Health and Safety Policy

Policy Details	
Policy Owner	Executive Director – Estates Operations
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Approved by	Policies & Procedures Committee, Health & Safety Committee, Finance & Resources Committee, Corporation Board
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1. Statement of Intent

1.1 It is the policy of the Governing Body to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees and students, particularly young and vulnerable people and others who may be affected by its operations. The policy contained herein is fully integrated with the College's PREVENT and Safeguarding duties and should be read in conjunction with those respective policies.

1.2 The Governing Body seeks to achieve this by providing and maintaining places of work and equipment which are safe, by operating systems of work which are safe and without risks to health and by:

a. Providing suitable arrangements and resources to ensure employees' and students health, safety and welfare.

b. Providing all necessary information, training and supervision to ensure the implementation of the policy.

c. Providing facilities for consultation between management and staff on all aspects of health, safety and welfare.

d. Proactively supporting a wellbeing strategy promoting a healthy lifestyle.

1.3 The Governors believe that considerations of safety are as important an aspect of management control as any other management function. All Governors, The CEO, The Principal and Senior Management Team, Senior Managers and all staff will observe health and safety as an integral part of their organisational duties within college premises, the surrounding site and in any other College organised activity or business.

1.4 It is the duty of all College staff to assist in reducing the risk of accidents and fire by observing the College's rules, working codes of practice and precautions relating to health & safety. Expert advice will be sought where necessary on policy, legislative requirements and the implementation of safe practices.

Signed by





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Chair of Governors Chief Executive

Dated

08 December 2026 08 December 2026

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2. Introduction and Purpose

2.1 Under the Health and Safety at work Act 1974 and The Management of Health and Safety at Work Regulations 1999 is a legal requirement for the College to operate an effective Health and Safety Policy. This Policy satisfies that requirement and includes reference to Health and Safety at Work Regulations pertaining to work practices within the college.

3. Legislation and Guidance – Key Legislation

3.1 The Management of Health and Safety at Work Regulations 1999

a. Also known as the Management Regulations. Main employer duties under the Regulations include:

i. making assessments of risk to the health and safety of its workforce, and to act upon risks they identify, so as to reduce them (Regulation 3).

ii. appointing competent persons to oversee workplace health and safety.

iii. providing workers with information and training on occupational health and safety; and

iv. operating a written health and safety policy.

3.2 The Workplace (Health, Safety and Welfare) Regulations 1992

a. The main provisions of these Regulations require employers to provide:

i. adequate lighting, heating, ventilation and workspace (and keep them in a clean condition);

ii. staff facilities, including toilets, washing facilities and refreshment; and

iii. safe passageways, i.e. to prevent slipping and tripping hazards.

3.3 The Health and Safety (Display Screen Equipment) Regulations 1992

a. The main provisions apply to display screen equipment (DSE) users, defined as workers who habitually use a computer as a significant part of their normal work. This includes people who are regular users of DSE equipment or rely on it as part of their job. This covers employees who use DSE for an hour or more continuously, and/or are making daily use of DSE.

b. Employers are required to:

i. make a risk assessment of workstation use by DSE users, and reduce the risks identified;

ii. ensure DSE users take adequate breaks;

iii. provide regular eyesight tests;

iv. provide health and safety information;

v. provide adjustable furniture (e.g. desk, chair, etc.); and

vi. demonstrate that they have adequate procedures designed to reduce risks associated with DSE work, such as repetitive strain injury (RSI).

3.4 The Personal Protective Equipment (PPE) at Work (Amendment) Regulations 2022

a. The main provisions require employers to:

i. ensure that suitable personal protective equipment (PPE) is provided free of charge wherever there are risks to health and safety that cannot be adequately controlled in other ways. The PPE must be suitable for the risk in question, and include protective face masks and goggles, safety helmets, gloves, air filters, ear defenders, overalls and protective footwear; and,

ii. provide information, training and instruction on the use of this equipment.

3.5 The Manual Handling Operations Regulations 1992

a. The main provisions of these Regulations require employers to:

i. avoid (so far as is reasonably practicable) the need for employees to undertake any manual handling activities involving risk of injury;

ii. make assessments of manual handling risks, and try to reduce the risk of injury. The assessment should consider the task, the load and the individual's personal characteristics (physical strength, etc.); and

iii. provide employees with information on the weight of each load.

3.6 The Provision and Use of Work Equipment Regulations 1998

a. The main provisions require employers to:

i. ensure the safety and suitability of work equipment for the purpose for which it is provided;

ii. properly maintain the equipment, irrespective of how old it is;

iii. provide information, instruction and training on the use of equipment; and

iv. protect employees from dangerous parts of machinery.

3.7 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

a. Under these Regulations, employers are required to report a wide range of work-related incidents, injuries and diseases to the Health and Safety Executive (HSE), or to the nearest local authority environmental health department. The Regulations require an employer to record in an accident book the date and time of the incident, details of the person(s) affected, the nature of their injury or condition, their occupation, the place where the event occurred and a brief note on what happened.

b. The following injuries or ill health must be reported:

i. the death of any person;

ii. specified injuries including fractures, amputations, eye injuries that result in permanent loss of sight or reduction of sight, injuries from electric shock, and acute illness requiring removal to hospital or immediate medical attention;

iii. 'over-seven-day' injuries, which involve relieving someone of their normal work for more than seven days as a result of injury caused by an accident at work;

iv. reportable occupational diseases, including:

1. carpal tunnel syndrome;

2. severe cramp of the hand or forearm;

3. occupational dermatitis;

4. hand-arm vibration syndrome (HAVS);

5. occupational asthma;

6. tendonitis or tenosynovitis of the hand or forearm;

7. any occupational cancer;

8. any disease attributed to an occupational exposure to a biological agent.

v. near misses (described in the Regulations as 'dangerous occurrences'). The HSE has produced a list of the kinds of incidents regarded as 'dangerous occurrences'.

c. All accidents, incidents and near misses must be reported promptly through the College's established reporting arrangements and recorded in the appropriate accident/incident record. Relevant incidents will be reviewed and investigated by the Executive Director Estates Operations, Deputy Estates and Compliance Manager, or nominated competent person, with any statutory reporting completed in accordance with RIDDOR where applicable.

3.8 The Health and Safety (Offences) Act 2008

a. The Health and Safety (Offences) Act 2008, came into force on 16 January 2009, amends the maximum penalties that can be made against defendants under the Health and Safety at Work, etc. Act 1974 (HASAWA) and subservient health and safety regulations.

3.9 The Working Time Regulations 1998 (as amended 2007)

a. These Regulations implement two European Union directives on the organisation of working time and the employment of young workers (under 18 years of age). The Regulations cover the right to annual leave and to have rest breaks, and they limit the length of the working week. Key protections for adult workers include:

i. 48-hour maximum working week. Employers have a contractual obligation not to require a worker to work more than an average 48-hour week (unless the worker has opted out of this voluntarily and in writing);

ii. minimum daily rest periods of 11 hours, unless shift-working arrangements have been made that comply with the Regulations; and

iii. an uninterrupted 20-minute daily rest break after six hours' work, to be taken during, rather than at the start or end of the working time.

iv. Extra protection is available to young workers (workers aged 15 to 18). In particular, young workers:

1. are entitled to a daily uninterrupted rest break of 30 minutes after working more than 4.5 hours;

2. are entitled to an uninterrupted 12-hour break in each 24 hour period of work.

3. are entitled to weekly rest of at least 48 hours in each seven-day period (and unlike adult workers, they cannot be made to take this rest over two days

averaged over two weeks); and

4. cannot normally work more than eight hours a day or 40 hours a week. These hours cannot be averaged out. There is no 'opt-out' for young workers.

v. All full-time workers are entitled to 5.6 weeks' paid holiday each year, reduced pro-rata for part-time workers.

vi. These basic limits on the working week make a vital contribution to health and safety at work.

vii. Employers have the right to ask their staff to enter into a written agreement to opt out of the 48-hour limit, for a specific period or indefinitely.

viii. However, if such an agreement is opted into, a worker is entitled to bring the agreement to an end without the employer's consent.

3.10 The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

a. The College will identify and assess risks arising from substances hazardous to health and, so far as is reasonably practicable, prevent exposure or otherwise ensure that it is adequately controlled.

b. Departments using hazardous substances must ensure appropriate COSHH assessments and current Safety Data Sheets are available, suitable control and storage arrangements are in place, and relevant information, instruction, training and personal protective equipment are provided where required.

c. Detailed arrangements and responsibilities for the management of hazardous substances are set out within the College's Control of Substances Hazardous to Health (COSHH) Policy.

4. Responsibilities - Nominated Persons

4.1 The Board of Governors as an employer has direct responsibility for Health and Safety within the college. The Board of Governors discharges its responsibility by ensuring it achieves the following objectives:

a. Formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Arrangements;

b. Regularly reviewing health and safety arrangements (at least three times per year) and implementing new arrangements where necessary;

c. Ensuring that the campus and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the college budget;

d. Ensuring that risk assessments are made and recorded of all the college's work activities including those off site which could constitute a significant risk to the health and safety of employees, learners or other persons;

e. Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;

f. Promoting high standards of health and safety within the establishment;

g. Active and reactive monitoring of health and safety matters within the College including health and safety inspection reports and accident reports;

h. To ensure all staff are aware of and actively support the responsibilities of the Governors

and accept their own personal responsibilities;

i. Ensure compliance with Statutory Regulations;

j. The Board is assured that its duties are discharged by receiving termly reports prepared by Deputy Estates and Compliance Manager indicating methods of management of health and safety adopted within the College.

4.2 The Principal is accountable to the Governing Body for the implementation of The Health and Safety Policy. The Principal will be responsible, in particular, for ensuring that:

a. The Approved Health and Safety Policy Statement is brought to the attention of all staff;

b. The overall procedures for the safety and welfare of all persons affected by the pursuit of the Corporations normal business activities are monitored and adopted procedures are implemented.

4.3 The Chief Finance Officer is accountable to the CEO for ensuring adequate resources are allocated to health and safety and convening and chairing The Health and Safety Group on a regular basis ensuring records of the meeting are kept and any issues arising are brought to the attention of the appropriate authority within the college.

4.4 The Executive Director – Estates Operations with support from the Deputy Estates and Compliance Manager has the role of Health and Safety Co-Ordinator and Competent Person within the Corporation and is responsible for:

a. Establishing arrangements for dealing with Health and Safety matters such as:

i. dissemination of Health and Safety information

ii. first aid arrangements

iii. accident reporting procedures

iv. ensuring accidents are investigated

v. emergency evacuation procedures

vi. ensuring Health & Safety matters raised by staff are dealt with

b. Monitoring and reporting compliance with Statutory Regulations and current practices

c. Ensuring the implementation of The Health and Safety Policy is monitored.

d. Ensuring that the policies and codes of practice adopted within the College are adhered to by all persons and organisations that hire or use the College premises.

e. Ensure Policies and guidelines which affect staff working off site are adhered to. e.g. risk assessments, driving and assessing.

f. Ensuring accidents, incidents, diseases and near misses are reported, recorded and investigated

g. Ensuring ‘reportable’ accidents are reported to the Relevant Authorities in accordance with the instructions laid out in RIDDOR (Item 3.7)

h. Training needs are identified, and appropriate arrangements are made for training in consultation with the Executive Director Estates Operations, Deputy Estates and Compliance Manager, and CPD. Health and safety training requirements will be

identified according to role and risk. Completion of mandatory or role-specific health and safety training will be recorded and monitored, with refresher or additional training arranged where required. Managers are responsible for ensuring that staff within their areas complete the health and safety training applicable to their role.

i. Ensure effective reporting of deficiencies and poor practices are identified and reported to SMT.

j. Implementing and receiving regular health and safety inspection and audit reports for all areas of operation of the college and reporting deficiencies to appropriate managers or SMT member.

4.5 SMT/Directors/Heads of Department/Curriculum Directors are responsible for implementing Health and Safety in their areas. In particular they are responsible for:

a. ensuring activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health;

b. monitoring the implementation of the Health and Safety Policy in their area of responsibility;

c. monitoring of the workplace and the use of equipment within that workplace.

d. ensuring individual employees are aware of their responsibilities for Health and Safety;

e. ensuring employees under their control are adequately trained, informed, instructed and supervised;

f. ensuring Approved Codes of Practice and procedures appropriate to the Curriculum Area are brought to the attention of all staff in the Curriculum Area.

g. ensuring Codes of Practice are complied with and appropriate safety signs or notices are displayed;

h. ensuring all relevant Health and Safety information is communicated to their staff;

i. ensuring all accidents occurring in their area are reported;

j. ensuring reasonable arrangements for allowing safety representatives to carry out their functions are made;

k. identifying training needs of staff within the Curriculum Area/Department

l. ensuring staff are aware of fire procedures;

m. ensuring new employees receive appropriate instruction in departmental safety procedures;

n. preparing annual Health and Safety Report identifying improvements regarding Health and Safety in order to assist with the development of plans/priorities for dealing with Health and Safety issues.

o. Ensuring all educational trips are suitably risk assessed and that the Trips Policy is strictly adhered to.

4.6 Curriculum Managers will ensure the requirements of health and safety are carried out within their area of responsibility and report to their Curriculum Director (CD) any issues. They will deputise for the CD as and when required in the areas of their responsibility to ensure all procedures are correctly carried out.

4.7 The Director of Human Resources (HR) will ensure that any absence from work caused by an accident or incident at work is reported immediately to the Health and Safety Co-ordinator who will investigate the accident. To ensure ill health is monitored for pattern and possible cause from within the organisation with a particular focus on work related illness including stress and related conditions. The Director of HR must monitor sickness absence which may be related to work activities.

4.8 Representatives of Employee Safety are appointed from curriculum areas and support areas to reinforce the policy of the College and the adopted codes of practice in their work area, report shortfalls, make recommendations to the Health and Safety Committee and disseminate information in their area from the Health and Safety Committee.

4.9 The Health and Safety Committee will be formed by the Representatives of Employee Safety from curriculum areas and support areas, this group may also include members from the student association. The aims of the group are to both share and disseminate good practice throughout the College and to make recommendations on best practice and concerns on deficiencies. The group will be chaired by the Executive Director – Estates Operations and will report directly to the Senior Management Team (SMT). This group will not have authority to create policy or direct methods of work but will be well placed to monitor the effectiveness of safety planning and implementation within the varied work areas of the college. However, the group will approve the Health & Safety Policy prior to submission to The Board of Governors. An inspection quality assurance role will be adopted by the group to achieve this and will also inform the regular reports to the Board of Governors.

4.10 Class Teachers (or those supervising) are responsible for the safety of students in classrooms, work areas, laboratories, workshops, and sporting areas. If for any reason this responsibility cannot be accepted it must be discussed with their line manager or head of department/area before any activities take place. These rules also apply to student or newly qualified teachers who must be made aware of their responsibilities by a professional tutor.

4.11 A Class teacher is expected to (as far as reasonably practical):

a. know the emergency procedures in respect of fire, Lockdown and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;

b. exercise effective supervision of students and ensure that the students know of the general emergency procedures in respect of fire, first-aid, building emergency and the special safety measures of the teaching areas;

c. includes relevant Health & Safety requirements in schemes of work and lessons plans and risk assessment are clearly referenced and current.

d. Reference to a student's current Individual Learning Plan (ILP) is imperative to ensure risks for the individual are assessed.

e. Schemes of work and lesson plans should clearly reflect the steps taken to ensure the Health and Safety of all persons affected by the lesson, particularly learners.

f. give clear instructions and warnings as defined in the relevant Code of Practice (notices, posters, handouts are not enough);

g. integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;

h. follow safe working procedures personally;

i. call for protective clothing, guards, special safe working procedures etc. when necessary;

j. make recommendations on safety matters to their Curriculum Director;

k. Ensure adequate risk assessments within their specialist capabilities are carried out for any learning for which they are responsible where such assessment is needed following hazard analysis including learner individual learning requirements.

4.12 All Managers and Supervisors are responsible for ensuring The Health and Safety Policy and general arrangements are implemented in their areas of activity, including responsibility for welfare of staff and learners under their control or affected by their decisions. As a general rule a manager's direct responsibility for Health and Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the Health and Safety implications of that decision.

4.13 In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers' and Supervisors' responsibilities include:

a. monitoring the implementation of the Health and Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are reported.

b. ensuring individual employees are aware of their responsibilities for Health and Safety;

c. ensuring employees under their control are adequately trained, informed, instructed and supervised.

4.14 Work Experience & Work Based Learning

a. The College is obliged to follow health and safety guidance as defined by the Education and Skills Funding Agency for Work Experience placements and Work Based Learning. The Skills Funding Agency has agreed an approach with the Health and Safety Executive (HSE) and the Department for Education that uses a health and safety procurement standard for all involved with Skills Funding Agency funded learners. The Skills Funding Agency standard reflects the main health and safety legal requirements that exist to protect persons at work.

b. It is the responsibility of The Executive Director of Information Systems and Funding and for work experience and The Principal with support from The Vice Principal Technical and Professional and Vice Principal Academic to ensure that the necessary checks are conducted as required for work based learning and The Head of Work Experience and Careers as required by subject.

4.15 All Employees

a. All employees have a duty of care to ensure the health, safety and welfare of themselves and fellow employees, students and visitors within the college environment or persons who come into contact with them during the normal operations of the College

b. Any employee having or identifying a problem about Health and Safety should raise the matter with their line manager. Employees who, during the course of their duties are required to visit premises other than their normal place of work, must comply with those Health and Safety instructions in force at individual establishments.

4.16 The attention of all employees is drawn to the following:

a. Section 7 of the Health and Safety at Work Act 1974

i. This requires employees to take responsible care for their own health and safety and that of other employees and to co-operate with the Governing Body in meeting

the Governing Body's responsibilities towards Health and Safety at work.

b. Section 8 of the Health and Safety at Work Act 1974

i. This states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.

c. Section 37 of the Health and Safety at Work Act 1974

i. This states that if a manager allows a practice to continue in the knowledge or assumed knowledge of it happening then it could be considered that a breach of the law will have occurred due to 'consent and connivance' in complying with requirements.

d. Any breach of these provisions of the Act will be treated as a breach of conditions of service, misconduct or gross misconduct, depending on the circumstances, and disciplinary action may be taken. It may also render the member of staff liable to prosecution under the Health and Safety Offences Act 2008 for which the college may not be able to assist.

e. All employees are reminded of the need to report any accidents that occur at work and are personally responsible for reporting accidents or incidents in which they are involved.

f. A summary of the employer's requirements with regard to Health and Safety of employees is displayed on the poster in each campus.

4.17 Defect/Fault Reporting System

a. To prevent accidents or incidents from occurring, all staff are expected to report all defects and faults within the building and associated areas including any cleaning issues. This allows:

i. Staff to report faults as and when they happen

ii. Faults can be monitored therefore highlighting any trends

iii. Health and Safety issues are brought to the attention of relevant staff

iv. Forecasting of future budget.

b. For all Campuses: Report by E-mail to estates.all@uspcollege.ac.uk or on the Estates Helpdesk Premises USP College Help Desk (spiceworks.com)

Equality and Diversity Statement & Impact Assessment

USP College is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, gender identity, transgender, sexual orientation, trade union activity or unrelated criminal convictions.

This form should be used by managers and policy owners within their area of responsibility to carry out Equality and Diversity Impact Assessments (EDIAs) in relation to protected characteristics including, but not limited to: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation. The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

1. Name of Policy

Health & Safety Policy

2. Which of the following groups could be affected by this policy?
(Tick all that apply)

Students	√
Staff	√
Wider Community	√

3. Complaints

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

N/A

4. The Impact

Four possible impacts should be considered as part of the assessment:

a. **Positive Impact -** Where the policy might have a positive impact on a particular protected characteristic.
b. **None or Little Impact –** Where you think a policy does not disadvantage any of the protected characteristics
c. **Some Impact –** Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristic is likely to be greater than on another.
d. **Substantial Impact –** Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Thought-provoking questions, which might help come to a decision about the impact of a policy on individuals with protected characteristics:

e. Does policy outcomes and service take up differ between people with different protected characteristics?
f. What key information do we have? Does data or engagement with people with protected characteristics give insights into areas of disadvantage, which relate to the policy area?
g. If the policy is likely to have a negative impact on individuals, sharing particular characteristics what steps can be taken to mitigate these effects?
h. Will the policy deliver practical benefits for certain groups?
i. Does the policy miss opportunities to advance equality of opportunity and foster good understanding/ relationships between groups?
j. Do other policies need to change to make this policy more effective?
k. Is there any elements of the policy that could be unlawful under the Equality Act 2010?

Use the guidance provided above and complete the following table: **(Please Tick √)**

Gender/Age	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Gender		√		
Age		√		
Disability	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Visually Impaired				
Hearing impaired				
Physical Disability			√	
Specific Learning Difficulties			√	
Global Learning Difficulties		√		
Autistic Spectrum Disorder		√		
Any other disability – Various		√		
Other Factors	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact
Race		√		
Culture		√		
Religious Belief		√		
Sexual Orientation		√		
Gender Reassignment		√		
Marriage/Civil Partnership		√		
Pregnancy /Maternity /Paternity		√		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the below action plan.

5. Is there anything that cannot be changed?

What cannot be changed?	Can this be justified?	If so, how?
Not applicable		
E.g., Disabled people can be treated more favorably under the Disability Discrimination Act 2005. If a policy appears to treat disabled people more favorably than other equality groups, the disadvantage may be justifiable		

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

Action Plan: