



Health and Safety Policy 2024-26

Contents

Scope	2
Purpose.....	2
References.....	2
Policy Statement.....	2
Organisation.....	3
Organisation Roles and Responsibilities.....	3
Arrangements	7
Emergency Preparedness and Response.....	7
Risk Management	7
Competence	8
Communication and Consultation	8
Monitoring	8
Notification to Employees.....	8

Responsible Officer: Principal and Chair of the Corporation
Owner: Occupational Health and Safety Manager
Next review date: September 2026

Revision	Revised content	By Who	When
1	<ul style="list-style-type: none">• Amendment of policy review period• Removal of references to Covid and Duty Managers• Inclusion or amendment of responsibilities for revised management roles in the College• Adding Water Management Procedure to the supporting document list	Nathan Cockerell / John McGrath	September 2023
2	<ul style="list-style-type: none">• Update to wording• Separation of H&S policy statement	Laura Johns	September 2024

Scope

The scope of the health and safety management system applies to the premises and activities of Buckinghamshire College Group and all persons on the premises including contractors and students.

Purpose

The purpose of this document is to ensure Buckinghamshire College Group document their commitments and approach to managing health and safety by detailing their health and safety arrangements and indicate how the management system is to be implemented.

References

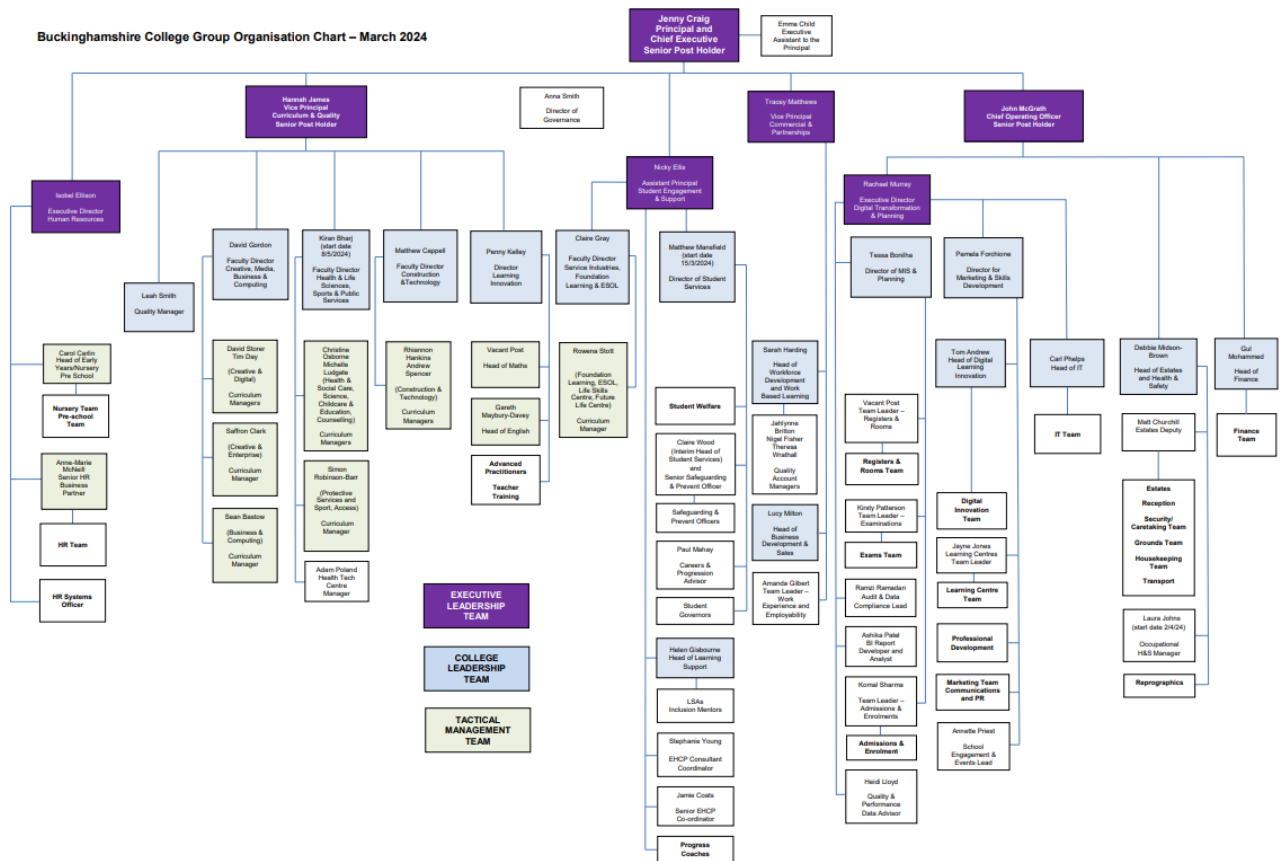
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety (First Aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 2002 (CoSHH)
- The Safety Representatives and Safety Committees Regulations 1977
- The Food Safety Act 1990
- Departmental Safety Policies and Procedures
- Display Screen Equipment Policy
- Student Visits and Outside Activities Policy
- Lone Working Policy
- Manual Handling Policy
- Offensive Weapons Policy
- Personal Protective Equipment (PPE) Policy
- Water Management Procedure
- Work at Height Policy
- Workplace Violence Policy
- Emergency Procedure

Policy Statement

Buckinghamshire College Group has expressed their commitment to provide a safe place of work and to strive to continually improve through the publication of the health and safety Policy Statement which is approved by the principal responsible for health and safety and reviewed on a regular basis.

The safety policy statement and responsibilities are explained to all employees upon commencement of employment through their induction and following any material changes in announcements via email. The policy is made available through the intranet and posted on the walls of our reception areas.

Organisation



Organisation Roles and Responsibilities

The Corporation (Chair and Board of Governors)

- Will demonstrate a commitment to health and safety and its importance to the organisation by adopting the principles of the Health & Safety Executive's 'Managing for Health and Safety' (HSG65) and promote open dialogue with business partners and with the Group Executive.
- Will appoint the Principal and Vice Principals responsible for the operation of this Policy, to ensure health and safety in all the Group's locations and all its activities is effectively implemented and to ensure that the Group's responsibilities as employers under the Health and Safety at Work Act 1974 and any related legislation, are implemented.
- Will approve the Health and Safety Policy and any revisions when made, appointing a Governor to be the Health and Safety Champion and receiving quarterly reports from the Principal.

The Principal and Chief Executive

- Will ensure the implementation of this Health and Safety Policy is effected within the Group and is the officer responsible for keeping the Board informed about significant health and safety issues.
- Will provide the required level of leadership and objectivity for ensuring provision of adequate financial and other resources to meet statutory obligations and any corporate requirement relating to health and safety.

Chief Operating Officer (COO)

- Will support the Principal in meeting statutory obligations by ensuring provision of adequate financial and other resources to meet health and safety requirements.
- Will ensure that the Principal and Health & Safety Committees are kept informed of all health and safety issues.

- Will Chair the Group's Health & Safety Committee. The Committee is a statutory body consisting of management and staff representatives. It has the function of assisting and advising the Principal on the measures taken to ensure the Health & Safety at work of staff, students and visitors, and keeping these under review. The COO will undertake direct line management responsibility for the Head of Estates and Health & Safety and liaise with the Occupational Health and Safety Manager over the full range of their duties.
- Will ensure that the Group is provided with adequate insurance to meet its employee, third party and property liabilities and that the necessary procedures are in place to ensure that Partners and Contractors carry appropriate and adequate cover.
- Ensure the Statutory Notices, the Health & Safety Policy, Insurance Certificate and the names of Appointed First-Aiders are displayed or available as required throughout the college.
- Will ensure that Fire Risk Assessments are carried out by competent persons, that the fire precautions and provisions remain adequate and robust and is the named Responsible Person appointed under the Regulatory Reform (Fire Safety) Order 2005.

Vice Principal Curriculum and Quality and Directors with Curriculum Responsibilities

- Will work with the Vice Principal Corporate Services to highlight and agree the financial and other resources that meet statutory obligations and that promote a positive attitude to health and safety.
- Will ensure that all departments within their areas of responsibility have in place, a suitable and sufficient health and safety management system and are proactive in promoting and monitoring implementation of this Health and Safety Policy within their sphere of operation.
- Will ensure that the Health & Safety Committee is kept informed of all health and safety issues.
- Will ensure the Health and Safety Policy is effectively disseminated and implemented within their areas and that all staff are aware and carry out their duties and responsibilities.

Assistant Principal Student Support and Engagement

- Will provide the primary link between staff and its students, ensuring that health and safety information forms part of student induction and that students are aware of their health and safety responsibilities.
- Will ensure that the student voice is valued and recognised, ensuring that student feedback on health and safety matters is considered and acted on as appropriate.

The Assistant Principal Student Engagement and Support (through their teams) has the additional responsibilities for health and safety matters that are directly relevant to students with safeguarding or behavioural concerns and those with Special Educational Needs and Disabilities. They will:

- Make recommendations as appropriate to the Occupational Health and Safety Manager within their area of responsibility.
- Ensure that students with additional needs within their area of responsibility are catered for appropriately.
- Ensure that the Personal Emergency Evacuation Plan reports are agreed and communicated to relevant staff members.

Executive Director Human Resources

- Will provide the required level of leadership and objectivity in ensuring that the Group's health and safety provisions meet relevant employment requirements and legislation.
- Will ensure that employees are made aware of their health and safety responsibilities as part of the Corporate Induction process.
- Will agree a framework for staff training and development on health and safety in consultation with the Occupational Health and Safety Manager.
- Will oversee the contract for the provision of occupational health services and bringing these facilities to the attention of employees.
- Will ensure that staff, with particular needs, are catered for appropriately.

Head of Estates and Health and Safety

- Will ensure that the safety aspects of all buildings, grounds, plant and machinery under their control are maintained, inspected and tested in accordance with legislation and Group procedures, maintaining appropriate records.

- Ensure that all construction work under his or her control complies with all relevant legislation.
- Will liaise with occupiers/tenants and/or landlords in respect of shared premises regarding emergency procedures and the control of risks arising in shared areas.

Occupational Health and Safety Manager

- Will ensure the processes for health and safety are in place and are being effectively managed. This is achieved by the production and review of policies, procedures and guidance, monitoring health and safety performance, providing statistics and reports as required, providing competent health and safety advice, developing standards, arranging requisite training, conducting safety inspections and working with the management team on the implementation and monitoring of standards, including audits.
- Will ensure the effective application of the Health and Safety at Work Act 1974 and other legislation relevant to the Group's business.
- Will keep up to date with changes in current legislation and to bring to the attention of the Vice Principal Corporate Services and Head of Estates and Health & Safety any relevant new legislation.
- Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the Group.

Vice Principal Commercial and Partnerships (VPC&P) (and through them the Head of Workforce Development and Team Leader Work Experience and Employability)

The Group acknowledges the additional exposure to risk of students operating within a workplace environment and accordingly delegates responsibility for monitoring the health and safety systems and procedures for all Work Based Learners and those students on work placements to the Vice Principal Commercial and Partnerships. The VPC&P will work with the Head of Workforce Development and Team Leader Work Experience and Employability respectively. In particular, they will be responsible for:

- Using a risk assessed management system to ensure appropriate Health & Safety checks of an employer's workplace is undertaken prior to a student being undertaking their training or placement;
- Ensuring a Health & Safety induction is undertaken with the student at the work environment within two months of the student's enrolment;
- Ensuring Health & Safety reviews are undertaken with the student at the work environment at intervals appropriate to the risk category of the employment type;
- Maintaining full and complete records of the above activities.

All Directors and Managers

Each Director and Manager is responsible for their personal safety and that of all personnel under his or her authority, including others who may be affected by the Group's activities, and will:

- Ensure that all departments within their areas of responsibility have in place, a suitable and sufficient health and safety management system and are proactive in promoting and monitoring implementation of this Health and Safety Policy within their sphere of operation;
- Prepare and maintain the Local Organisation and Arrangements Document for all areas they are responsible for;
- Conduct and approve Risk Assessments, including those required for the use of hazardous substances under the COSHH Regulations, on activities within their department ensuring that the methods and systems of work are safe. Also that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied;
- Prepare and maintain a scheme which identifies work equipment requiring statutory inspection by competent persons and ensuring that the equipment is easily identifiable and available for inspection on the date required;
- Prepare and maintain suitable records of all inspections. These records must identify precisely what was inspected, how, who by, when, any defects found, remedial action taken and the date/time of the next inspection;
- Prepare and maintain a scheme which identifies work equipment requiring servicing and maintenance, procuring suitably competent persons to do this;

- Maintain records of all service and maintenance work carried out, including defects and remedial actions and date of next visit;
- Ensure that all employees in their areas of responsibility are suitably competent for the tasks they are to undertake, and to identify when any training is required.

Teaching Staff:

In addition to the responsibilities listed for All Staff, teaching staff are expected:

- To ensure students follow evacuation procedures when required;
- To encourage students to disclose and be aware as far as possible, of any health issue or other Health and Safety matter that could affect upon a student's learning. This would include ensuring that a Personal Emergency Evacuation Plan (PEEP) is accurately completed in a timely manner for any student requiring one, and that a copy is returned to the Occupational Health & Safety Manager;
- To ensure a First-Aider is called when necessary;
- To know the special safety measures to be adopted by students, including adherence to any relevant policies and procedures;
- To give clear instructions and warnings to students as often as is necessary (notices, posters and hand-outs are not enough);
- To integrate all relevant aspects of safety into the teaching process and, if necessary give special lessons on safety at the beginning and throughout a course or programme;
- To ensure students use protective clothing, guards, special safe working procedures etc., where necessary, in relation to any activity being carried out.

These rules also apply to any students who are carrying out teaching practice under the auspices of the Group and they must be made aware of their responsibilities by the relevant line manager.

Technicians and Instructors

Technicians and Instructors are responsible to their Line Manager for maintaining Health & Safety standards within their area of work and for supporting teaching staff in their Health & Safety responsibilities.

In addition to the responsibilities listed for All Staff, Technicians and Instructors (when defined in their job description or stipulated as a specific duty) are expected to ensure the following as it relates to their area of work:

- That up to date inventories are kept of substances hazardous to health;
- That all portable electrical equipment has been tested according to Group policy;
- That all equipment is maintained in a safe condition and that guards etc. are in place;
- That appropriate records are completed for assessing risk, including the management of hazardous substances;
- That, under instruction from teaching staff, they assist in exercising adequate control over students within their work area in order to ensure safe working practices.

All Staff and Students

We expect every employee and student to ensure their personal safety and the safety of others whilst at work or study and to:

- Co-operate fully on health and safety matters by complying with instructions and procedures given to ensure that safe working systems are followed, together with making full and proper use of protective clothing and safety equipment;
- Plan their work in a manner that prevents damage to buildings, plant, machinery, equipment and fixtures and fittings;
- Recognise hazards and control accident and ill-health risks, through attention to Group documented procedures and standards, together with the application of best practice;
- Not misuse any equipment that is provided for safety purposes (e.g. fire extinguishers or Personal Protective Equipment).
- Report to their Line Manager, Tutor or any work based Supervisor any observed risks to health and safety including defects to plant, equipment, structure or safety procedures and any incidents, accidents or near-misses that have lead, or might lead to injury or damage;
- Inform their Line Manager, Tutor or any work based Supervisor of any ill health condition, medication taken, or disability that is likely to affect their safety. Workers or students who

become pregnant should inform their Line Manager or Tutor as early as possible, in order that any relevant risks can be identified;

- Understand their role in any emergency plan and participate in emergency exercises when required;
- No employee or student of the Group is authorised to initiate, or continue any activity, that places themselves or others in danger. Any such act or action will be viewed as a disciplinary offence with the appropriate measures taken.

Visitors, Contractors and other Workers

- All visitors, contractors and other workers not directly employed by the Group, are expected to adhere to the Group's policies and procedures as notified to them, at all times.
- Visitors for specific activities or meetings should be directed on arrival to the appropriate member of staff or group leader for hirers of the buildings. This person will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.
- Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Head of Estates and Health and Safety who will instruct the Occupational Health and Safety Manager to will investigate.

Arrangements

Health and Safety arrangements applicable to all areas of the Group's activities are made known in Group-wide procedures and as documented in Local Organisation and Arrangements Documents where additional arrangements are required.

Emergency Preparedness and Response

To ensure that Buckinghamshire College Group is prepared for any potential emergency and there is provision to attend in the event of one the Emergency Procedure details the arrangements in place for all sites.

Risk Management

Managers will undertake Risk Assessments within their department(s), ensuring that the methods and systems of work are safe for all activities. Managers will also ensure that the necessary procedures designed to achieve this are formulated, published and applied. Pertinent documentation shall be issued to staff at each campus as appropriate, including assessment procedures.

Any required COSHH assessments will be identified and undertaken by Managers within their department(s), ensuring that the necessary control measures are fully implemented

Action required to remove/control risks will be approved and monitored by the Manager (if necessary, acting on advice from the Occupational Health and Safety Manager).

Employees and students will be made aware of any health and safety risks associated with their work or study, together with the control and monitoring arrangements required for their protection.

Managers will ensure all employees and sub-contractors are suitably trained and competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force as appropriate.

When staff embark on a work placement as part of their continuous professional development, (industrial updating), a risk assessment must be completed before the placement begins. The risk assessment must be completed by the Line Manager and an action plan put in place for any risks identified, if necessary with assistance from the Occupational Health & Safety Manager.

The College has in place a Risk Management Policy defining its overall strategy towards risk management. This includes maintaining a Strategic Risk Register.

Competence

Induction training will be provided for all employees by Human Resources (through the Corporate Induction process) and relevant Line Manager.

All employees will complete mandatory online safety training for Fire Awareness, DSE, Health & Safety at Work and Manual Handling. Further training in COSHH Awareness, Fire Warden Duties, Work at Height and Asbestos Awareness is provided as appropriate. Some mandatory training will be provided by external trainers, as appropriate, to supplement online training. Other task-specific or industry training will be identified and arranged by Line Managers.

All levels of management within the organisation will receive the education and training necessary for them to manage effectively the risks associated with their areas of work and responsibility.

Communication and Consultation

The Group operates a Health and Safety Committee for the purpose of effective communication and consultation with staff, their representatives and students.

Employee consultation on health, safety and welfare matters is a legal requirement and the Group demonstrates its commitment to employee participation through the Health and Safety Committee.

The principles and key information reviewed at the Health & Safety Committee is disseminated to other key operational meetings and groups throughout the Group e.g. via the Curriculum & Quality meetings. By embedding Health & Safety into key operational meetings, any issues are raised and resolved more quickly.

Student involvement and input on health & safety matters from the student body via the Student Council is actively encouraged.

Monitoring

All areas will be subject to internal audit of documentation and systems on an annual basis, which will include physical inspections of the areas. These will be conducted by the Occupational Health and Safety Manager and will include departmental staff to assist; findings will be reported to the Corporation.

A Group-wide health and safety report will be presented to the Corporation of Buckinghamshire College Group for each meeting, updating on latest information and trends.

The Occupational Health & Safety Manager will investigate injuries, safety hazards and near-misses and findings will be acted upon to prevent a recurrence.

Notification to Employees

This Policy, together with those documents that supplement it, are made readily available to all employees through the Group's intranet. Any amendments that stem from periodical reviews of the Policy or Procedures are similarly notified.

Equality Impact Assessment

Section One	
College:	Buckinghamshire College Group
Departments Effected:	Whole College
Who is responsible for the Equality Impact Assessment?	Occupational Health and Safety Manager
Title (of the policy/practice/decision)	Health and Safety Policy
Description (Provide a brief description of the policy/practice/decision)	The policy ensures the college document their commitments and approach to managing health and safety by detailing their health and safety arrangements and indicate how the management system is to be implemented.

Section Two – Stakeholder Consultation		
2	Who are the main stakeholders and what consultation exercise are you planning to undertake, if required (e.g. consultation with Employee Voice, Trades Unions, Staff groups, Student groups?)	Health and Safety Committee, Corporation and all staff and students
3	Are there concerns that this could result in differential or adverse impact on any Equality Groups (Protected Characteristics as identified by the Equality Act 2010)	There are no concerns, reasonable adjustments are made as part of any risk assessment process.

Section Three		
Please identify how the policy may impact the following protected characteristics:		
<ul style="list-style-type: none"> Identify any positive impacts the policy/practice/decision may have on equality groups. Identify any negative impacts the policy/practice/decision may have on equality groups. Propose measures to mitigate or eliminate identified negative impacts. 		

Protected Characteristics	Impact High/Medium/ Low/N/A	Action(s) you will take to mitigate or remove the negative or adverse impact if identified? <small>Propose measures to mitigate or eliminate identified negative impacts</small>
1. Age <small>(e.g. are there ways older or younger people may find it difficult to engage?)</small>	Medium - positive	
2. Disability <small>(eg do you need to consider large print or easy read?)</small>	Medium - positive	
3. Gender identification <small>(eg is your language inclusive of LGBTQ+ groups?)</small>	Medium - positive	
4. Gender Re-assignment <small>(eg is your language inclusive of trans and non-binary people?)</small>	Medium - positive	
5. Marriage and civil partnership <small>(eg does it treat marriage and civil partnerships equally?)</small>	Low - positive	
6. Pregnancy & Maternity <small>(eg with this have an impact on pregnant or those on family leave; breastfeeding services?)</small>	Medium - positive	
7. Race / Ethnicity <small>(eg does it take into account the needs of people from different groups)</small>	Medium - positive	
8. Religion or Belief <small>(eg do people from faith groups experience any specific disadvantage)</small>	Medium - positive	
9. Sexual Orientation <small>(eg is your language inclusive of LGBTQ+ groups?)</small>	Medium - positive	

Section Four – Monitoring and Review	
<p>Does your criteria and procedure promote fairness and equal opportunities? <i>Utilize relevant data sources, such as demographic information, student feedback, or staff surveys, to inform the analysis as necessary</i></p>	<p>Yes, the policy ensures that there is fair and equitable health and safety processes for all. Any reasonable adjustments are made through the relevant Risk Assessment process.</p>
<p>How will you monitor and evaluate the effectiveness of these measures to determine whether it has been effectively and fairly applied</p>	<p>Health and Safety effectiveness is monitored through the Health and Safety Committee, the Health and Safety Teams, via Employee/Student Voice and through the annual Self-Assessment process.</p>

Section Five – Outcome, Sign-off and Authorisation	
<p>Equality Impact Assessment Outcome Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision</p>	
<p>Option 1: No change required – the assessment is that the policy/practice is/will be robust.</p>	<p>Y</p>
<p>Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.</p>	
<p>Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified</p>	
<p>Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.</p>	
<p>Name & job title of authorised person</p>	<p>Laura Johns Occupational Health and Safety Manager</p>
<p>Equality Impact Assessment was completed on:</p>	<p>31 July 2024</p>
<p>Date of next review, and by whom? <i>This may include regular reviews, data analysis, and stakeholder feedback</i></p>	<p>September 2026 Occupational Health and Safety Manager</p>