

# HEALTH AND SAFETY POLICY AND ARRANGEMENTS 2025- 2026

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Jason Lancaster

Principal



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# RECORD OF REVISIONS

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## SCOPE

This Policy forms part the wider Health and Safety Management System developed for Northampton College and sets out the intention to ensure the health, safety and welfare of its staff, students and other stakeholders.

It covers all operations as well as locations including:

- Booth Lane Campus
- Lower Mounts Campus
- Daventry Campus

It is also applicable to those personnel whose duties involve them working away from the above sites, as well as students who are under schemes provided by the College, but who are working externally for a business, such as apprenticeships.

This Policy defines the structure of the Health and Safety arrangements, the documentation of objectives and the demonstration of health and safety compliance.

You will see within the document there is a register of stand-alone arrangement policies; these will also form part of the wider H&S Management System and are topic based relating to the operations carried out at the College. Internally, these are to be used as single-issue documents to increase understanding as well as uptake and employee engagement.

The wider H&S Management System (HSMS) should be seen as more than just a set of procedures. It is designed to empower all people working within the College and help generate an environment of openness, honesty, and trust.

Although there are statutory responsibilities within the system, there is also a strong desire to engage fully and at all levels of the college with an aim that all personnel working for the college, whether directly or indirectly, carry out their duties in a manner which will preserve the health and safety of themselves and the people around them.

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## PURPOSE

This policy is based on nationally recognised principles, which are defined and developed to provide the necessary strength, flexibility, and appropriate foundation for the development of a sustainable health and safety culture throughout the organisation.

The practical recommendations for the procedures and guidance within this document are intended for use by all who are responsible for managing our health and safety activities.

Northampton College is accountable for, and has a duty to organise, arrange and ensure that health and safety obligations are satisfied. The implementation of a Health and Safety Management System is a useful way of fulfilling this duty. This document is designed to be a practical tool to assist Northampton College in achieving continual improvement of our health and safety performance.

Introducing a H&S Management System will provide a systematic approach to reducing hazards and risks within our organisation.

## ORGANISATIONAL CONTEXT

Northampton College operates within the further education sector in Northamptonshire, England and therefore under the political, economic, social, technological, legal and environmental context of those areas; this will influence performance. Northampton College monitors the context in which it operates, a summary of which, with regards to health and safety, is summarised below:

<b>Factor</b>	<b>Considerations (Health &amp; Safety Context)</b>
<b>Political</b>	<ul style="list-style-type: none"><li>• Government funding priorities for FE colleges may affect resources for H&amp;S improvements.</li><li>• Local authority and HSE enforcement influencing safety standards.</li><li>• OFSTED Compliance and Auditing</li></ul>
<b>Economic</b>	<ul style="list-style-type: none"><li>• Budget pressures in FE sector may restrict investment in new safety systems, training, and facilities maintenance.</li><li>• Rising energy costs may impact safe building operation (heating, ventilation, lighting).</li><li>• Need to balance cost efficiency with maintaining safe learning and working environments.</li></ul>
<b>Social</b>	<ul style="list-style-type: none"><li>• Large, diverse student body (including young persons and vulnerable adults) with varying levels of access and attitudes.</li><li>• Expectation from parents, guardians, and community for strong safeguarding and safety standards.</li><li>• Growing emphasis on staff wellbeing and mental health in educational settings.</li></ul>
<b>Technological</b>	<ul style="list-style-type: none"><li>• Increasing use of digital learning tools and IT infrastructure brings risk (ergonomics, electrical safety, cybersecurity links to safety-critical systems).</li></ul>

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**Legal**

- Specialist equipment in vocational courses (engineering, construction, catering, science labs) requires robust safety management and competency training.
- Opportunities for new technology to support H&S (e.g., online training platforms, monitoring systems, smart building controls).
- Compliance with UK Health & Safety legislation (Health and Safety at Work etc. Act 1974, Management of H&S Regulations 1999).
- Compliance with a wide range of statutory requirements: fire safety, safeguarding, manual handling, DSE, COSHH, PUWER, LOLER, RIDDOR, etc.
- Duty of care to students, staff, contractors, and visitors under civil and criminal law.
- Regular audits and inspections (HSE, Ofsted, insurers).

**Environmental**

- Environmental sustainability targets (waste reduction, carbon neutrality) influencing safe working practices.
- Risks linked to climate change (heatwaves affecting classroom safety, flooding risks).
- Safe management of laboratories, workshops, and waste streams (chemicals, sharps, electrical waste).

## HEALTH AND SAFETY STAKEHOLDERS

It is important to identify the stakeholders interested in Northampton College operations therefore, the organisational stakeholders for Occupational Health and Safety are detailed below:

<b>Interested Party</b>	<b>Needs and Expectations (Health &amp; Safety)</b>
<b>Students and Apprentices</b>	<ul style="list-style-type: none"> <li>• Safe, inclusive, and supportive learning environment.</li> <li>• Well-maintained classrooms, workshops, and laboratories.</li> <li>• Clear communication of health, safety, and emergency procedures.</li> <li>• Effective safeguarding arrangements.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Safe workplace, equipment, and resources.</li> <li>• Training and competence to carry out roles safely.</li> <li>• Consultation and engagement on H&amp;S matters.</li> <li>• Support for wellbeing and mental health.</li> </ul>
<b>Contractors, Visitors and Partners</b>	<ul style="list-style-type: none"> <li>• Clear site rules, inductions, and emergency information.</li> <li>• Safe access to college premises and facilities.</li> <li>• Effective coordination of risks associated with contracted work.</li> </ul>

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**Parents, Guardians and Carers**

**Regulators and Enforcing Authorities  
(HSE, Local Authority, Fire Authority,  
Ofsted)**

**Insurers and Funding Bodies**

**Local Community and Neighbours**

- Assurance that students (including young persons and vulnerable adults) are protected.
- Robust safeguarding, supervision, and risk management arrangements.
- Full compliance with statutory requirements.
- Accurate incident reporting and records.
- Evidence of proactive risk management and compliance monitoring.
- Evidence of effective risk and incident management.
- Assurance of compliance with legislation and best practice.
- Reduction of liability and claims through robust controls.
- Safe and responsible operation of college activities.
- Control of risks that may affect the community (traffic, fire safety, environmental impact).

## ARRANGEMENTS

### Intention, purpose, and system contents


The HSMS is made up of the College’s health and safety policies and its arrangements and, detailed topical policies implemented to achieve the commitments stated in the Statement of Intent (Appendix A). Collectively this is referred to as the Health and Safety Management System.

The Arrangements, in the form of a Health and Safety Management System (HSMS) are broken down as below; this is built and organised to HSG 65 Guidance - Plan, Do, Check and Act, as well as ISO 45001 Standard.

Below is a summary of the Policies to be included in the full arrangements, and how they will be organised, along with their relative legislation:

<b>Policy / Procedure</b>	<b>Relevant UK Health &amp; Safety Legislation / Regulation</b>	<b>Notes</b>
<b>Health and Safety Policy - Statement of Intent</b>	Health and Safety at Work etc. Act 1974 (HSWA)	Core requirement under HSWA s.2 & s.3 to have a statement of intent

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<b>Roles and Responsibilities</b>	HSWA 1974	Defines duty holders and responsibilities	
<b>Risk and Compliance</b>	HSWA 1974, Management of Health and Safety at Work Regulations 1999 (MHSWR)	Risk assessment requirements	
<b>Incident Response and Learning</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), HSWA 1974	Reporting, investigation, and learning from incidents	
<b>Communication, Consultation and Engagement</b> 	Safety Representatives and Safety Committees Regulations 1977, MHSWR 1999	Worker consultation and communication requirements	
<b>HSE Employee Consultation Flow</b>	Safety Representatives and Safety Committees Regulations 1977	Formal consultation procedures	
<b>Competency &amp; Capability</b>	HSWA 1974, MHSWR 1999	Induction training, employee competence assessed, training needs identified, supervision and review	
<b>Management of Contractors</b>	MHSWR 1999	Duties when engaging contractors	
 <b>Contractor Management</b>	HSWA 1974, MHSWR 1999	Ensures safe management of contractors	
<b>Emergency Preparedness and Response</b>	HSWA 1974, MHSWR 1999 The Regulatory Reform (Fire Safety) Order 2005	Plan for foreseeable emergencies	
<b>Organisational Learning and Continual Improvement</b>	HSWA 1974	Continuous improvement principle in HSMS	
<b>Topic Based Policies</b>	Asbestos Management	Control of Asbestos Regulations 2012	Duty to manage asbestos, surveys, and risk control
	Display Screen Equipment	Health and Safety (Display Screen Equipment) Regulations 1992	DSE risk assessment and workstation requirements
	Driving	HSWA 1974, MHSWR 1999 HSE & Department for Transport joint guidance - <i>Driving at Work: Managing work-related road safety.</i> Road Traffic Act 1988 / Road Vehicles	Duty to manage the risks of driving for work

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		(Construction and Use) Regulations 1986	
	Electrical Safety	Electricity at Work Regulations 1989	Electrical systems and equipment safety
	Fire Safety	Regulatory Reform (Fire Safety) Order 2005	Fire risk assessment and preventive measures
	Hazardous Substances	Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Safe handling and exposure control
	Legionella	Control of Legionella Bacteria in Water Systems, Approved Code L8 (HSE)	Water system risk assessment and control
	Lifting Equipment and Operations	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	Inspection and safe use of lifting equipment
	Lone Working	HSWA 1974	Managing risks associated with lone working
	Manual Handling	Manual Handling Operations Regulations 1992	Safe handling procedures
	Mechanical Handling	Provision and Use of Work Equipment Regulations 1998 (PUWER)	Safe use of mechanical equipment
	Noise	Control of Noise at Work Regulations 2005	Hearing protection and exposure limits
	Occupational Health	HSWA 1974, MHSWR 1999	Worker health surveillance and monitoring
	Personal Protective Equipment	Personal Protective Equipment at Work Regulations 1992	Provision and use of PPE
	Pressure Systems	Pressure Systems Safety Regulations 2000	Safe design, operation, and maintenance of pressure systems
	Vulnerable Persons	HSWA 1974	Risk assessment for vulnerable groups (young, pregnant, disabled)
	Welfare	Workplace (Health, Safety and Welfare) Regulations 1992	Facilities, cleanliness, lighting, temperature, sanitation
	Work Equipment	PUWER 1998	Safe use, maintenance, and inspection of equipment

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	Mental Health and Stress	HSWA 1974, MHSWR 1999	Managing psychosocial risks
	Working at Height	Work at Height Regulations 2005	Risk assessment and safe systems of work at height
	Workplace Transport	Provision and Use of Work Equipment Regulations 1998 (PUWER), HSWA 1974	Safe vehicle and pedestrian segregation, management
	Drugs, Alcohol and Substance Misuse	HSWA 1974	Policies to maintain fitness for work
	Young Persons	HSWA 1974, MHSWR 1999	Risk assessment and special protections for young workers
	First Aid Provisions	Health and Safety (First-Aid) Regulations 1981	First-aid arrangements, facilities, and trained personnel
	Pandemics Policy	HSWA 1974, Control of Substances Hazardous to Health (as applicable)	Managing infectious disease risks and emergency response
	Workplace learning & offsite educational visits	HSWA 1974, MHSWR 1999	Duty to manage the risks of students on a work placement and those partaking in an offsite educational visit.

## ROLES AND RESPONSIBILITIES

### WHAT DOES IT MEAN?

A team functions most efficiently when members share a common understanding of each other’s roles and responsibilities. One of the reasons teams fail is a lack of clarity among members regarding their respective roles, responsibilities, and the expectations they hold of one another when working together to accomplish their vision, mission, goals, and objectives.

When roles and responsibilities are clearly defined, team members are more productive, there is less duplication of effort, less confusion, disappointment and frustration, and greater productivity. When roles and responsibilities are clearly defined, team members look beyond their individual positions and learn to understand, respect, and value the unique contributions of one another, and recognise that the overall success of the team is a function of shared responsibility and ownership.

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The Roles and Responsibilities Policy details who is responsible for what area when it comes to H&S Management for the wider College, and the day-to-day delivery of further education to the Northamptonshire community.

## DEFINITIONS

Role	The position of a person within a team.
Responsibility	The tasks and duties of the role or within the job description.

## WHY IS IT IN PLACE?

It is vital that we manage the risks of our operations and ensure that all persons have clarity on their role and responsibilities within the arrangements made for managing risk.

Beyond this, it is then vital that we ensure all employees have the competency to clearly understand and fulfil their responsibilities, which should be validated and approved by their manager.

## RELEVANT LEGISLATION AND GUIDANCE

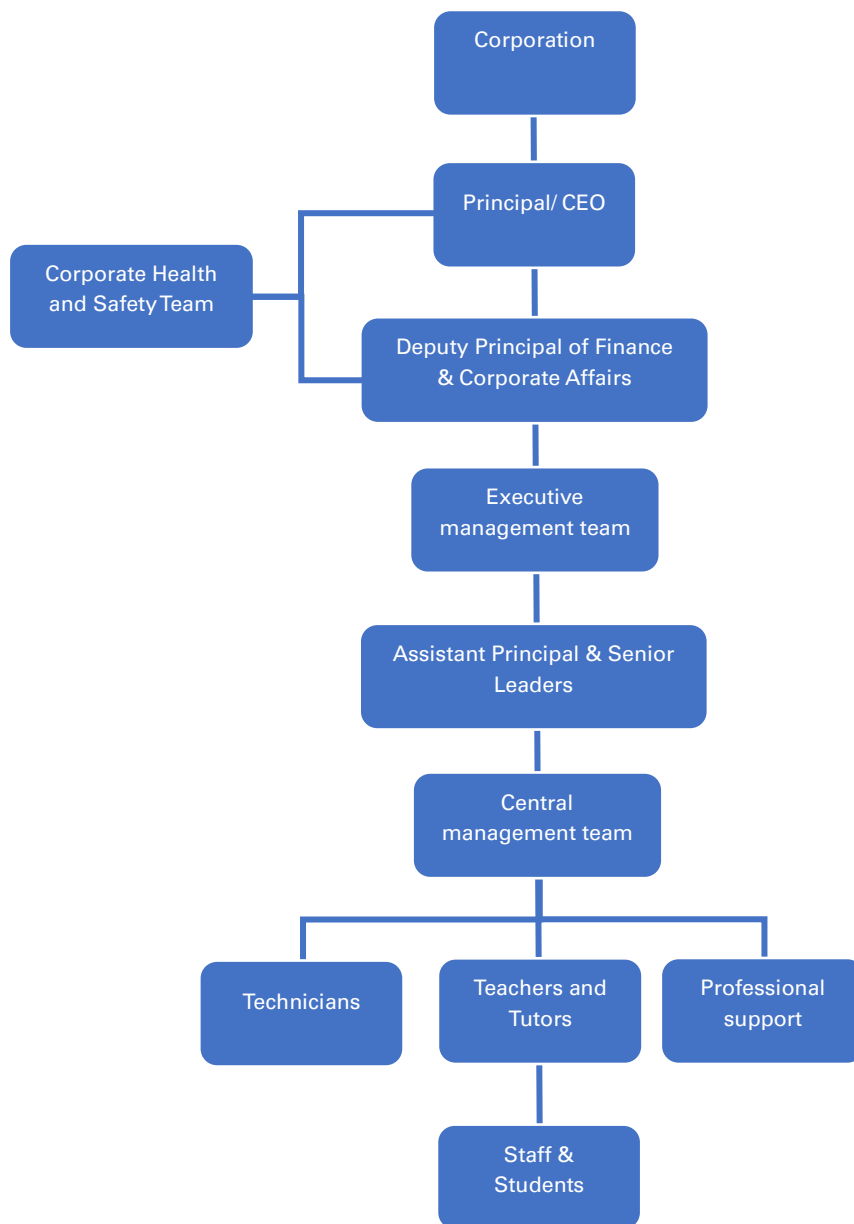
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Act 1999

## WHO IS INVOLVED?

The below graphic details the flow of roles and responsibilities for health and safety within Northampton College, followed by a detailed breakdown for each role with its specific duties.

## FLOW OF RESPONSIBILITIES

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## DETAILED RESPONSIBILITIES TABLE

Role	Responsibilities
<b>Board of Governors / Corporation</b>	<ul style="list-style-type: none"> <li>Support and challenge the College to ensure that appropriate Health &amp; Safety arrangements are in place, and to continuously improve.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure that the College has a Health and Safety Policy appropriate to its activities and is periodically reviewed.</li> <li>• Approve an annual Health and Safety Policy Statement.</li> <li>• Monitor and evaluate the health and safety arrangements, compliance and performance of the College.</li> <li>• Promote and support a positive health &amp; safety culture.</li> <li>• Through the College budgeting process, to allocate appropriate funding to satisfy the Health and Safety Policy.</li> <li>• Set annual objectives for improving and monitoring health and safety performance.</li> </ul>
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Ensure that the College has a Health and Safety Policy appropriate to its activities and periodically reviewed.</li> <li>• Create, resource and delegate suitable arrangements for satisfying the Health and Safety Policy and Board objectives.</li> <li>• Establish and maintain a suitable and sufficient Health and Safety Management System.</li> <li>• Implement a formal system for planning, measuring, reviewing, and auditing the H&amp;S Policy and Management System, including KPIs.</li> <li>• Effectively manage and promote health and safety throughout the College, with key issues discussed in progress reviews.</li> <li>• Provide adequate funding, staffing, and materials to meet health and safety requirements.</li> <li>• Ensure proper regard to legislation and common law affecting health and safety.</li> <li>• Ensure responsibilities and functions are properly assigned and accepted by employees at all levels.</li> </ul>
<b>Deputy Principal of Finance and Corporate Affairs</b>	<ul style="list-style-type: none"> <li>• Implement the H&amp;S Policy via plans to achieve College objectives.</li> <li>• Take responsibility for the Health and Safety Policy in the Principal's absence.</li> <li>• Maintain management arrangements, risk controls, workplace precautions, and performance standards.</li> <li>• Ensure competent specialist advice is available.</li> <li>• Develop H&amp;S plans and oversee HSMS implementation and review.</li> <li>• Ensure effective employee consultation arrangements in relation to H&amp;S and chair Safety Committee.</li> <li>• Implement and maintain a suitable HSMS to ensure compliance with legislation.</li> <li>• Address risks from ineffective H&amp;S management.</li> <li>• Implement suitable training procedures and provide funding as appropriate.</li> <li>• Sponsor the implementation of procedures for managing H&amp;S.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Maintain appropriate insurance coverage and ensure effective liaison with insurance providers as required.</li> <li>• Resource annual H&amp;S audits and delegate actions.</li> </ul>
<b>Executive Management Team (EMT)</b>	<ul style="list-style-type: none"> <li>• Set and monitor operational KPIs for improving and monitoring H&amp;S performance</li> <li>• Use appraisal and self-assessment systems to develop staff competency in H&amp;S relevant to their roles.</li> <li>• Ensure all College locations/Schools/Departments maintain local consultation on health and safety matters.</li> <li>• Integrate action plans from audits, inspections, and reports into school and department development plans.</li> <li>• Establish and maintain effective arrangements for safeguarding of students and vulnerable adults.</li> </ul>
<b>College Management Team (CMT)</b>	<ul style="list-style-type: none"> <li>• Assist and co-operate with the safety team, external enforcing agencies, and H&amp;S consultants.</li> <li>• Complete all identified improvement actions from audits/inspections within specified timeframes.</li> <li>• Promote a positive health and safety culture.</li> <li>• Ensure effective flow of health and safety information.</li> <li>• Monitor and manage the health and safety key performance indicators for the area of your concern.</li> <li>• Ensure adequate resources and equipment are available to fulfil the duties laid out in the H&amp;S Policy.</li> <li>• Implement the Health and Safety Policy in your areas of control.</li> <li>• Ensure that all lesson plans are subject to an assessment of risk and have reasonable and practical mitigations in place.</li> <li>• Plan, implement, and manage arrangements for health, safety, and wellbeing for employees, students, offsite learning activities, and apprenticeships.</li> <li>• Identify, assess, and control hazards and risks, ensuring records are available.</li> <li>• Maintain all working areas in a safe, healthy, and efficient state.</li> <li>• Address near misses, defects, and poor practices promptly.</li> <li>• Ensure equipment, tools, and machinery are safe and maintained.</li> <li>• Provide employees with training, information, supervision, and competency maintenance.</li> <li>• Manage external contractors safely, ensuring compliance and sharing of documentation.</li> </ul>
<b>Head of Estates (Health &amp; Safety Role)</b>	<ul style="list-style-type: none"> <li>• Provide independent H&amp;S advice to Governors, Principal, and Committees.</li> <li>• Assist in development, maintenance, and review of H&amp;S Policy.</li> <li>• Assist in risk assessment and control.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure accidents/dangerous occurrences are investigated and reported appropriately.</li> <li>• Plan, prepare, and maintain the H&amp;S Management System.</li> <li>• Assist directorates and Safety Committee in resolving H&amp;S issues.</li> <li>• Implement and maintain a contractor management programme across the College.</li> <li>• Plan and implement strategies to ensure safe College buildings and estates.</li> </ul>
<b>Health and Safety Officer</b>	<ul style="list-style-type: none"> <li>• Provide competent advice to all Managers and Executive management team.</li> <li>• Assist in the development of the Arrangements for addressing health, safety, security, and wellbeing.</li> <li>• Assist and guide on the promotion and support of a positive Health &amp; Safety culture.</li> <li>• Collate accident and dangerous occurrence reports.</li> <li>• Organise and deliver internal H&amp;S training.</li> <li>• Co-ordinate fire and emergency response procedures.</li> <li>• Advise and support college managers to ensure there are sufficient First Aid trained staff.</li> <li>• Organise and assist in annual H&amp;S audits and inspections and monitor progress.</li> <li>• Conduct routine safety tours and report findings.</li> <li>• Receive accident reports, report RIDDORs, and investigate as needed.</li> <li>• Liaise with external and internal stakeholders as required</li> </ul>
<b>Technicians</b>	<ul style="list-style-type: none"> <li>• Assist the Department Manager, and other staff as required, in the implementation of the Health and Safety Policy in their areas of control, for example: <ul style="list-style-type: none"> <li>○ Monitor and maintain statutory inspections of equipment in their respective areas.</li> <li>○ Monitor, lease and co-ordinate contractors in their areas of control.</li> <li>○ Complete regular inspections on tools and equipment.</li> </ul> </li> </ul>
<b>All Staff</b>	<ul style="list-style-type: none"> <li>• Work in accordance with provided information, instruction, and training.</li> <li>• Report accidents, dangerous occurrences, hazards, or shortcomings in H&amp;S Arrangements.</li> <li>• Knowledge of who are the First Aid personnel.</li> <li>• Do not repair or maintain plant, equipment, or machinery without authorisation/training.</li> <li>• Notify Management/HR of health changes or pregnancy.</li> <li>• Ensure students under their control understand their responsibilities and are properly supervised.</li> </ul>

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<b>Everyone (including Students and Visitors)</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for own and others' health and safety.</li> <li>• Co-operate with employees and management.</li> <li>• Comply with training, information, and instruction.</li> <li>• Follow procedures and systems of work.</li> <li>• Report defects and problems.</li> <li>• Behave in an orderly and safe manner.</li> <li>• Do not undertake tasks without authorisation/training.</li> <li>• Do not interfere with provided equipment or controls.</li> <li>• Seek clarification when unsure of procedures.</li> <li>• Use and wear applicable protective clothing/appliances.</li> <li>• Understand actions during emergency evacuation and lockdown.</li> </ul>
<b>HR Team</b>	<ul style="list-style-type: none"> <li>• Implement strategies to manage employee physical and mental health and wellbeing, including selection, recruitment, and health promotion.</li> <li>• Establish arrangements for occupational health needs, both active and reactive.</li> </ul>
<b>Quality Team</b>	<ul style="list-style-type: none"> <li>• Plan and implement arrangements for employee training and competency.</li> <li>• Assist in determining, delivering, and recording CPD programmes for all employees.</li> </ul>

## HOW IS IT IMPLEMENTED?

- All roles within the College will be clearly informed of their duties to health and safety to ensure that all understand their role and responsibilities in this regard. This will be completed via a Responsibilities and Authorisation sign off, where the person will sign to state they have read and understand their responsibilities for Health and Safety.
- The competency of all positions will be monitored and managed by the Competency and Training Matrix.
- Everyone must clearly understand their role and how it contributes to Health and Safety. *If Safety is everyone's responsibility, then it becomes no one's responsibility.*
- Everyone is responsible for their own acts and omissions.
- If you manage a process, a part, a place, or personnel, then you are responsible for the management of health and safety for that area.
- All employees, management and supervisors have the right and responsibility to stop, or not begin work, if they believe it to be unsafe.
- All employees, management and supervisors have the responsibility to feedback improvements, gaps and risks they see within the College.
- Health and safety is managed via a 'risk prioritised' model with policies setting the base standard for how and why we deal with each risk type.

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# HEALTH AND SAFETY PERFORMANCE MONITORING

In line with our commitment to the Health and Safety at Work etc. Act 1974 associated UK regulations and recognised best practice; Northampton College will have the below overarching aims that will always remain. Annual objectives and departmental Key Performance Indicators will support this.

At all times, the College aims to:

## Legal Compliance

- Comply with all applicable UK Health and Safety legislations, Approved Codes of Practice, and industry standards.
- Maintain an up-to-date legal register and review compliance at least annually.

## Risk Reduction

- Identify hazards and reduce risks to employees, students, contractors, visitors, and others affected by our operations.
- Ensure all activities are subject to suitable and sufficient risk assessments.

## Incident Prevention and Learning

- Reduce the number of accidents, incidents, and near-misses year-on-year.
- Ensure all incidents are reported and investigated, and lessons are shared across the College.

## Consultation and Engagement

- Actively consult with employees and their representatives on matters affecting health and safety.
- Encourage worker participation in developing safe systems of work and promoting a positive safety culture.

## Competence and Training

- Ensure all employees receive appropriate information, instruction, and training to carry out their work safely.
- Monitor competence through regular refresher training and performance reviews.

## Health Protection and Wellbeing

- Protect the health and welfare of employees and students, including physical and mental health.
- Provide suitable welfare facilities and promote initiatives to support wellbeing and resilience.

## Continuous Improvement

- Regularly monitor, measure and review health and safety performance against defined objectives and departmental Key Performance Indicators.
- Drive continual improvement through audits, inspections, and management reviews.

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## Emergency Preparedness

- Maintain and regularly test emergency procedures including fire safety, first aid and business continuity planning.
- Ensure readiness for foreseeable emergencies such as fire, hazardous substance release, or public health risks.

**Appendix B** contains the yearly health and safety objectives and departmental key performance indications (KPI).

## APPENDIX A

### HEALTH AND SAFETY POLICY - STATEMENT OF INTENT

This document sets out the intent of Northampton College to manage the health and safety risks of its operations to ensure that, as far as is reasonable and practical, we protect our employees, students and all stakeholders who interact with our operations.

1. The Board of Governors and the Principal are firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees, students and any other person affected by our activities through applying the high standards set out within this Policy and individual topical policies.
2. The Board and EMT, led by the Principal, has overall responsibility for ensuring that we maintain high standards of health and safety, and will ensure that suitable monitoring and measuring of health and safety performance is in place.
3. The day-to-day running and the health and safety of our operations is the responsibility of every Manager for their respective schools/departments, who will ensure adequate resourcing, funding, time, and effort, and is committed to the implementation of this Policy.
4. Health and Safety Sub-Committees will be implemented within the College structure to form a conduit of two-way communication that feeds into the Senior College Health and Safety Committee.
5. Health and safety objectives will be set for the year and detailed in the in wider Health and Safety Policy.
6. Health and safety key performance indicators will be set, and each department is to monitor the presence of positive risk management and the absence of negative situations.
5. The Board, Principal and Management will take all reasonably practicable steps to:
  - Provide and maintain a safe and healthy working environment, including safe access arrangements and suitable welfare facilities.
  - Provide information, instruction, training, and supervision to enable employees to perform their work safely, including displaying a copy of the Statement of Intent at every site and drawing the Policy to the attention of new starters.

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- Undertake risk assessments to reduce risks as far as is reasonable and practical and manage any residual risks by implementing suitable and sufficient mitigations.
- To define, by their decisions and interactions, the high performing culture that the College prides itself on
- To assist the College in becoming a ‘learning organisation’ by proactively looking for opportunities to learn whilst avoiding blame
- To be prepared for emergencies such as fire and medical and investigate all incidents of injury or ill health.

6. The College does health and safety **with** our people, not **to** our people and therefore requires the cooperation and coordination of our employees and all that may work with us, to ensure the implementation of this Policy, the suitable and sufficient management of risks and compliance with the relevant legislation.

**This Health and Safety Policy Statement and the Organisation and Arrangements that support it will be reviewed at least annually, or when changes are made that render them to be invalid.**

I, Jason Lancaster, Principal, have signed below to demonstrate and agree to the above commitments to protect the health, safety and welfare of our employees, students and all stakeholders who are reasonably affected by our operations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B

### 2025/26 HEALTH AND SAFETY OBJECTIVES

For the academic year 2025-2026, the following objectives are in place to ensure continual improvement:

- Complete a full and thorough review and rebuild of the Health and Safety Policies and Arrangements and embedding improvements within college operations to ensure a consistent and effective health and safety risk management system.
- Review and update College lockdown procedures according to the latest changes from The Terrorism (Protection of Premises) Act 2025, also known as Martyn’s Law.
- Review Fire Risk Assessments for all premises to ensure they remain current and take reasonable action on all recommendations.
- Utilising suitable stakeholder engagement, procure and commence implementation of a digital health and safety resource management software solution.
- Implement Key Performance Indicator reporting College-wide to ensure monitoring of health and safety through positive risk management.

Date	Policy Owner	Document Reference Number	Version
		POL-HS-001	V1

## 2025/26 DEPARTMENTAL KEY PERFORMANCE INDICATORS

Each department will be monitored on the following Key Performance Indicators via the Health & Safety Committee, and reports submitted to EMT and the Corporation.

Each department will be monitored on:

- Number of accidents against previous year, including RIDDOR accidents.
- 100% of risk assessments completed, signed and reviewed for the academic year.
- 100% completion of all mandatory training as assigned.
- 100% compliant in the departmental Compliance Register.
- 100% attendance of Health and Safety Committee Meetings.
- 95% of scheduled workplace inspections carried out on time.
- Number of outstanding and closed actions required from formal audit programme.
- No outstanding renewals of mandatory training.
- Number of outstanding and closed improvement actions.
- Number of improvements and positive observations reported per 100 staff/students.
- Number of near miss incidences reported per 100 staff/students.

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