

1. Policy aim

- 1.1** Stoke on Trent college is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, visitors and contractors, who may be affected by the Colleges undertaking, in accordance with Section 2 (3) of the Health and Safety at Work Act 1974.
- 1.2** The Corporation fully accepts its responsibilities under the Health and Safety at Work Act 1974 and all subsequent Health and Safety Regulations. The Corporation views health and safety as a core function that must continually progress and adapt to changes. The approach is based on the assessment of Health and Safety through the implementation and maintenance of a robust Health and Safety management system.

2. Policy statement

- 2.1** It is the policy of the Corporation to minimise the potential for accidental loss through personal injury, occupational ill health (including work related stress) and damage to property throughout the organisation and to continually promote a pro-active Health and Safety culture within the College.
- 2.2** The Corporation will endeavour to ensure a healthy and safe working environment and safe premises to minimise the potential for accidents and ill health occurring and will oversee the effective implementation of this policy.
- 2.3** The Corporation recognises that the senior management and cross college management teams have specific duties and responsibilities to comply with the letter and spirit of this policy. As an academic institution, we also promote the active involvement of learners and their representatives to ensure they act in accordance with this policy.
- 2.4** All premises within which the college conducts its business activity and the means of access to and egress from them will be maintained in a condition which is safe without risk to health and in accordance with the Equality Act 2010 and the Regulatory Reform Fire Safety Order 2005.
- 2.5** The environment within which the Corporation conducts its business activity will be maintained in a condition, which is safe and without risk to health.
- 2.6** All plant, equipment and methods of working will be safe and without foreseeable risk to health and all statutory inspections will be carried out in accordance with LOLER & PUWER regulations 1998 by competent persons.
- 2.7** Arrangements for the use, handling, storage and transportation of articles and substances at work will be adequate, so as to prevent risk to employees and other persons affected by the College's business activities.
- 2.8** All staff, including temporary staff and learners, including apprentices will be provided with the information, instruction, training and supervision necessary to ensure their health and safety at work and that of others which may be affected by the College's business activities.

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**HEALTH & SAFETY POLICY
AND STATEMENT OF INTENT**

- 2.9** Adequate welfare facilities and hygiene standards will be maintained throughout the Corporation in accordance with The Workplace (Health, Safety and Welfare) Regulations 1992.
- 2.10** Competent people will be appointed to assist in meeting statutory duties including specialists where appropriate.
- 2.11** The Corporation recognises its employees as its most valuable resource and will seek to promote their health, safety and welfare.
- 2.12** A formal and systematic procedure for the management of health and safety within the College will be implemented and resourced. This will incorporate the necessary organisational arrangements and monitoring procedures required to achieve proper working standards of health and safety.
- 2.13** The Corporation will ensure the participation of the recognised Trade Unions in the achievement of these standards by the maintenance of appropriate consultative arrangements and provision of facilities to designated safety representatives. As such the cross-college H&S Board will meet 3 times a year.
- 2.14** Excellent standards of health and safety will only be achieved with the co-operation and commitment of all staff, learners and visitors. Such co-operation will be enlisted through open and effective communication with employees and their representatives at designated meetings where Health and Safety is a standing agenda item.
- 2.15** The Principal and Chief Executive Officer is the “Senior Manager” with specific accountability for the management of Health and Safety within the corporation. As stated in 3.2 below, the Chief Financial Officer has responsibility for implementing this policy.
- 2.16** All individual employees and learners are responsible for taking all reasonable precautions to ensure their own safety and that of others as specified in Section 7 of the Health and Safety at Work Act 1974.
- 2.17** All Managers are responsible for the implementation of this policy within their Department as advised by the Health and Safety Manager.
- 2.18** The procedures to achieve the aims of this policy will be reviewed annually, as legislation changes require, or sooner if a significant change occurs.
- 2.19** The Corporation will ensure that the health and safety risks inherent from the activities it carries out are assessed and steps taken to remove or control these risks to the lowest practical level.
- 2.20** The process of risk management will be used to ensure that this is done in an efficient, systematic and cost-effective manner, utilising the specialist health and safety management software. Each head of learning/department is responsible for ensuring compliance to this section of the policy and supporting procedure within the area.

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3. **Duties and Responsibilities**

All employees and anyone working off-site on Stoke on Trent College activities are responsible for their own health & safety and that of others who may be affected by their actions/activities. It is important for everyone to act responsibly at all times and an activity should not be carried out unless it is safe to do so.

Whilst everyone has health & safety responsibilities, listed below are specific responsibilities for individual post holders and different groups within the organisation.

All staff have a general responsibility to seek to prevent and report as appropriate any situations they meet which might create a Health and Safety problem and to act at all times in a manner conducive to maintaining a healthy and safe environment. To this end all staff will:

- 3.1.1 Acquaint themselves with the contents of the Health & Safety Policy and confirm to its requirements.
- 3.1.2 Acquaint themselves with all processes, materials and substances used by them and with safe handling and safe methods of use. Obtain advice before carrying out any work or handling any substances or equipment with which they are unfamiliar and which they believe may be hazardous or dangerous
- 3.1.3 Make themselves aware of the fire evacuation procedure, assembly points and the position of fire alarms and fire fighting equipment.
- 3.1.4 Take all reasonable care for the health and safety of themselves and others affected by what they do, or fail to do.
- 3.1.5 Cooperate with anyone who has duties to perform under the Health & Safety at Work Act 1974.
- 3.1.6 Personally follow safe working procedures;
- 3.1.7 Be familiar with and work in accordance with the general and particular safety rules that apply in their area of work;
- 3.1.8 Maintain good housekeeping standards in all areas where they work;
- 3.1.9 Report any incidents, near misses or defects in equipment or any other Health and Safety concerns in that they observe to their line manager;
- 3.1.10 All staff must be aware that it is an offence to interfere with, either intentionally or recklessly, or misuse anything provided in the interests of safety and health. (The word 'misuse' has been interpreted in case law as including 'failing or refusing to use' protective equipment.)
- 3.1.11 Members of staff and / or learners must use any safety devices in accordance with training and instruction received respecting the use for which these have been provided.

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3.2 Board of Governors and Principal and CEO:

The Board accepts its collective role in providing Health and Safety Leadership. It expects management to ensure that all regulations and legislation relating to health and safety are an integral part of the College's operations. It is the Board's responsibility to ensure that its decisions reflect the College's health and safety intentions, as articulated in the Policy statement.

The Principal and CEO has overall responsibility to provide a safe working environment and ensuring compliance with general duties of the Health and Safety at Work, etc. Act 1974 and its delegated legislation. This includes, so far as reasonably practicable, the responsibility for ensuring the commitment and cooperation of staff to health and safety, via the Executive Leadership Team.

3.3 Chief Financial Officer:

3.3.1 The Chief Financial Officer has delegated responsibility from the Principal and CEO for the development and implementation of this policy and acts for the Principal in his / her absence and will assume College wide responsibility on such occasions.

3.3.2 Determining the organisational structure through which the policy is implemented and delegating the responsibility for implementation of this policy.

3.3.3 Ensuring adequate finance and other resources are made available for this policy to be implemented.

3.4 Executive Director of Capital and Estates

3.4.1 The Executive Director of Capital and Estates has responsibility for ensuring the establishment and maintenance of health, safety and welfare management systems, which includes the assessment of risk, effective planning, training, organisation, control, monitoring and the review of preventative and protective measures necessary to reduce and control risks.

3.4.2 Appointing competent persons to assist the College in overseeing the application and provision of Health & Safety Legislation.

3.5 Senior and Executive Leadership Teams:

Each Senior Postholder, Executive Team member and their Directors will ensure that within their area of authority:

3.5.1 There are effective arrangements for the implementation of the health and safety policy and for its performance within their specified area of managerial responsibility

3.5.2 All tasks have been assessed with regard to risk and suitable controls implemented to minimise the risks with the development of safe working practices.

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- 3.5.3 Safe working systems are maintained and they set a good example to all staff and less experienced staff in particular.
- 3.5.4 There is a sufficient number of suitably trained staff to ensure that risk assessments are prepared and regularly updated for activities undertaken in that area.
- 3.5.5 That they keep themselves informed of technological advances or developments relevant to their respective roles within the College in order to maintain safety and health at work
- 3.5.6 There is an effective structure for ensuring the communication of Health & Safety information – This may be through briefing, notice boards or electronic means, but all staff within the department must be able to access it easily.
- 3.5.7 All persons on campus receive appropriate instruction, information and training to ensure they are able to work safely and understand their responsibilities.
- 3.5.8 All managers have attained the appropriate training and understand their responsibilities regarding the management of quality, health, safety and the environment and to carry out these duties accordingly ensuring that they lead by example following the required disciplines.
- 3.5.9 Work areas and classrooms are monitored to ensure safe conditions are maintained.
- 3.5.10 Property and equipment is appropriately maintained so as not to cause harm.
- 3.5.11 Safe Systems of Work are available for each work activity carried out within the department and appropriate training instructions are embedded in learning programmes and the learners' understanding and competency is assessed.
- 3.5.12 Ensure that adequate numbers of qualified first aiders and fire marshals are trained and available within their department.
- 3.5.13 All health and safety incidents are reported and investigated.

3.6 Heads of Learning & Departmental Managers;

Heads of Learning & Department Managers are accountable to their Executive Team member, Assistant Principal or Executive Director for the day to day implementation of Health and Safety Policy within their area of responsibility. Heads of Learning & Department Managers will:

- 3.6.1 Lead by example following all health and safety disciplines.
- 3.6.2 Attend in a timely manner to all matters of Health and Safety in their area raised by members of their staff or learners, calling on the assistance of the Health and Safety Manager where appropriate.

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- 3.6.3 Raise any matters of concern to the Executive Director of Capital and Estates and the CFO that cannot be resolved locally with their Director or the College Health and Safety Manager as appropriate.
- 3.6.4 Ensure that areas of work are maintained in as safe a condition as is reasonably practicable.
- 3.6.5 Ensure that all risk assessments within their area are completed and reviewed regularly or when required in line with the health and safety programme.
- 3.6.6 Ensure any safety rules, safe systems of work, codes of practice specific to their area of authority are regularly reviewed, are fit for purpose, and are disseminated to all relevant persons; ensure that any safety equipment needed is available for their staff and learners and is used whenever necessary as identified by risk assessment.
- 3.6.7 Assist the College Health and Safety Manager in the investigation of accidents as necessary and as a matter of priority;
- 3.6.8 Ensure equipment owned by the department is serviced and maintained regularly by competent external contractors to maintain it in a safe condition.
- 3.6.9 Provide PPE, safety equipment and / or protective clothing.

3.7 Teaching Staff:

Each member of Teaching Staff is accountable to their Head of Learning for the immediate safety of learners and the discharge of the Health and Safety arrangements within their teaching programme. Nominated teaching staff members will assist their Head of Learning with risk assessment.

All teaching staff will:

- 3.7.1 Be familiar with and work in accordance with the general and particular safety rules that apply in their area of work including fire evacuation and lockdown procedures;
- 3.7.2 Provide all learners in their charge with a full Health and Safety induction as early in the programme of study as would be reasonable and with adequate safety information and guidance for all tasks undertaken by them.
- 3.7.3 Ensure that clear instructions and warnings are given to learners, verbally and in writing as often as necessary to ensure their safety in the teaching area.
- 3.7.4 Ensure that learners are fully trained in Safe Systems of Work relevant to any tasks that they are expected to carry out.

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- 3.7.5 Maintain good housekeeping practices in their work area;
- 3.7.6 Report any defects in equipment or any other Health and Safety concerns in their teaching area to their Head of Learning or to the Health and Safety Manager;
- 3.7.7 Ensure that all accidents and near misses in their area of accountability are recorded on the College Incident Report and assist in the investigation of an accident or incident when necessary.

3.8 Technical Staff:

Technical staff (including LSAs, Technicians and support staff) are immediately accountable to their tutor whilst the class is in session. At other times, the Technician is accountable to their line manager for the discharge of the Health and Safety Policy. Technical staff must ensure that safe working practices are observed, and in particular, maintain close liaison with teaching staff working in the same area. They must ensure that equipment is available and in good working order at all times. This will include PPE, carrying out required inspections and in conjunction with teaching staff, ensure that safe working procedures are maintained and adhered to at all times. Any activity, behaviour or piece of equipment which is of concern to them should be reported immediately to their line manager, who under the requirements of this policy statement must assess the situation, taking advice if necessary then implement any selected remedial measures. In urgent situations, they are to take all reasonable measures to prevent harm (such as closing a process or location if necessary) and report the situation to their line manager.

All Technicians will:

- 3.8.1 Personally follow safe working procedures at all times.
- 3.8.2 Be familiar and work in accordance with the general and particular safety rules that apply in their area of work.
- 3.8.3 Alert the appropriate member of teaching staff of any dangerous practices that they may observe;
- 3.8.4 Maintain good housekeeping standards in their work area and in any related stores;
- 3.8.5 Report any defects in equipment or any other Health and Safety concerns in their area of accountability to their line manager;
- 3.8.6 Ensure that all accidents and near misses in their area of accountability are recorded on the College Incident Report within 24 hours and assist in the investigation of an accident or incident when necessary.
- 3.8.7 Support immediately the teaching staff team to address standards or behaviours which are unsafe and / or which are an abuse of welfare facilities or any other provisions made by the College.

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3.8.8 IT technicians are responsible to the Director of IT and Digital for the discharge of the Health and Safety Policy in their area of work and across the College. All members of the IT Services team are responsible for following safe working practices and for identifying and challenging unsafe working practices. Nominated technicians will assist with risk assessments.

3.9 Head of Facilities and Estates:

The Head of Facilities and Estates has overall responsibility for ensuring that the College's estate is maintained in a safe condition and suitable for day-to-day occupation and in particular ensure that:

- fire safety provisions are in place and maintained in accordance with current legislation and guidance.
- Asbestos and Legionella is suitably managed in accordance with current legislation and guidance.
- Statutory inspections of plant, equipment and services are carried out covering gas equipment, electricity, and water use, lifting equipment for the movement of people, fire safety and pressurised vessels. In teaching areas, this work will be undertaken in conjunction with teaching and teaching support staff with the Head of Facilities and Estates being the key point of contact for this work.

3.10 Health & Safety Manager:

The Health & Safety Manager is appointed as the College's Competent Person for health and safety. The Health & Safety Manager has the responsibility to:

- 3.10.1 Advise management, staff and learners on health and safety matters both proactively and reactively.
- 3.10.2 Act as the point of contact for, and liaising with, outside agencies on matters concerning health and safety, fire, and environmental safety.
- 3.10.3 Ensure appropriate health and safety training is made available to all members of staff.
- 3.10.4 Ensure where appropriate, accidents, near-misses and other health and safety concerns are fully investigated, and suitable records are maintained.
- 3.10.5 Ensure that all First Aid facilities are appropriate and managed correctly.
- 3.10.6 Monitor health and safety performance through the analysis of audit, accident, near miss and training data.
- 3.10.7 Provide monthly and annual Health and Safety Reports to the Executive Board through the Executive Director Capital and Estates.
- 3.10.8 Ensure regular departmental Health and Safety audits are undertaken.
- 3.10.9 Ensure regular Fire Safety Inspections are undertaken.

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3.10.10 Ensure all Fire Risk assessments are completed.

3.10.11 Ensures that all statutory reports to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are completed.

3.10.12 Communicate relevant health and safety information to all departments to ensure continuing compliance, the raising of health and safety standards and the promotion of a positive health and safety culture.

3.10.13 Develop Personal Emergency Evacuation Plans (PEEPs) for staff who require assistance to evacuate.

3.11 Learners & Visitors

The College has a responsibility to maintain the health, safety and welfare of learners and visitors as far as is reasonably practicable. In order to discharge that responsibility, the College requires them to;

3.11.1 Sign in at the main reception where they will be advised briefly in terms of health and safety (e.g. fire evacuation) and safeguarding protocols around the College by the reception team.

3.11.2 Obey warning signs, notices and wear PPE where required

3.11.3 Behave at all time in such a way that does not compromise the health and safety of themselves and others who might be affected by their acts or omissions

3.11.4 Comply, as appropriate, with all safe working procedures and instructions

3.11.5 Co-operate with staff to ensure that any duty or requirement for health and safety imposed on the College is performed or complied with.

3.11.6 To neither intentionally nor wilfully interfere with or misuse anything provided in the interests of health, safety and welfare

3.11.7 Assist in maintaining a safe working environment by reporting any hazards or dangers that exist in College premises to their tutor.

3.11.8 Staff who consider any learners or visitors are behaving in a way that would constitute a hazard may intervene directly to prevent harm or report the facts to the appropriate person.

3.11.9 All learners and visitor to the College should be reminded that it is a fundamental condition of entry that they comply with the above requirements.

3.12 Contractors

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3.12.1 The Executive Director of Capital and Estates along with the Health & Safety Manager shall set up a system for controlling the activities of contractors while they are on campus, including rules for behaviour and safe working, and shall, with the assistance of the Head of Facilities & Estates, ensure compliance with the system and rules within it.

3.12.2 The Health & Safety Manager will ensure that contractors are approved only if they have been certified as confirming the minimum, to legal and the College's requirements for Health & Safety.

3.12.3 More information on Control of Contractors can be found;

- HS23.1.1 – Control of Contractors Procedure
- HS23.1.2 – Control of Contractors General Rules

3.13 Temps & Volunteers

Any temporary workers, for example, those on a fixed term contract, must be provided with comprehensive information on;

3.13.1 General staff responsibilities as outlined in section 3.

3.13.2 Any special qualification or skill required to carry out their work safely. It is a line management responsibility to ensure that temporary workers are competent to undertake the tasks for which they are employed.

3.13.3 Any necessary protective equipment which has been identified above and beyond what would reasonably be required by the task in hand and any significant hazard present in the type of work being undertaken and the identified control measures

3.13.4 Any health surveillance required to be carried out to those staff under any relevant statutory provision

3.13.5 Appropriate information on procedures for emergencies, including first aid arrangements

4 Fire Marshals – Specific responsibilities for Fire Marshals can be found in HS004.2.2.25 – HS004.2.2.55 – Fire Marshal Responsibilities.

5 First Aiders – Specific responsibilities for First Aiders can be found in HS009.1.1 – First Aid Procedure

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6. Consultation and Communication

6.1 The College has in place a Health and Safety Board structure which aims to develop a positive culture and form a channel for formal communication on matters relating to Health and Safety. Matters can also be raised more immediately through an email or phone call to the Health and Safety Manager and through the incident form on the health and safety intranet portal.

6.2 In furtherance of embedding a strong safety culture, all staff are encouraged to contribute to the communication of Health and Safety issues and are invited to raise issues through the Health and Safety Board structure, whether represented via a recognised trade union or not. It is recognised that to ensure effective management of Health and Safety throughout the College, there must be a two-way communication as appropriate.

6.3 College Health and Safety Board

The College Health and Safety Board fulfils the following role:

6.3.1 Keeping under review the measures taken to ensure that the health, safety and welfare is being properly attended to throughout the College in accordance with Section 2(7) of the Health and Safety at Work Act 1974, Workplace Health, Safety and Welfare Regulations 1992 and fulfils the requirements of the Safety Representatives and Safety Committee Regulations 1977.

6.3.2 Monitors progress toward meeting Health and Safety Policy aims.

6.4 Health and Safety Board

The Health and Safety Board will:

6.4.1 Consider and advise on College policies for health, safety and welfare, either statutory or otherwise and monitor and review their effectiveness prior to approval by the Corporation.

6.4.2 Review forthcoming legislation and assess its implications and, where necessary, to recommend the establishment of rules governing any hazardous work activity or class of operations.

6.4.3 Promote health and safety training in College at all levels.

6.4.4 Assist in the development of safety rules and safe working practices.

6.4.5 Assist in the investigations concerning accidents, potential hazards and dangerous occurrences at work.

6.4.6 Receive detailed reports of investigations into all reportable accidents, dangerous occurrences and causes of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents

6.4.7 Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent similar incidents

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- 6.4.8 Consider reports of formal audits of College workplaces and activities and such other reports as may be submitted and lead on the implementation of recommendations.
- 6.4.9 Request any additional formal inspections of work places as the Board think appropriate and to receive reports of such inspections.
- 6.4.10 Keep under review communications and publicity relating to health, safety and welfare in the College and where necessary to recommend any improvements or changes.
- 6.4.11 Consider reports and information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other enforcement authority and to establish and maintain effective links with such persons.
- 6.4.12 Consider relevant health, safety and welfare matters raised by Board members and the College community that cannot be dealt with during normal processes.
- 6.4.13 Note the appointment and consider the activities of Safety Representatives as required by the relevant legislation.

7. Arrangements and Procedures

- 7.1 Specific arrangements and procedures documents that support this health and safety policy are located on the College's intranet. This safety management system and the procedures and templates that are located within it give guidance and instructions on more complex and specific topic areas.

8. Review

The Principal and Chief Executive Officer will monitor all sections of this policy. Regular reports and recommendations on all aspects of the policy will be provided to the Senior Leadership Team and Executive Board as appropriate. This policy will be reviewed on a biennial basis by the Executive Director of Capital and Estates and the Health and Safety Manager before consideration by the Board of the Corporation and the Health and Safety Board.

9. Documentation

HS001.8.1 – H&S Monitoring Procedure
 HS001.9.1 – H&S Consultation Procedure
 HS002.1.1 – Risk Management Procedure
 HS003.1.1 – Incident Reporting Procedure
 HS004.1.2 – Fire Evacuation Procedure
 HS004.2.2.25 – HS004.2.2.55 – Fire Marshal Responsibilities.
 HS005.1.1 – General Maintenance Procedure
 HS009.1.1 – First Aid Procedure
 HS23.1.1 – Control of Contractors Procedure

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10. Acceptance of Policy

Signed:

(Principal & Chief Executive)



Signed:

(Chair)

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