an agenda item.

#### 5.8. **Director for People**

5.8.1. In addition to the responsibilities at 5.7, the Director for People will ensure that:

- 5.8.1.1. The provision of all occupational health services is organised.
- 5.8.1.2. Long term sick leave of staff is reviewed on a monthly basis.
- 5.8.1.3. The Director of Facilities Management is alerted to any staff sick leave that may be reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- 5.8.1.4. Relevant details are shared with the Director of Facilities Management of staff with mental health challenges that they have attributed to their role or employment at the college, to include but not limited to: stress, depression, anxiety or suicidal thoughts.
- 5.8.1.5. The Director of Facilities Management is provided with information on occupational health reports for staff that require health and safety intervention.
- 5.8.1.6. That all job descriptions contain adequate information that relates to the health and safety responsibilities of the post.
- 5.8.1.7. That all new members of staff are given a copy of the Health, Safety & Welfare Policy and a record kept.
- 5.8.1.8. Guidance is given to managers on managing stress in the workplace.
- 5.8.1.9. The effectiveness of measures to address stress is monitored by collating sickness and absence statistics.
- 5.8.1.10. Managers and individuals are advised on training requirements.
- 5.8.1.11. Continuing support is provided to managers and staff in a changing environment and encouragement of referral to occupational workplace counsellors where appropriate.

#### 5.9. **College Management Team (CMT)**

- 5.9.1. CMT members are responsible and accountable to their SLT line managers for ensuring that:
  - 5.9.1.1. Risk assessments are undertaken by a person competent to do so, for work and activities within their areas of responsibility and they are reviewed at least annually.
  - 5.9.1.2. Safe systems of work are implemented where any residual risk remains and are presented in a suitable format.
  - 5.9.1.3. There is effective day-to-day management of all health, safety and welfare matters relating to the activities of managed staff in accordance with the Health, Safety & Welfare Policy.
  - 5.9.1.4. All equipment, plant and substances used are suitable for the task and appropriately maintained, documented and certified.
  - 5.9.1.5. They induct new staff under within their area of responsibility to safe procedures of work, which include any potential hazards that may be associated with their role and any necessary precautions.
  - 5.9.1.6. All accidents, incidents and near misses are properly recorded and reported and any immediate actions taken as necessary.
  - 5.9.1.7. Team meetings are held at which health and safety will be an agenda item.

- 5.9.1.8. Good communication takes place between managers and staff, particularly where there are organisational and procedural changes.
- 5.9.1.9. Staff are fully trained to discharge their duties.
- 5.9.1.10. Staff are provided with meaningful developmental opportunities.
- 5.9.1.11. Workloads are monitored to ensure that staff members are not overloaded and working hours and overtime are monitored to ensure that staff are not overworking; these matters should be discussed during Check-Ins and actions taken by CMT as required.
- 5.9.1.12. Staff are taking their full holiday entitlement.
- 5.9.1.13. They attend training as requested in good management practice and health and safety.
- 5.9.1.14. Bullying and harassment are not tolerated within their departments.
- 5.9.1.15. They are vigilant and offer additional support to any member of staff who is experiencing stress outside of work, e.g. bereavement or separation.

#### 5.10. **Teaching staff**

- 5.10.1. All staff who are timetabled to oversee students will:
  - 5.10.1.1. Be responsible for the safety of all students in their care.
  - 5.10.1.2. Ensure that safe systems of work are always in operation in their specific areas where appropriate.
  - 5.10.1.3. Raise the awareness of health, safety and welfare as an integral part of the working environment and as part of the curriculum.
  - 5.10.1.4. Ensure that all hazards, defects or requests for safety related work are reported to their line manager and/or safety representatives for action.
  - 5.10.1.5. Seek early advice from the Health & Safety team when planning activities, trips or visits.
  - 5.10.1.6. Refer to and follow the guidance in the college's Use of Reasonable Force Policy.

#### 5.11. **Technicians**

- 5.11.1. Technicians are responsible and accountable to their respective line manager for ensuring that:
  - 5.11.1.1. Safe systems of work are followed when undertaking their tasks.
  - 5.11.1.2. They only undertake work for which they are adequately qualified and/or trained.
  - 5.11.1.3. All work, including maintenance of equipment, is carried out in accordance with any safety codes of practice or statutory regulations related to their area of work.
  - 5.11.1.4. Defective or non-compliant items of equipment or plant are removed from use and guidance sought from Health & Safety Officers.
  - 5.11.1.5. All chemicals are recorded, disposed of, logged and kept in accordance with regulatory and legislative requirements and guidelines.

#### 5.12. **All college staff**

- 5.12.1. All college staff are required by law and this policy to:
  - 5.12.1.1. Take reasonable care for the health and safety of themselves and other persons who may be affected by the way in which they carry out their work.
  - 5.12.1.2. Co-operate with managers in implementing the college's statutory duties and follow health and safety policies and procedures. Failure to do so could render the staff member liable to disciplinary or legal action.
  - 5.12.1.3. Not to interfere with, or misuse anything, that has been provided for health and safety reasons.
  - 5.12.1.4. Only undertake work for which adequate information, instruction or training has

been received.

- 5.12.1.5. Work in accordance with information, safe systems of work, instruction or training provided.
- 5.12.1.6. Check that work areas and equipment are safe before work/teaching commences.
- 5.12.1.7. Ensure all controls required by risk assessment are implemented.
- 5.12.1.8. Ensure appropriate protective equipment is used correctly when needed.
- 5.12.1.9. To disclose to their line manager any disability (or change in existing disability) and/or mental health condition that may affect their health and safety, so that an assessment can be undertaken to identify any necessary reasonable adjustments or additional protective measures.
- 5.12.1.10. Report accidents or dangerous occurrences via the accident/incident reporting system and to their line manager.
- 5.12.1.11. Assist their line manager and the Health & Safety team in investigations and preventative actions in response to accidents and dangerous occurrences.
- 5.12.1.12. Ensure that effective supervision is carried out when in control of students and others.
- 5.12.1.13. Ensure that students, staff and others are advised of the risk to their health, safety and welfare and, if necessary, liaise with the relevant line manager whenever staff, students or others are subjected to unacceptable risks.
- 5.12.1.14. Carry out any other reasonable health, safety and welfare duties when directed by a member of the college's management team and/or their line manager.
- 5.12.1.15. Raise issues of concern with their line manager, People Services or occupational health.
- 5.12.1.16. Accept opportunities for counselling when recommended.

### 5.13. **Students**

- 5.13.1. Whilst on college premises, or off site attending a college organised activity, all students are expected to take reasonable care for their own health and safety and the safety of others. They are expected to abide by college regulations and:
  - 5.13.1.1. Observe standards of dress, including wearing college ID whilst on campus and off site if requested.
  - 5.13.1.2. Not to wilfully misuse or interfere with any items provided for health, safety and welfare.
  - 5.13.1.3. Observe safety rules and procedures, whether written or verbal and employ proper standards of behaviour.
  - 5.13.1.4. Make proper use of equipment, including items provided for safety.
  - 5.13.1.5. Report all accidents and any health and safety hazards to a member of staff.
  - 5.13.1.6. Report to a member of staff any danger or hazard which they have identified.
  - 5.13.1.7. Obtain permissions, before any guest or friends enter college premises, from their course tutor or relevant Head of Curriculum.

### 5.14. **Contractors and other non-college employees working on college premises.**

- 5.14.1. All contractors and other non-college employees invited onto college premises to carry out work must:
  - 5.14.1.1. Sign in where requested.
  - 5.14.1.2. Follow all site mandatory safeguarding and compliance notices.
  - 5.14.1.3. Wear contractor/visitor ID at all times whilst on college premises.
  - 5.14.1.4. Submit documents as required by the Construction (Design and Management) Regulations 2015 prior to work commencing i.e. construction phase plan and

- nominated principal contractor.
- 5.14.1.5. Ensure local rules and permits are adhered to.
- 5.14.1.6. Implement any controls deemed necessary by risk assessment.
- 5.14.1.7. Ensure that all plant and equipment is certified and documents available for inspection and that specialised equipment or plant is operated by trained personnel only.
- 5.14.1.8. Declare any medical conditions to their college contact that may impact on their work with the college or require support or adjustments to accommodate these.
- 5.15. **Visitors and members of the public, including governors**
- 5.15.1. Visitors and members of the public are expected to act responsibly in relation to health and safety and:
  - 5.15.1.1. Wear visitor ID at all times whilst on college premises.
  - 5.15.1.2. Observe any welfare notices, information and instructions given whilst on college premises.
  - 5.15.1.3. Not to interfere or misuse any items provided for health, safety and welfare.
  - 5.15.1.4. To ensure any young child (other than students) brought onto college premises is accompanied at all times.

## 6. Arrangements

- 6.1. To meet statutory obligations, the college has arrangements for managing specific health and safety issues, which are detailed in guidance and procedure documents that sit beneath this policy and form an integral part of the Health and Safety Management system.
- 6.2. A full list of these arrangements can be found in Section 10 of this policy.
- 6.3. Health and safety contacts and information can also be found on the Intranet: [Health and Safety \(sharepoint.com\)](#).
- 6.4. The following is a synopsis of the general arrangements.
  - 6.4.1. **Accident reporting and investigation**
    - 6.4.1.1. The college will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to the HSE via RIDDOR by the Director of Facilities Management.
    - 6.4.1.2. The college requires all staff to report, without the fear of being blamed, all incidents including accidents and near misses. Any accident/incident involving a student whilst on work placement/experience must be investigated and reported to the appropriate line manager and the relevant Health & Safety Officer. The procedure for reporting incidents will be publicised through induction and can be found on the Health & Safety intranet page.
    - 6.4.1.3. The college will ensure that accidents and incidents are systematically investigated, regardless of injury, to identify any action required to prevent a recurrence. The Health & Safety team will conduct such investigations with the relevant managers in the first instance. For serious accidents and incidents, the Health & Safety team will carry out an initial investigation and the facts will be brought to the attention of the Executive team by the Director of Facilities Management. The object of any investigation is to identify root and contributory causes, make recommendations for improvements and ensure remedial measures are taken, not to assign blame.

#### 6.4.2. **Disability**

- 6.4.2.1. The college aims to provide full and fair opportunity for employment for all applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Staff members who become disabled will be accorded every reasonable opportunity for maintaining their position or for retraining if appropriate.
- 6.4.2.2. Following the [Equality Act 2010 \(Amendment\) Regulations 2023](#), in order to determine disability a person's ability to carry out normal day-to-day activities will be considered, as well as the person's ability to participate fully and effectively in working life on an equal basis with other workers.
- 6.4.2.3. The Health, Safety & Welfare Policy has been prepared to ensure a safe and healthy environment for all persons (staff, students, visitors and members of the public). It recognises that those persons who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met were reasonably practicable.
- 6.4.2.4. Any person who may require assistance in an emergency evacuation should, in co-operation with college line management, have a personal emergency evacuation plan (PEEP).

#### 6.4.3. **Disciplinary action**

- 6.4.3.1. The college's Disciplinary Policy provides for disciplinary action to be taken in the event of neglect or disregard of the college's health and safety procedures.
- 6.4.3.2. Disciplinary action may also be taken against students who commit serious breaches of college health and safety procedures, via the Behaviour Management Policy for Students.

#### 6.4.4. **Display screen equipment (DSE)**

- 6.4.4.1. The college will ensure that any risks associated with the use of this equipment are reduced to a minimum. Further clarification can be obtained from a line manager, network services or a relevant Health & Safety Officer.
- 6.4.4.2. To ensure staff are made aware of the importance of correct workstation layout and use, specific DSE training and risk assessment packages have been purchased by the college (Smartlog). All staff who fulfil the criteria of being a DSE 'user' (as defined by legislation) will be required to complete the training and risk assessment and reviewed annually.
- 6.4.4.3. The results of the assessment will be recorded and evaluated by the Health & Safety team as necessary. Where required, the line manager must work with the staff member to address any concerns and provide any necessary information. This can be completed with the assistance of IT Services and/or a Health & Safety Officer.
- 6.4.4.4. The [Health and Safety \(Display Screen Equipment\) Regulations 1992](#) require employers to provide staff who are identified as 'users' with an "appropriate eye and eyesight test" for DSE on request. For staff who meet the defined criteria and are classed as a 'user' wishing to have an eye test, they should contact the Health & Safety team to request a voucher for a nominated optician (currently Specsavers). Before issue, the 'user' may be asked to complete a risk assessment if this has not been done recently. The college is responsible for the provision of basic glasses provided that the optician confirms they are needed solely for display screen work (subject to a fixed cost) and this is defined by the voucher.

#### 6.4.5. **Disposal of hazardous substances**

- 6.4.5.1. Managers are responsible for ensuring the safe disposal of any unwanted chemicals or other hazardous materials from their areas of responsibility, in accordance with

the Hazardous Waste Regulations.

6.4.5.2. Advice on arrangements for this should be obtained from the Facilities Management team and/or the Health & Safety team and must be sought when undertaking this for the first time.

6.4.5.3. Guidance on the control of hazardous substances can found in the CoSHH Guidance.

#### 6.4.6. **Controlled substances and alcohol**

6.4.6.1. Non-prescribed substances or alcohol are not to be brought on to college premises.

6.4.6.2. Prescribed medication may be permitted subject to college policies.

6.4.6.3. Separate policies exist for students (Alcohol & Substance Misuse Policy; Administration of Medication Procedure) and staff (Code of Conduct for Staff).

#### 6.4.7. **Emergency procedures**

6.4.7.1. Emergency procedures have been implemented to deal with incidents of fire, flood or other significant incidents, with the following in place:

6.4.7.1.1. Appropriate provision of maintained emergency equipment available.

6.4.7.1.2. Escape routes are well signed. Staff are required to keep these clear at all times.

6.4.7.1.3. Fire risk assessments have been completed for all buildings and regularly reviewed.

6.4.7.1.4. Suitable evacuation plans are tested, including those with Personal Emergency Evacuation Plans (PEEPs) and updated as required.

#### 6.4.8. **Evening classes**

6.4.8.1. As these classes operate outside of the normal working day, staffing (including management) will be at a reduced level. College managers should therefore ensure that sufficient information, instruction, supervision and training on emergency procedures are given, and that these procedures are followed in the event of an incident.

6.4.8.2. Additionally, campus duty managers will have access to a list of daily classes and contractors that are programmed in. Duty managers will have access to local emergency procedures, including the escalation process.

#### 6.4.9. **First aid**

6.4.9.1. The arrangement for first aid provision will be adequate to cope with all reasonable expectations and the number of certified first aiders will not, at any time, be less than the number required by law. To this end, the following applies:

6.4.9.1.1. College first aiders must be qualified by attending and successfully completing a 3-day First Aid at Work course in high risk areas, all other areas, a 1-day First Aid at Work qualification.

6.4.9.1.2. The college must have suitable and sufficient provision across all campuses that complies with First Aid at Work regulations.

6.4.9.1.3. All high and medium risk areas are required to provide their own first aid cover during hours of operation.

6.4.9.1.4. Supplies of first aid material will be held at various locations throughout the college. The Director of Facilities Management will determine these locations. The materials will be checked and replenished regularly by first aiders and the Health & Safety team.

6.4.9.1.5. Adequate and appropriate first aid provision will form part of the arrangements for all off site activities.

6.4.9.1.6. A record will be made of each occasion any member of staff, student or other person receives first aid treatment, whether on college premises or as part of an off site college-related activity.

- 6.4.9.1.7. A list of first aiders can be found on the Health & Safety intranet page and posters are displayed in high footfall and strategic locations around the campuses, i.e. main notice boards, corridors, entrances, receptions.
- 6.4.10. **Flammable materials**
- 6.4.10.1. Compliance with the statutory requirements relating to petroleum products, flammable liquids and gases, and liquefied petroleum gases are the responsibility of the manager for the area introducing such materials.
- 6.4.10.2. These must be stored when not in use in appropriate storage cabinets and held in sufficient quantities only to fulfil the area's needs. Large amounts will need to be separately risk assessed and in some cases, authorities notified.
- 6.4.10.3. The Facilities Managers and Health & Safety Officers must be consulted when the introduction of any of the above into an area is being contemplated.
- 6.4.11. **Hazard reporting**
- 6.4.11.1. The college requires all staff and students using its facilities to report any hazards in the workplace to an appropriate member of college staff with responsibility for that area/work, without delay.
- 6.4.11.2. Reports should be made via the Topdesk system (H&S button), accessible via the intranet (staff links or Health & Safety pages)
- 6.4.11.3. Visitors to college premises will be invited to report to the college any matters which they think might adversely affect the health, safety and welfare of any persons using those premises.
- 6.4.11.4. Accredited trade union safety representatives may be issued with formal hazard reporting forms for use where a less formal approach has failed to bring about the removal of an identified hazard.
- 6.4.11.5. Managers will ensure that appropriate action is taken to remove reported hazards, with advice from the Health & Safety team as necessary.
- 6.4.12. **Hirers, contractors and others**
- 6.4.12.1. When college premises are used for purposes not under the direction of the Principal/CEO, the person in charge of the activities for which the premises are in use (the Co-ordinator) shall have the same responsibilities for safe practices as those of the Principal/CEO.
- 6.4.12.2. When college premises are used for purposes not under the direction of the Principal/CEO, the Facilities Management team along with the Health & Safety Officers will ensure that hirers, contractors and others who use the college premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.4.12.3. When college premises or facilities are being used out of normal college hours for a college-sponsored activity, then, for the purposes of this policy, the organiser of that activity, even if a staff member, will be treated as a hirer and will comply with the requirements of this section.
- 6.4.12.4. When the premises are hired to persons outside the employment of the college, it will be a condition for all hirers, contractors and others using the college premises or facilities that they are familiar with this policy. To that end, all hirers will receive a copy as part of the agreement. Further copies made available on request. Furthermore, they must comply with all safety directives of the college and must not without prior consent of the college:
- 6.4.12.4.1. Introduce equipment for use on the college premises.
- 6.4.12.4.2. Alter fixed installations.
- 6.4.12.4.3. Remove or cover fire and safety notices or equipment.



- 6.4.12.4.4. Take any action that may create hazards for persons using the premises or the staff or students.
- 6.4.13. **Lifting and handling**
- 6.4.13.1. The college will work to eliminate manual handling risks wherever possible; risks will be reduced to the lowest level reasonably practicable where they cannot be eliminated.
- 6.4.13.2. In such cases, an assessment of manual handling activities will be carried out by competent persons. Training is available to staff to achieve this.
- 6.4.13.3. In addition, a safe system of work will be completed by the line manager for the area, in consultation with the staff involved.
- 6.4.14. **Lone working**
- 6.4.14.1. It should be recognised that working alone has additional risks associated with it. The activity being undertaken will also affect the risks. In addition, the time that the lone working takes place affects the risks involved.
- 6.4.14.2. The four most important considerations before lone working that staff should be certain of are:
- 6.4.14.2.1. That they are capable of doing the job on their own.
- 6.4.14.2.2. They have full knowledge of the hazards and risks to which they are being exposed.
- 6.4.14.2.3. They know what to do if something goes wrong.
- 6.4.14.2.4. That someone else knows the whereabouts of the lone worker and what they are doing.
- 6.4.14.2.5. A safe system of check in, is maintained as a safeguard action.
- 6.4.14.3. For students the definition of lone working should be considered as ‘when no member of staff is present’. Therefore, students should not be allowed to work unsupervised.
- 6.4.15. **Staff welfare**
- 6.4.15.1. The welfare of the college’s staff is of utmost importance and while all elements of this policy relate to ensuring the health and safety of staff and other community members, clauses 6.4.16 – 6.4.18 relate more specifically to staff welfare and wellbeing.
- 6.4.16. **Stress management**
- 6.4.16.1. The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- 6.4.16.2. Therefore:
- 6.4.16.2.1. Staff should make their managers aware if they are experiencing stress (or people services or the Health & Safety team if they prefer), so that the reasons for this can be discussed, identified and support given to the staff member to reduce this.
- 6.4.16.2.2. The college will identify potential workplace stressors and will act on staff disclosures, conducting risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- 6.4.16.2.3. The college will consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- 6.4.16.2.4. The college will provide training for all managers and supervisory staff in good management practices.
- 6.4.16.2.5. The college will provide confidential counselling for staff affected by stress



caused by either work or external factors via its employee assistance programme (EAP). The details, along with other helpful resources, can be found on the [MyWellbeing](#) intranet page.

- 6.4.16.2.6. The college will provide adequate resources to enable managers to implement its approach to stress management.

6.4.17. **Occupational health**

- 6.4.17.1. The college will provide an occupational health service to assess and assist staff with health and work-related problems and undertake statutory health surveillance. The monitoring of work-related sickness and ill health will be undertaken by People Services, in cooperation with the Director of Facilities Management, in order to identify and control contributory factors so far as is reasonably practicable. People Services will:

- 6.4.17.1.1. Provide specialist advice and awareness training on stress.
- 6.4.17.1.2. Train and support managers in implementing stress risk assessments.
- 6.4.17.1.3. Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- 6.4.17.1.4. Refer to workplace counsellors or specialist agencies as required.
- 6.4.17.1.5. Monitor and review the effectiveness of measures to reduce stress.
- 6.4.17.1.6. Inform the college via the Health, Safety & Welfare Committee of any changes and developments in the field of stress at work.

6.4.18. **Staff mental health & wellbeing**

- 6.4.18.1. The college is committed to providing a healthy working environment and helping its staff to thrive at work. Wellbeing encompasses many pillars including physical, financial and psychological health. The college has methods of immediate support in place, as well as more long term positive and preventative approaches.
- 6.4.18.2. The college is a [Mindful Employer](#), having committed to the Charter for Employers Positive About Mental Health and is a *Mental Health Charter Committed* employer, making these public statements of its desire to support the mental health of staff.
- 6.4.18.3. The college has a number of trained Mental Health First Aiders to support staff with mental health challenges, including those who may be in crisis (their details can be found using the link below). The college also encourages staff to consider disclosing any such challenges to their manager or people services, so that timely support and signposting can be offered.
- 6.4.18.4. A college Mental Health Action Plan is in place and this can be found on the intranet.
- 6.4.18.5. Staff should refer to the MyWellbeing page of the intranet for support, signposting and a wealth of related information and resources or contact people services. This is constantly updated.

6.4.19. **Risk assessment**

- 6.4.19.1. The college will ensure that any significant risks associated with its activities will be suitably assessed by competent person(s) and recorded using approved college formats only. Regular training sessions will occur across all campuses to ensure risk assessment is understood and college procedures are followed.
- 6.4.19.2. All agreed control measures must be disseminated to all those affected and implemented. Risk assessments are living documents and departmental managers must ensure all risk assessments for their areas are monitored regularly and reviewed appropriately.
- 6.4.19.3. To assist with the management of risk across the group, copies of all risk assessments will be uploaded and stored in a cloud based central database, ensuring they are accessible to relevant staff.

**6.4.20. Staff consultative arrangements**

- 6.4.20.1. The Governing Board, through the Principal & CEO, has made arrangements for the establishment of a termly Health, Safety & Welfare Committee. Staff and union health and safety representatives sit on this committee in addition to management representatives.
- 6.4.20.2. The responsibilities of the Health, Safety & Welfare Committee are:
  - 6.4.20.2.1. To act as a consultative body on all matters relating to health, safety and welfare.
  - 6.4.20.2.2. Receive reports on health, safety and welfare and to monitor approved action.
  - 6.4.20.2.3. To report termly to the Executive team.
  - 6.4.20.2.4. To report annually to the Governing Board.
- 6.4.20.3. All formal consultation and participation will be in accordance with the safety representatives as stated in the [Safety Representatives and Safety Committees Regulations 1977](#) and as necessary with the [Health and Safety \(Consultation with Employees\) Regulations 1996](#).
- 6.4.20.4. Students are consulted and updated via student councils, which are attended by Facilities Managers or Health & Safety Officers as required.

**6.4.21. Training for health and safety**

- 6.4.21.1. Managers will ensure that all staff are suitably trained for their particular job role, including a suitable and sufficient safety induction for their area of work, to discharge their health, safety and welfare duties. They are required to assess the training needs of their staff at the following points:
  - 6.4.21.1.1. On recruitment into the college.
  - 6.4.21.1.2. When changes of responsibilities are implemented.
  - 6.4.21.1.3. When using new equipment, new technologies or when transferred to new duties within the college.
  - 6.4.21.1.4. With changed risks.
  - 6.4.21.1.5. Evaluating outcomes of training.
- 6.4.21.2. Managers will also ensure staff have attended any mandatory health and safety training during their probationary period, or undertaken health and safety related online modules as required and that refresher training is undertaken at the required intervals.

**6.4.22. Work-based learning, work experience and apprenticeships**

- 6.4.22.1. The college has a duty of care to all its students whether learning occurs on college premises or through gaining experience and knowledge from an employer or other workplace setting.
- 6.4.22.2. To fulfil this duty the college has developed guidance and procedures to ensure that the safety of students on all types of work-based learning will be set out, and staff arranging or co-ordinating this type of learning are required to follow this to ensure the safety of students whilst at the work placement – see the Work-Based Learning Health & Safety Procedures & Guidance document available on the intranet.

## 7. Communication

- 7.1. This policy is available to view at any time via the college's intranet and any updates will be communicated to all staff via an all-college announcement and. Hard copies may also be available within individual departments.

## 8. Approval

- 8.1. This policy forms part of the legal duty of the college and as such will be approved through presentation to the Health, Safety & Welfare Committee, the Executive team, the Resources, Culture and Impact Committee, the Audit, Risk & Compliance Committee and the Governing Board prior to publication.

## 9. Monitoring and evaluation

- 9.1. This policy will be reviewed annually, or sooner if there are any legislative or internal management structure changes.

## 10. Operational procedures and guidance for staff

- 10.1. Documents setting out college operational procedures are available to staff on the intranet and will provide detail on the day-to-day application of this policy and current legislation. These will include responsibilities where delegated.

Administration of Medication Procedure	Management of Infectious, Communicable and Notifiable Diseases
CoSHH Guidance	Manual Handling Policy
Driving for Work Policy	PPE Guidance
DSE Code of Practice	Risk Assessment Guidance
Events Management Policy and Guidance	Visitor Bag Search Policy
Work-Based Learning Health & Safety Procedures & Guidance	

- 10.2. Additional documents may be added to this list or amended in the light of experience, developments and/or legislative changes.
- 10.3. Specific areas of the college (e.g. curriculum) will have their own additional codes of practice to ensure health and safety of specific areas within their responsibility and these should be brought to the attention of staff directly involved by department managers.