POLICY

Document Title	**Health and Safety Policy**
Version	**Version 2.1**
Consulted with	**Senior Leadership Team**
Signature of Principal / Chief Executive Officer	
Signature of Lead Executive Team Member	
Approved by	**Finance and Resources Committee: 25 November 2025** **Corporation Board: 9 December 2025**
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Date of next review	**November 2028**
Lead responsibility	**Vice Principal Finance and Resources**

1. Policy Aims

1.1. Derwentside College is committed to maintaining a safe, inclusive, and welcoming environment for both work and learning. The Corporation fully recognises its responsibilities under the Health and Safety at Work Act 1974 and all subsequent legislation, ensuring the health, safety, and welfare of employees, learners, contractors, and others who may be affected by its operations.

1.2. The College fosters a proactive health and safety culture by systematically assessing and managing risks across curriculum and non-curriculum activities. This includes implementing safe working practices, providing appropriate equipment, and delivering effective instruction and training. These aims are supported through robust cooperation, coordination, and consultation with contractors, partners, and placement employers.

2. Scope

2.1. This policy applies to all facilities, operations, and activities under the control of Derwentside College. It encompasses all employees, learners, contractors, partners, visitors, and any individuals engaging with college services or premises.

3. Roles and Responsibilities

3.1. *Corporation Board*

The Corporation Board holds ultimate responsibility for ensuring health and safety compliance and maintaining a safe environment for students, staff, and visitors. Its key responsibilities include:

- Strategic Oversight and Governance - Embedding health and safety within the College's strategic objectives and holding the Principal and CEO accountable for effective implementation.
- Policy Approval and Compliance Monitoring - Reviewing and approving health and safety policies, monitoring legal compliance, and evaluating reports, incidents, and risk assessments submitted by the Executive Team.
- Risk Management and Accountability - Overseeing high-level risk management, ensuring significant H&S risks are identified, mitigated, and effectively managed.

The Board's role is to provide governance and strategic support to ensure the college maintains a safe, legally compliant environment, while holding the Principal and CEO accountable for H&S performance.

3.2. *Finance and Resources Committee*

The Finance and Resources Committee advises the Corporation Board on health, safety, and wellbeing matters, including reviewing and recommending the Health and Safety Policy for approval. Its key responsibilities include:

- Resource Allocation Support - Ensure adequate resources are allocated for H&S training, compliance, and risk mitigation to maintain a safe educational environment.
- Performance Review and Improvement - Regularly assess H&S performance through KPIs and audits, driving continuous improvement and accountability across the organisation.
- Emergency Preparedness and Response Assurance - Ensure the college has effective emergency preparedness plans, with regular reviews of crisis response procedures.

The committee plays a key role in supporting the College's health and safety strategy and ensuring resources, performance, and emergency preparedness are effectively managed.

3.3. *College Health and Safety Committee*

The college's Health and Safety (H&S) Committee, comprising key staff members, is central to the operational management and promotion of health and safety across the College. Its key responsibilities include implementing and reviewing H&S policies to ensure they meet legal standards, overseeing departmental risk assessments, and addressing any hazards or compliance issues. The committee also reviews incidents and near misses to identify causes and recommend corrective actions.

Additionally, the committee coordinates H&S training, promotes awareness among staff and students, and acts as a liaison between staff and the Executive Team, sharing feedback and updates. It ensures emergency protocols are followed, conducts drills, and fosters continuous improvement by identifying safety enhancements and tracking performance. Overall, the committee plays a crucial role in maintaining a safe, compliant, and proactive health and safety culture throughout the College.

3.4. *Principal and CEO*

The Principal has ultimate accountability for health and safety (H&S) across the College, ensuring legal compliance and a safe environment for all students, staff, and visitors. Key responsibilities include setting the vision for a safe and compliant environment, embedding H&S into the College's overall strategy and culture. They foster a culture of safety, prioritising H&S across all departments, and ensure adequate resources are allocated to H&S initiatives, training, and compliance.

The Principal is also responsible for overseeing risk management and emergency preparedness, ensuring effective protocols are in place for swift responses. They regularly update the Board on H&S performance, key risks, and incidents, advocating for necessary improvements. Ultimately, the Principal ensures the college maintains a strong, compliant H&S framework aligned with its goals and the well-being of the college community.

3.5. *Vice Principal Finance and Resources*

The Vice Principal Finance and Resources is responsible for the strategic oversight of health and safety (H&S) across the College, ensuring that a robust H&S framework is in place and aligned with legal standards. Key responsibilities include developing and implementing H&S policies, advising the Principal on H&S implications of strategic decisions, and overseeing risk assessments, audits, and incident reviews to ensure consistent adherence to H&S standards.

Additionally, the Vice Principal champions a proactive H&S culture by promoting training and awareness, particularly for high-risk roles, and ensuring effective emergency preparedness, including coordinating drills and external agency involvement. They monitor H&S performance, report regularly to the Principal and Board, and liaise with the Board to ensure alignment with college priorities. As Chair of the Health and Safety Committee, they lead discussions on H&S matters and drive continuous improvement in safety practices across the college.

3.6. *Head of Estates and Facilities*

The Head of Estates and Facilities, as the operational health and safety (H&S) lead, is responsible for implementing the College's H&S policies and maintaining a safe, compliant environment. This role involves overseeing campus-wide H&S operations, ensuring that policies are followed, and managing day-to-day safety concerns. Key duties include conducting risk assessments and safety audits, maintaining facilities and infrastructure, and ensuring H&S compliance for contractors and suppliers.

They also lead incident response efforts, investigates accidents, and coordinates emergency preparedness, including developing protocols and conducting drills. They organise H&S training for staff, ensuring compliance with legal standards and adapting practices as needed. Through regular performance monitoring and reporting to the H&S Committee, Executive Team, and the Finance and Resources Committee, they ensure that risks are managed effectively and that a safe environment is upheld across all college facilities.

3.7. *All Managers with leadership or line management responsibilities*

All managers in the College are responsible for ensuring a safe working and learning environment by implementing health and safety (H&S) policies in their areas. They must conduct and maintain risk assessments, monitor team compliance with H&S practices, and address any non-compliance through training or corrective actions. Managers are also responsible for reporting and investigating any incidents, identifying preventive measures to avoid recurrence.

Additionally, managers play a key role in promoting a culture of safety by ensuring that all team members are trained, informed of safe working practices, and aware of emergency procedures. They act as a link between their teams and the H&S Committee, sharing feedback and communicating updates to foster a proactive, compliant approach to health and safety across the college.

3.8. *Partners (sub-contractors)*

Subcontracting partners are responsible for ensuring that their staff comply with the College's health and safety policies and procedures while working on college premises. They must conduct thorough risk assessments for any activities they undertake and ensure that their personnel are properly trained in relevant safety protocols. Subcontracting partners are also required to provide the college with necessary documentation, such as proof of insurance, safety certifications, and adherence to regulatory standards. They must cooperate with the college's health and safety monitoring processes, report any incidents or hazards, and work alongside college staff to maintain a safe working environment for everyone involved.

3.9. *First Aiders and Fire Wardens*

Fire wardens are responsible for ensuring the safety of staff, students, and visitors in the event of a fire or emergency evacuation. Their duties include familiarising themselves with the fire evacuation plan, conducting regular fire drills, and ensuring that all areas are clear during an evacuation. Fire wardens also monitor and maintain fire safety equipment, report any fire hazards or safety issues to the appropriate authorities, and assist in the safe evacuation of individuals, especially those with mobility or other special needs.

First aiders are responsible for providing immediate medical assistance in the event of an injury or medical emergency. Their duties include assessing the condition of an injured or ill person, administering basic first aid treatment, and ensuring that more serious cases are referred to medical professionals if necessary. First aiders are also responsible for maintaining first aid supplies and equipment, recording incidents, and reporting any health and safety concerns to relevant personnel. They play a critical role in safeguarding the health and well-being of the college community. The College maintains a First Aid Procedure which contains the detail of the First aider role and first aid provision within the College.

3.10. *Staff (including Apprentices and student placements)*

Staff are responsible for following all health and safety policies and procedures to maintain a safe working environment. They must report any hazards, accidents, or safety concerns promptly and participate in relevant training to stay informed about safety protocols. Staff should ensure their own safety and the safety of those around them by adhering to safe working practices and emergency procedures, as well as cooperating with any safety audits or inspections.

3.11. *Learners*

Learners are responsible for following the health and safety guidelines set out by the College, particularly in relation to their own well-being and the safety of others. They must attend required safety training, use equipment and facilities properly, and report any risks or incidents they encounter. Learners are expected to cooperate with staff during emergency situations, including evacuation drills or real incidents, and adhere to college policies to contribute to a safe and supportive learning environment.

3.12. *Visitors*

Visitors must adhere to the health and safety rules of the college while on the premises, including following signage, participating in safety inductions if required, and following any instructions from staff or safety

personnel. Visitors should report any accidents or safety hazards they notice during their visit and cooperate with any emergency procedures, such as evacuations, to ensure their own safety and that of others.

3.13. *Contractors*

Contractors must adhere to the health and safety rules of the college while on the premises, including following signage, participating in safety inductions if required, and following any instructions from staff or safety personnel. Contractors will be selected who are competent, and can evident the appropriate skills, qualifications, and experience for the work to be undertaken. Prior to commencement of their work contractors are required to provide the designated person copies of risk assessments and method statements.

4. Procedural Arrangements

4.1. Full and detailed guidance and information regarding the following will be found in the Health and Safety Procedures, which shall be produced and kept up to date by the Head of Estates and Facilities. Information and guidance can also be found on the college intranet site (Staff Net).

4.2. *Risk Assessments*

Regulation 3 of the Management of Health & Safety at Work Regulations 1999 and associated ACOPs make it a requirement that the College assesses the risks to workers and any others who may be affected by its activities. Risk assessments will be carried out by trained individuals in each department/curriculum area and will be reviewed by the Head of Estates and Facilities on an annual basis.

4.3. *Risk Assessments: Young Persons*

Specific risk assessments must be carried out for young people as they are seen to be particularly at risk. The Safeguarding Children and Adults at Risk Policy should be consulted for further detail.

4.4. *Risk Assessments: Offsite Visits and Trips*

Specific risk assessments must be carried out for any visit or trip that takes place away from the College campus. The Educational Visits Policy should be consulted for further detail.

4.5. *Risk Assessments: New and Expectant Mothers*

Regulations 16, 17 and 18 require a specific risk assessment be carried out for new and expectant mothers. All activities need to be assessed in relation to the risks to both the mother and her baby. Regulation 17 deals specifically with night work and may apply to some of the College Training Consultants.

4.6. *Emergency evacuations*

The College carries out and maintains a fire risk assessment and provides procedures for evacuations where there is serious or imminent danger. This is in accordance with the Management of Health & Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005. The college has a procedure for the use of Personal Emergency Evacuation Plans (PEEPs) for those who may need assistance during any evacuation.

4.7. *Emergency lockdown*

The College shall maintain an Emergency Lockdown Procedure which will be implemented in the event of a serious incident that requires lockdown measures to be taken. The Procedure details types of incidents and roles and responsibilities. It follows the principles of Run, Hide and Tell.

4.8. *First Aid*

First Aid treatment is provided during the operating hours of the College by staff trained in First Aid at Work, and who are designated First Aid staff. First Aid incidents and treatment are recorded by First Aid staff. First

Aid statistics are reported to the Health and Safety Committee. The First Aid Procedure should be consulted for further detail.

4.9. *Control of Substances Hazardous to Health*

The College maintains a central database of assessments of substances that may cause harm or ill health (excluding asbestos, lead, ionizing radiation and mining activities). In accordance with the Control of Substances Hazardous to Health 2002 (COSHH) regulations a trained assessor carries out a COSHH assessment of all potentially hazardous substances.

4.10. *Prevention of Violence to Staff*

In accordance with the Health & Safety at Work Act 1974; and the Management of Health & Safety at Work Regulations 1999 and associated ACOPs, the College will carry out risk assessments on those members of staff who may be subject to acts of violence during the course of their activities and will take appropriate action to protect those members of staff.

4.11. *Display Screen Equipment and Workstation Assessments*

The College will carry out workstation risk assessments to assess and reduce the risks for VDU workers in accordance with the Management of Health & Safety at Work Regulations 1999; and the Health & Safety (Display Screen Equipment) Regulations 1992 and associated ACOPs.

4.12. *Workplace Health, Safety and Welfare*

The College will maintain the premises in compliance with the Health & Safety at Work Act 1974; the Management of Health & Safety at Work Regulations 1999; and in particular the Workplace (Health, Safety and Welfare) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002 and all associated ACOPs. To support this and to manage risk effectively, a range of policies and procedures are in place, including a Board Assurance Framework with an associated action plan and key performance indicators.

4.13. *Transportation of Learners in Staff Vehicles*

Transportation of learners in staff vehicles is not permitted unless in exceptional circumstances and is approved by the Designated Safeguarding Lead or the Principal. Staff should not transport learners in a vehicle unaccompanied.

4.14. *Reporting and Investigation of Accidents, Diseases and Near Misses*

All accidents and near misses must be reported through the appropriate channels immediately, and if needed the Head of Estates and Facilities shall report them to HSE.

4.15. *Occupational Health Support*

Arrangements are in place to provide occupational health support for staff via an external organisation. Further information is available from Human Resources.

4.16. *Stress Management*

Under the Health and Safety at Work Act 1974, the College has a legal obligation to ensure (so far is reasonably practicable) the health, safety and welfare of its employees, including their mental wellbeing. The College does this by identifying any risks to which an employee may be exposed and by taking appropriate measures to control these risks.

In relation to the management of stress, the College will take reasonable care to protect the psychological health and safety of its staff and students, recognising that stress, especially chronic stress, can be a considerable risk to both physical and mental health. The College is committed to promoting a healthy

environment and a supportive culture, and facilitating the development of an increasingly non-stigmatising, well informed College community. Individual stress risk assessments will be carried out by managers where a need is identified, supported by Human Resources and occupational health where required. The College has a Wellbeing Committee who lead on activities and information relating to all aspects of wellbeing, as well as Mental Health First Aiders, for both staff and learners. A Mental Health and Wellbeing Support Policy for learners is in place.

5. Monitoring and Reporting

5.1. Reporting of health and safety is required at multiple levels to enable appropriate record keeping and actions for continuous improvement. This reporting will include:

- Recording of accidents, incidents or near misses as promptly as possible via Staff Net
- Any accident that requires the attendance of an ambulance for a student must be reported on CPOMS and a follow up with the student's family carried out by a member of the Student Services Team
- Significant accidents defined in RIDDOR must be reported to the Health and Safety Executive (HSE) by the Head of Estates and Facilities
- Reporting to the Health and Safety Committee of accidents by type with details of any RIDDOR accidents
- Reporting to the Finance and Resources Committee of key trends and significant risks and concerns.

6. Relevant Legislation / Regulation

6.1. This policy complies with all relevant legislation and regulations, in particular:

- Health and Safety at Work Act 1974
- The Management of Health and Safey at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (DSE) Regulations 1992
- The Work at Height Regulations 2005
- The Health and Safety (miscellaneous amendments) Regulations 2002
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992

7. Related documents

7.1. The following related documents and sources of information are relevant to this policy:

- Financial Regulations
- First Aid Reporting Form
- Health and Safety Staff Net page
- Health and Safety Induction
- Emergency Evacuation Procedure Map
- Departmental Risk Assessments
- Fire Wardens and Routes
- Business Continuity Plan
- Emergency Lockdown Procedure
- Eye Test and Glasses Policy
- Educational Visits Policy
- Safeguarding Children and Adults at Risk Policy
- Prevent Duty Policy
- Mental Health and Wellbeing Support Policy (Learners)

8. Accountability and Promotion of Policy

8.1. The Vice Principal Finance and Resources is responsible for the drafting and implementation of this policy, in addition to ensuring that this document is regularly reviewed and updated. They are supported in this by the Head of Estates and Facilities, who is the operational lead for health and safety and who is the first contact point for managers seeking advice and guidance about the Health & Safety Policy or making enquiries about its interpretation.

8.2. All new employees undergo mandatory Health and Safety training at induction.

8.3. All managers are responsible for ensuring that they and their team members follow the requirements set out in this document and in subsequent procedures.

8.4. The policy is accessible to all employees via the College Staff Net (intranet) site.

9. Equality & Diversity

9.1. The College has paid due regard to equality considerations during the preparation and implementation of this Policy. These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage, or civil partnership. The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

9.2. The operation of this Policy and Procedure will be monitored by the Director of Human Resources to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

10. Review

10.1. This document will be reviewed at least every three years by the Vice Principal Finance and Resources and the Head of Estates and Facilities, considering legislative changes, and developments in good practice.

11. Document Identification

Category [select ONE only]	☐ Programmes/courses ☐ Partnerships ☐ Finance ☐ Quality ☐ Governance ☒ Health and safety ☐ Facilities ☐ Computer Services ☐ MIS ☐ Admissions ☐ Teaching and learning ☐ Personnel

Audience [select ALL that apply]	☒Employees ☒Learners ☒Partners ☒Suppliers