

Health and Safety Policy

HARROW, RICHMOND AND UXBRIDGE COLLEGES POLICY AND PROCEDURES



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Person responsible:	Chief Operating Officer
Approved by:	People Board
Internal Governance	Technical Infrastructure Board
Governors	Audit & Risk Committee and Corporation
For action by:	All Staff and students
For information to:	All staff and students

Part	Contents	Page
1.	Section A – Statement of Intent	3
2.	Section B – Organisation (roles and responsibilities)	4
3.	Key audience	4
4.	The Board of Governors	5
5.	Chief Executive Officer (CEO) roles and responsibilities	5
6.	Senior staff (incl. Executive Management Team (EMT)) responsibilities	5
7.	Staff responsibilities	6
8.	Section Managers, Service Area Managers responsibilities	6
9.	Teaching Staff (including agency, casual teaching & support staff)	6
10.	Director of Governance responsibilities	7
11.	Chief of Finance Officer responsibilities	7
12.	Chief of Operating Officer responsibilities	7
13.	Competent Nominated Health and safety Person(s) (NHSP) responsibilities	7
14.	Chief People Officer responsibilities	8
15.	Director of Estates & Facilities responsibilities	8
16.	Trade Union Representatives' Rights and Functions	8
17.	Students' responsibilities	9
18.	Visitors and Volunteers responsibilities	9
19.	Section C – Policy Arrangements	10
20.	Internal governance processes	11
21.	First Aid at Work – Health and Safety (First-Aid) Regulations 1981	11
22.	Investigating Accidents/Incidents/Near Misses	11
23.	Critical Incident and Emergency/Lockdown Procedures	11
24.	Incident Investigation Duties/Responsibilities	11
25.	RIDDOR 2013 (Reporting of Injuries, Diseases & Dangerous Occurrence Regs)	12
26.	Dangerous Occurrences	12
27.	Violence and Aggression (Towards Staff) Prevention	12
28.	Health and Safety Training	13
29.	Induction Training	13
30.	Stress	13
31.	Disabled Persons	14
32.	New Expectant Mothers	14
33.	Fire Safety	14
34.	Control of Substances Hazardous to Health (COSHH)	14
35.	Legionella (under COSHH)	14
36.	Asbestos (Control of Asbestos 2012)	15
37.	Waste Management	15
38.	Construction (Design and Management) Regulations (CDM) 2015	15
39.	Electricity at Work Regulations 1989	15
40.	Radiation in Science	15
41.	Workplace Regulations (1992)	15
42.	PUWER 1998 (Provision & Use of Work Equipment)	16
43.	Measuring Performance – Workplace Health, Safety & Environment Inspections	16
44.	Financial Resource	16
45.	Health and Safety Action Plan	16
46.	Reviewing Performance and Learning Lessons	16
47.	Health and Safety Compliance Checklists, Inspections and Audits	17
48.	Review of the Health and Safety Policy	17
49.	Definitions	17
	Appendix 1 - HRUC Procedural and Supplementary Information	18 - 24
	Appendix 2 – Version Control	25 - 26
	Associated policies	27
	References	27

1. Section A – Statement of Intent

- 1.1 Harrow Richmond and Uxbridge College (HRUC) is committed to the health and safety of all our employees, and all those who may be affected by our operations under the *Health and Safety at Work Act 1974*, *The Management of Health and Safety at Work Regulations 1999* and other relevant health and safety legislation.
- 1.2 Health and Safety is an essential element to the success of our group of Colleges, with shared values that underpin the fulfilment of our future vision and strategic priorities for 2030.
- 1.3 To effectively achieve this, as far as reasonably practicable, we will integrate good practice and raise health and safety awareness and compliance in all our everyday activities, including but not limited to, fieldtrips/travel within the UK and abroad.
- 1.4 We are committed to providing active, visible, and resilient health and safety leadership at all levels. We continually advance a positive risk management culture to meet our obligations. This includes delivering an exceptional learning experience that creates exciting and challenging opportunities. We also uphold diversity, inclusion, and excellence in everything we do, supporting personal growth, wellbeing, and economic opportunity.
- 1.5 We will therefore:
- a. Leverage the HSG 65 management system as deployed by the Health & Safety Executive (HSE).
 - b. Manage workplace hazards by assessing risk and developing safe systems of work.
 - c. Provide employees with adequate instruction, information, training and supervision.
 - d. Provide personal protective equipment (PPE) where required.
 - e. Consult with our employees (or their representatives) on any matters affecting their health and safety.
 - f. Provide and maintain safe plant and equipment.
 - g. Ensure safe storage, transportation, handling and use of potentially hazardous substances.
 - h. Provide sufficient resources for health and safety.
 - i. Maintain a safe working environment.
 - j. Maintain suitable emergency procedures, including for evacuation.
 - k. Review our Health and Safety Policy on annual basis or following passage of time, legislative or organisational changes.

This statement must be displayed in each College.

Signed:



Name: **John Cope**
 Chair of Governors

Keith Smith
Chief Executive Officer

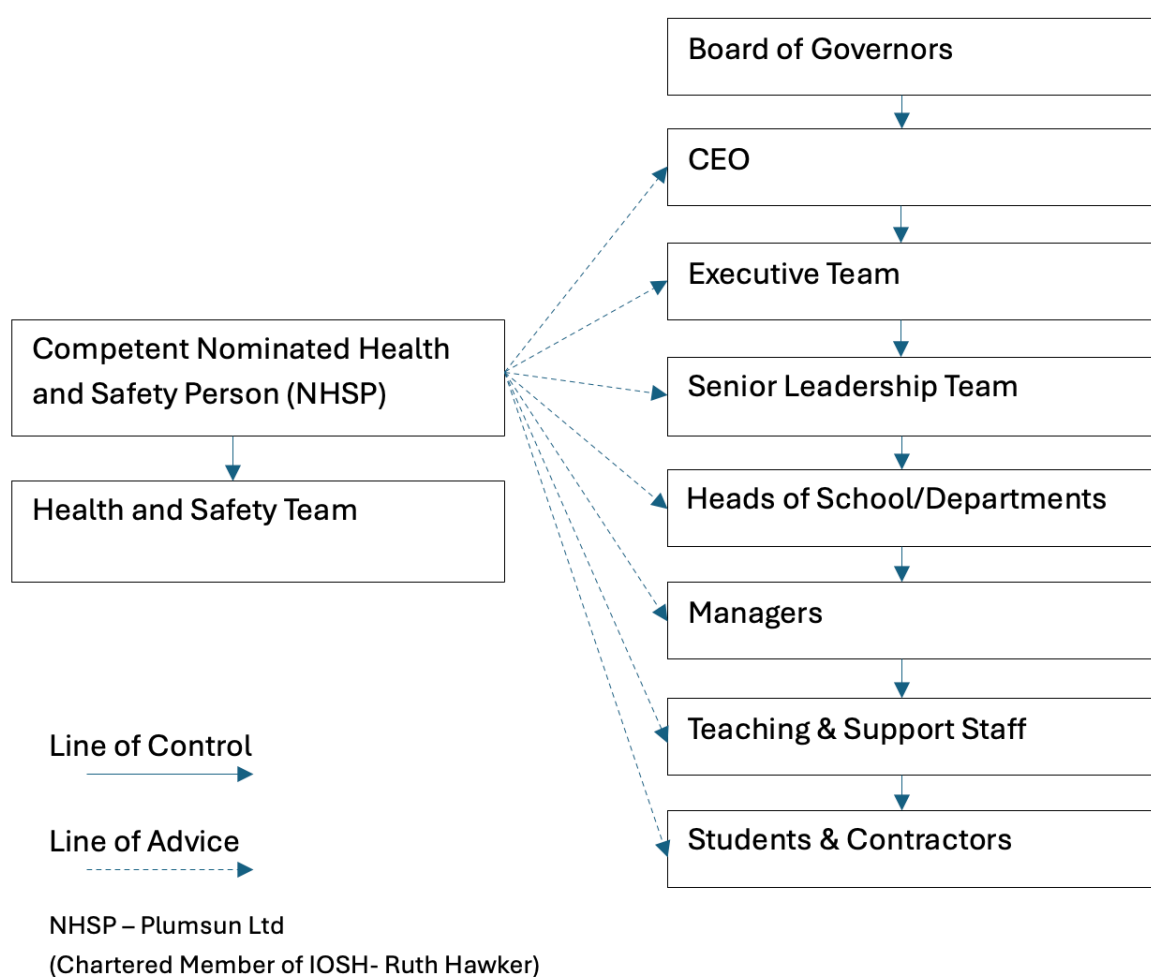
Date: 24 July 2026

24 July 2026

2. Section B – Organisation (roles and responsibilities)

- 2.1 HRUC is an organisation where everyone is aware of their own health and safety responsibilities and are competent to carry them out.
- 2.2 This policy should be read in conjunction with associated Health and Safety procedures available as separate documents on the HRUC intranet.
- 2.3 These responsibilities are set out below:

Health and safety organisation chart:



3. Key audience

- 3.1 This Policy must be read and understood by all HRUC Board of Governors, Chief Executive Officer, Executive Team, Senior Leadership Team, Heads of Schools, Managers and Staff, including voluntary workers, part-time workers, agency staff, those on secondment and students. The relevant sections of the Policy must be formally brought to the attention of, and understood by, anyone managing contractors working for the college, with these managers then being responsible for ensuring that appropriate awareness, education and training is completed in compliance with relevant legislative parameters to all contractors due to work in or for college services.

Health and Safety team contact email address: healthandsafety@hruc.ac.uk.

4. The Board of Governors

The Board of Governors is accountable and ultimately responsible for the effective management of health and safety and fire safety arrangements within HRUC. They are responsible for ensuring:

- 4.1 That sufficient resources (time, money, and people) are made available to successfully manage health and safety.
- 4.2 That suitable arrangements exist for HRUC to comply with its Health and Safety responsibilities.
- 4.3 That the effectiveness of this policy is appraised annually, or sooner if there are significant legislative, organisational, or operational changes, and any necessary updates are made accordingly.
- 4.4 That periodic monitoring and inspections are carried out to maintain and enhance HRUC's safety performance.
- 4.5 That they take a direct interest in this Health and Safety Policy and publicly support all those carrying it out.
- 4.6 That arrangements for effective planning, organisation, control, monitoring and review of health and safety measures are in place as recommended by HSG65.

5. Chief Executive Officer (CEO) roles and responsibilities

The CEO is accountable to the HRUC Board for implementing and monitoring the Health and Safety Policy by:

- 5.1 Ensuring that responsibility is assigned and accepted at all subordinate levels.
- 5.2 Taking day-to-day responsibility for all health and safety matters in the organisation.
- 5.3 Liaising with other bodies and local authorities where appropriate on policy issues.
- 5.4 Ensuring that staff have sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.
- 5.5 Delegating Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 responsibilities to the Health and Safety team.

6. Senior Staff (incl. Executive Management Team (EMT)) responsibilities

The Executive Team of HRUC are accountable to the CEO for implementing HRUC's Health and Safety Policy, rules, procedures and working practices by:

- 6.1 Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures are implemented to eliminate or minimize the associated hazards.
- 6.2 Ensuring that safe systems of work are being adhered to within their operational area.

- 6.3 Ensuring that temporary or new staff are fully instructed on all aspects of safe working within their area of control.
- 6.4 Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported under RIDDOR where appropriate and remedial actions are implemented.
- 6.5 Ensuring they can evidence that where responsibility for health and safety issues has been delegated, evidence exists to demonstrate that responsibilities have been effectively discharged.

7. Staff responsibilities

All members of staff are responsible for:

- 7.1 Co-operating with managers and senior staff on health and safety matters.
- 7.2 Taking reasonable care of their own health and safety and that of those around them.
- 7.3 Follow all established safe work practices and procedures in a manner that reduces the risk to themselves and others.
- 7.4 Using Personal Protective Equipment (PPE) as instructed.
- 7.5 Reporting any hazards or unsafe conditions they encounter during their work.
- 7.6 Reporting accidents and incidents in accordance with HRUC's procedures.
- 7.7 Reporting any defects in plant/equipment immediately.

8. Section Managers, Service Area Managers responsibilities

Section Managers and Service Area Managers will ensure that:

- 8.1 They provide and maintain a safe working and teaching environment.
- 8.2 That they discharge their responsibilities effectively and consistently as outlined in this document and other related health and safety policies and procedures.
- 8.3 Risks to health and safety are reduced to as low as reasonably practicable through sensible and effective risk assessments and risk management processes.
- 8.4 Risk assessments and safe systems of work are developed, implemented, monitored and kept up to date.
- 8.5 Ensure that fire safety precautions are always followed.
- 8.6 Appropriate resources, information, supervision, instruction, and training are provided for health, safety, and fire safety issues.
- 8.7 Health and safety incidents, accidents and ill-health situations are investigated so that lessons can be learnt and shared to prevent future occurrences.

- 8.8 That regular maintenance schedules, servicing, repairs, cleaning, and statutory inspection and testing are identified and take place as required for equipment, plant, and machinery.

9. Teaching Staff (including agency, casual teaching & support staff where appropriate)

As well as adhering to staff responsibilities, Teaching Staff will ensure that:

- 9.1 A suitable and sufficient risk assessment has been conducted by section managers/service managers and duly signed by them, and should be communicated and signed off by all staff or students involved.

10. Director of Governance responsibilities

- 10.1 The Director of Governance is responsible for the provision and oversight of the independent whistleblowing process for HRUC on behalf of the Governing body.

11. Chief Finance Officer responsibilities

- 11.1 The Chief Finance Officer is responsible for ensuring that the HRUC Health and Safety function is supported with adequate financial resources to promote a safe work environment for staff and all those affected by HRUC activities, including effective compliance with relevant legislative requirements.

12. Chief Operating Officer responsibilities

- 12.1 The Chief Operating Officer (COO) is responsible for Health and Safety (H&S), ensuring compliance with relevant regulations and promoting a safe work environment. The COO is responsible for the management of the Competent Nominated Health and Safety Person (NHSP) for HRUC (externally managed by Plumsun).

They will ensure:

- a. Implementation of the Health and Safety Policy (this document).
- b. Implementation of the College H&S management system (see page 10).
- c. Effective health and safety performance of each department/service area.
- d. That those involved with work where the Construction (Design and Management) Regs 2015 (CDM) apply, are complying with the legislation.
- e. Preparation and presenting of information and reports for consideration by the Board of Governors, CEO, and Senior Leadership Team.
- f. That HRUC's health and safety department is adequately resourced with suitably qualified and competent person(s), to deal with both strategic as well as day-to-day health and safety issues.
- g. Responsibility for managing the health and safety budget (and all associated health and safety budgets) thus ensuring that funds available are adequately utilised to promote and deliver the health and safety objectives of the college.

13. Competent Nominated Health and Safety Person (NHSP) responsibilities (externally managed by Plumsun)

Reporting directly to the Chief Operating Officer, the NHSP will monitor health and safety performance to ensure:

- 13.1 The EMT implement this policy consistently and effectively.

- 13.2 They provide expert health and safety advice, both strategic and operational, to all levels of management.
- 13.3 Adequate numbers of First Aiders are appointed, trained, and supported, and that all necessary rotas and paperwork are devised and maintained by the Health and Safety team.
- 13.4 They facilitate health and safety training courses including induction, vocation/sector specific, managerial, professional and refresher along with H&S training record management.
- 13.5 Mechanisms are in place for formal consultation with staff and unions in respect of health and safety issues, such as the Health and Safety Committees at each College focusing on local matters to ensure that outcomes are recorded and shared as appropriate.
- 13.6 Working with POD to ensure the provision of occupational health services, including Occupational Health referrals and independent counselling for staff.
- 13.7 Working with POD to ensure the co-ordination of the rehabilitation of staff returning to work from periods of sickness absence or maternity leave.
- 13.8 Support and promote staff wellbeing through integration with the college's Wellbeing strategy.

14. Chief People Officer responsibilities

The Chief People Officer (CPO) is responsible for overseeing the People and Organisational Development (POD) function, ensuring:

- 14.1 The provision of occupational health services, including Occupational Health referrals and independent counselling for staff.
- 14.2 The co-ordination of the rehabilitation of staff returning to work from periods of sick absence or maternity leave.
- 14.3 The POD department is responsible for the Staff Wellbeing Policy.

15. Director of Estates & Facilities responsibilities

The Director of Estates & Facilities is responsible for organising and progressing a programme of checks, repairs and renewals of the College premises and assets. The Director of Estates & Facilities will ensure that:

- 15.1 Sufficient staff are provided to operate a dedicated facilities help desk to ensure that issues are recorded and assigned a priority for completion.
- 15.2 A planned program of proactive issues and statutory inspections are established and operated. This will include the management of arrangements below.
- 15.3 Health and safety competent contractors are selected, controlled, and their health and safety performance is monitored on a termly basis or throughout the duration of their engagement, in line with HRUC's contractor management procedures.
- 15.4 Ensure competent contractors' arrangements for managing their health and safety responsibilities are in place, and that The Construction (Design and Management) Regulations

2015 are complied with, and the roles and responsibilities required under these regulations are adequately discharged.

- 15.5 An asset register is maintained, and appropriate servicing, maintenance, statutory testing, and record keeping is undertaken in respect of the arrangements (below) with associated standards.

16. Trade Union Representatives' Rights and Functions

- 16.1 For the purposes of section 2(4) of the *Health and Safety at Work Act (HSWA) 1974*, a recognised trade union may appoint safety representatives from amongst the employees in all cases where one or more employee are employed by an employer by whom it is recognised.
- 16.2 Trade Union (TU) H&S representatives do not have responsibilities. They have statutory rights and functions. There is a clear difference in law between statutory functions and responsibilities/duties.
- 16.3 In addition to this function under section 2(4) of the *Health and Safety at Work Act 1974* to represent the employees in consultations with the employer, under section 2(6) of the Act (which requires every employer to consult safety representatives with a view to the making and maintenance of arrangements which will enable employees to cooperate effectively in promoting and developing measures to ensure the health and safety at work of the employees is upheld, and in checking the effectiveness of such measures), each safety representative shall have the following functions:
- a. To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents at the workplace.
 - b. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
 - c. To make representations to the employer on matters arising out of sub-paragraphs (a) and (b) above.
 - d. To make representations to the employer on general matters affecting the health, safety, or welfare at work of the employees at the workplace.
 - e. To carry out inspections in accordance with Regulations below.
 - f. To represent the employees, they were appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.
 - g. To receive information from inspectors in accordance with section 28(8) of the HSWA 1974.
 - h. To attend meetings of safety committees where they attend in their capacity as a safety representative in connection with any of the above functions but, without prejudice to sections 7 and 8 of the HSWA 1974, no function given to a safety representative by this paragraph shall be construed as imposing any duty on them.

17. Students' responsibilities

- 17.1 The *Health and Safety at Work Act 1974 (HSWA)* requires education employers to ensure the health and safety of their students, including any students with disabilities and/or students with special educational needs (SEN)/additional support needs (ASN). The College also has a duty to ensure students can take reasonable care of themselves and others and to co-operate in the implementation of HRUC's Health and Safety Policy.

18. Visitors and Volunteers responsibilities

- 18.1 To always comply with the College's Code of Conduct which references safety rules and requirements.

- 18.2 Comply with safety instructions given by members of staff.
- 18.3 Wear the appropriate protective equipment provided and make proper use of safety devices.
- 18.4 Report all safety hazards to members of staff.
- 18.5 Report all accidents, incidents and near misses to members of staff.
- 18.6 Staff must provide visitors and volunteers with relevant health and safety instructions, including evacuation and lockdown procedures. Visitors must comply with these instructions.
- 18.7 This policy is designed to work in tandem with the organisation's health and safety protocols which covers the following groups who might visit or volunteer at any of the campuses:
 - a. Academic researchers and human participants.
 - b. Teaching activities.
 - c. Students visiting college locations.
 - d. External inspections from regulators.
 - e. Non-academic visitors.
 - f. Members of the public.
 - g. Contractors and service providers.

19. Section C – Policy Arrangements

HRUC have a legal duty to install suitable arrangements to manage for health and safety. Therefore, the college adopts the [HSE Health and Safety Guidance \(HSG 65\)](#) framework, referred to as PDCA. Core elements of the guidance will continually be implemented and reviewed to ensure a consistent and effective management approach tailored to the group's own circumstances is embedded.

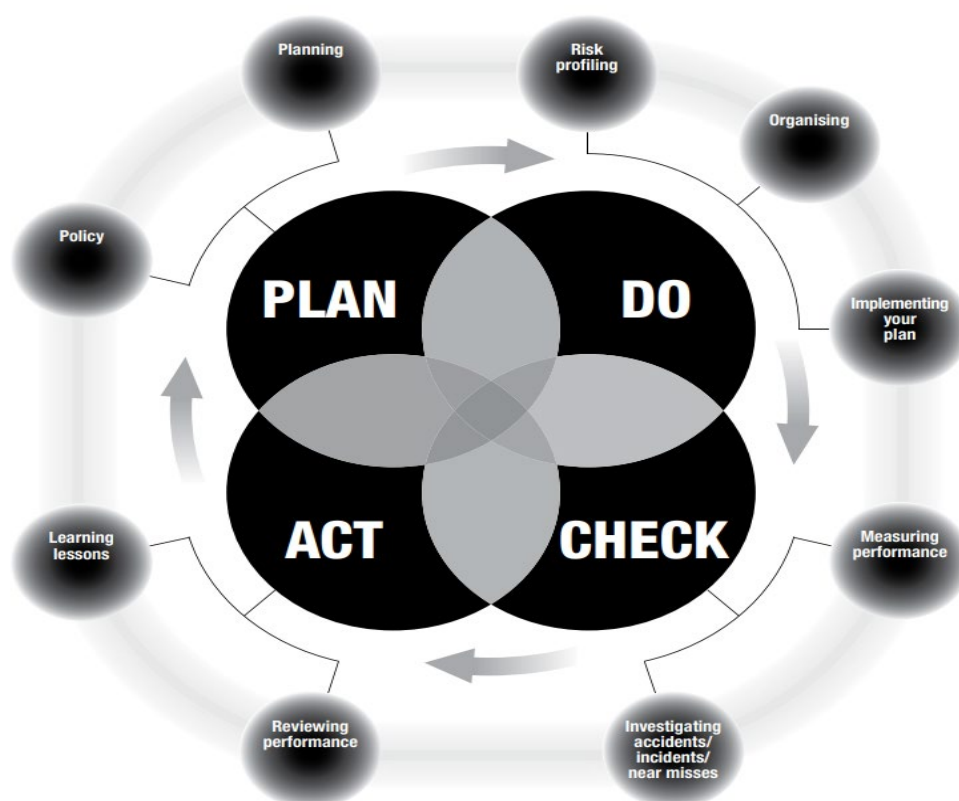


Fig 1: The Plan, Do, Check, Act cycle

20. Internal Governance Processes

- 20.1 The Health and Safety Committees are focused on staff and trade union consultation relating to specific H&S matters relevant to each college; the committee meets termly at campuses. This feeds into the Facilities Management Group Committee, which is responsible for ensuring HRUC's wider effective oversight, monitoring, and strategic management of health, safety and security practices; this committee meets monthly. This feeds into the Technical Infrastructure Board which convenes termly.

21. First Aid at Work – Health and Safety (First-Aid) Regulations 1981

Trained First Aiders and Emergency First Aiders are appointed to ensure that emergency assistance is readily available across all college premises and services, and that these individuals also have ready access to appropriately stocked and maintained first aid kits. The ratio of first aiders and/or appointed persons (and first aid kits size and contents) are determined through the risk assessment process as undertaken in each site and for every campus by the H&S team.

22. Investigating accidents/incidents/near misses

The College will maintain that full and effective accident and incident reporting and appropriate investigation is a key part of pro-active health and safety management. All incidents (including near misses) should be reported, tracked and monitored using the electronic reporting system. Management reports can also be obtained from these systems to inform the corporate risk management agenda.

23. Critical incident and emergency/lockdown procedures

- 23.1 HRUC College Group is committed to ensuring the safety and security of all students, staff, and visitors by implementing robust critical incident and emergency response procedures. In the event of a fire, security threat, or other emergency, the college has comprehensive Fire Safety Evacuation Procedures and Lockdown Procedures in place, which are readily available to all staff and students.
- 23.2 Training, drills, and risk assessments are conducted termly to ensure preparedness and compliance with UK health and safety regulations. Emergency response measures are reviewed annually, or following any significant incident, to ensure a coordinated and effective response by the Estates and Health and Safety teams.

24. Incident investigation duties/responsibilities

The NHSP is responsible for developing and implementing robust incident investigation strategy across the HRUC group.

- 24.1 They will delegate this duty to the section managers/service managers alongside the health and safety team leading the service area, but overall accountability for incident investigation cannot be delegated.
- 24.2 In the event of a major incident a team of investigators can be identified and assigned by the NHSP to manage and undertake the investigation and report to SLT.
- 24.3 Heads of Services and Schools must ensure that all incidents are reviewed and investigated to a proportionate level, putting in place remedial controls to prevent recurrence.

24.4 It is important that staff report all near misses, incidents and accidents to ensure that risk is captured and mitigated in a timely manner to minimise the potential for recurrence.

25. RIDDOR 2013 (Reporting of Injuries, Diseases & Dangerous Occurrences Regs)

25.1 RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. The duty to notify and report rests with the 'responsible person' – NHSP.

25.2 Incidents involving contractors working on college premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff.
<https://www.hse.gov.uk/riddor/key-definitions.htm>
<https://www.hse.gov.uk/riddor/specified-injuries.htm>

25.3 Reportable accidents involving employees if they suffer:

- a. A work – related death.
- b. A specified injury (e.g. fracture excluding fingers, thumbs and toes, amputation, serious burns).
- c. An injury resulting in more than 7 consecutive days' absence from normal work duties.
- d. A diagnosed occupational disease linked to their work.

25.4 Injuries to pupils and visitors who are involved in an accident at College or on an activity organised by the College are only reportable under RIDDOR if the accident results in:

- a. The death of the person, and arose out of or in connection with a work activity; or
- b. An injury that arose out of or in connection with a work activity, and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

25.5 Responsibility for reporting RIDDOR rests with the Health and Safety team.

26. Dangerous occurrences

Dangerous occurrences are certain incidents with a high potential to cause death or serious injury. It must be recorded and reported by the Nominated Competent Health and safety Person (NHSP) of the college to HSE UK as required.

27. Violence and aggression (towards staff) prevention

27.1 HRUC takes a serious view of any incidence of violence against its employees and takes responsibility for protecting all its employees from acts of violence and aggression. Such acts must never become an acceptable hazard of working in an education setting.

27.2 A system of reporting and monitoring incidents of violence and aggression towards employees has been adopted so that appropriate action can be taken to improve safety for employees in the workplace. They include:

- a. An appropriate curriculum design.
- b. Suitable behaviour and discipline policies.
- c. Consideration of the layout and supervision levels in classrooms, particularly those where hazardous activities are undertaken (e.g. Design and Technology).
- d. Staff Training – such as De-escalation Training.
- e. Good systems of communication.
- f. Good incident reporting systems.

- g. Suitable arrangements for ensuring affected staff receive appropriate supervision / counselling.
- h. Systems in place for reviewing and learning from incidents.

The College will assess the risk of violence and aggression and ensure suitable control measures are implemented.

28. Health and safety training

- 28.1 As well as being a statutory requirement under current health and safety regulations, training is an important way of achieving competence and helps to convert information into safe working practices. A training needs analysis will help determine the level of training needed for each type of work as part of the preventive and protective measures. This can include basic skills training, specific on the job training and training in health and safety emergency procedures.

New staff are to have Health and Safety Induction training, which includes:

- a. HRUC's Health and Safety Policy.
- b. Fire and Emergency Procedures.
- c. First Aid Procedures.
- d. Staff responsibilities (general and role specific).
- e. DSE assessments.
- f. Incident reporting.

Training needs are identified on an ongoing basis.

29. Induction training

People & Organisational Development (POD) department have overall responsibility for managing staff training including induction training at the College:

- 29.1 All new employees, including volunteers and work experience staff, must receive local health and safety induction training upon joining the college. Section managers must ensure that the College health and safety local induction is completed for each 'new' employee within a maximum of one month of joining the organisation (or within a fortnight of moving within the group to a new location or to a new role).
- 29.2 Priorities within the induction will vary according to the individual's role and responsibilities; however, emergency arrangements (e.g. fire safety management systems) must be explained to a new member of staff by their line manager on their first day of employment within their local area, with this being even more important if that individual is to be the manager of that local area or service.
- 29.3 Record of induction must be kept on the employee's personal file as evidence to confirm compliance with this legal obligation.

30. Stress

- 30.1 The College accepts that stress is part of everyday living, both socially, domestically and work-related. To minimise chances of staff exposure to excessive stress, measures are set out to mitigate this through the Wellbeing Strategy managed by the POD department.
- 30.2 The POD team have responsibility for carrying out stress risk assessment for staff. Further advice on Stress including access to Occupational Health support can be found [here](#).

31. Disabled persons

- 31.1 HRUC's definition of disabled is taken from the *Equality Act 2010*, where a person has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to carry out normal daily activities.
- 31.2 The institution recognise that disablement need not be a barrier to contributing to the activities of the college. HRUC are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.
- 31.3 Staff, Students or volunteer workers needs are managed locally and involve discussion with the individual concerned on a case-by-case basis to facilitate agreement of a practical solution to maintaining their health and safety, and to avoid endangering others who might be affected.
- 31.4 Temporary disabilities affecting staff or students (e.g. injury or illness) are supported via reasonable adjustments to maintain health and safety. In instances of temporary or permanent mental health disablement of staff, this shall be a matter for the POD team to manage.

32. New expectant mothers

A specific risk assessment is completed for new and expectant mothers to ensure safe working conditions and necessary adjustments, particularly in circumstances where they are expected to be working unsupervised. Please see the Family Friendly Policy for further details.

33. Fire safety

A planned fire evacuation practice takes place once a term.

- 33.1 Fire Safety Arrangements are required under the *Regulatory Reform (Fire Safety) Order 2005*.
- 33.2 The Fire Strategy for each College explains how fire safety is planned, organised and managed and helps to demonstrate compliance with fire safety law. Fire Risk Assessments are completed for each College and recommendations are acted upon.
- 33.3 HRUC accepts and actively fulfils its responsibilities in line with the fire strategy plan, addressing the additional challenges associated with managing these risks in an academic environment.
- 33.4 The management arrangements by which these risks will be effectively managed include key duty holders and Fire Wardens as comprehensively described in the group's Fire Safety and Emergency Evacuation Procedures.

34. Control of substances hazardous to health (COSHH)

HRUC fulfils its duties under the *Control of Substances Hazardous to Health (COSHH) Regulations 2002*. All employees are responsible for ensuring their own safety and the safety of others by applying and adhering to the required COSHH control measures, risk assessments and data sheets where applicable.

35. Legionella (under COSHH)

HRUC is committed to preventing exposure to Legionella bacteria and reducing the risk of Legionnaires' disease arising from its water systems to fulfil its duties under *Control of Substances Hazardous to Health (COSHH) Regulations 2002* and in line with *Approved Code of Practice L8 and HSG274 guidance documents*. HRUC complies with all relevant health and safety legislation, undertakes suitable and sufficient risk assessments, implements appropriate

control measures, maintains water systems in a safe condition, and provides adequate monitoring, inspection, and record keeping. Employees and contractors are expected to cooperate with these arrangements and report any concerns relating to water hygiene and safety.

36. Asbestos Control of Asbestos 2012)

HRUC is committed to preventing exposure to asbestos and protecting the health, safety, and welfare of employees, contractors, visitors, and others who may be affected by our activities. We will comply with all relevant asbestos legislation, identify and assess asbestos-containing materials where present, implement appropriate control measures, and ensure that asbestos is managed safely. No work liable to disturb asbestos will be undertaken without suitable assessment, planning, and controls. Employees and contractors must follow established procedures and report any concerns regarding the presence or condition of asbestos-containing materials.

37. Waste management

37.1 Clinical waste disposal will follow the College's waste management procedures and be handled in accordance with national health waste regulations. Further arrangements are described in the College Sustainability and Environmental Policy.

37.2 All staff have a responsibility to ensure they do not cause accumulation of waste inside or outside buildings. Waste accumulation concerns should be reported to the estates and facilities team who will plan for the quick disposal. Construction project contractors must adhere to CDM 2015 requirements including other relevant policies regarding waste removal and Disposal.

38. Construction (Design and Management) Regulations (CDM) 2015

38.1 HRUC College Group complies with the CDM 2015 to ensure all construction, refurbishment, and maintenance projects are planned and executed safely.

38.2 Clear roles and responsibilities are assigned to duty holders, including clients, principal designers, and contractors, ensuring risk management at every project stage. Risk assessments, method statements and safe systems of work are implemented, with regular site inspections and compliance monitoring.

38.3 All work adheres to legal safety standards, and health and safety files are maintained. CDM compliance is reviewed routinely to ensure a safe working and learning environments for all stakeholders.

39. Electricity at Work Regulations 1989

HRUC complies with the *Electricity at Work Regulations 1989*. Portable Appliance Testing (PAT) and fixed installation testing schedules are managed by the Estates team.

40. Radiation in Science

In line with *Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) guidance*, departments using ionising radiation appoints a Radiation Protection Supervisor (RPS) and an external Radiation Protection Officer (RPO). A register will be maintained within local departmental health and safety protocols.

41. Workplace regulations (1992)

HRUC adheres to the *Workplace (Health, Safety and Welfare) Regulations 1992* in relation to temperature, lighting, ventilation, sanitation and welfare facilities.

42. PUWER 1998 (Provision & Use of Work Equipment)

HRUC ensures the regular inspection, maintenance and training of equipment for staff and students, including all high-risk areas, such as workshops, CDT, Salons, engineering and science labs.

43. Measuring performance

43.1 Workplace Health, Safety & Environment Inspections

43.2 A workplace inspection is an effective way of identifying faults, hazards and unsafe working practices. Section Managers shall carry out termly inspections using the Health, Safety and Environment inspection checklist, which will include reference to various aspects of risk management. A copy of the checklist can be accessed via the health and safety team.

43.3 Bi-annual Health, Safety & Environment inspection for high-risk areas will be conducted by the Health and Safety Team in liaison with third party service providers under the corporate landlord model. Mitigation measures are implemented in a timely manner to minimise any potential risks identified through the inspection process. A report will be generated and circulated to Curriculum, Estates and Senior Leadership Team.

44. Financial resources

The College will ensure that adequate financial resources are allocated as necessary, as far as is reasonably practicable, to maintain sufficient health and safety standards in line with its statutory obligations, and to continuously improve these health and safety standards where this is appropriate and achievable.

45. Health and safety action plan

45.1 The College Health and Safety Action Plan will inform the agreement of several health and safety objectives by the Health and Safety Committee, with these being reviewed annually and designed to build upon and maintain or further develop those from previous years.

45.2 A Health and Safety Action Plan has been produced with details of how the plan is to be implemented and objectives achieved. Progress against this Plan will be monitored and reviewed by the Health and Safety Committee through regular reports produced by the health and safety team, detailing progress against the Health and Safety Action Plan.

45.3 A formal annual review will be carried out to determine the extent to which the targets and deadlines within the Plan have been and are being met, and highlighting successes, including ongoing limitations, concerns or issues which have the potential to disrupt future progress. This annual report will be presented to the HRUC Board of Governors and should also form a significant element of the future annual Health and safety Action Plan.

45.4 The review will be used to:

- a. Review the performance and progress of the Health and Safety management system.
- b. Review the effectiveness of the Health and Safety plan and its implementation.
- c. Identify areas of weakness.
- d. Identify areas of good practice.
- e. Celebrate successes and innovative achievements.
- f. Enable the College to learn and take remedial action where appropriate.

46. Reviewing Performance and Learning Lessons

46.1 To continually improve on the health and safety performance, it is necessary to measure the effectiveness of the management systems in place. A programme of audits will be undertaken

against the standards and objectives. Health and safety policies will be reviewed by the health and safety team in consultation with the HRUC Board of Governors, CEO, Executive Team, Senior Leadership Team, Managers, Staff and Trade Union representatives.

- 46.2 Consultation with staff who are represented by an appointed trade union safety representative will take place in accordance with the *Safety Representatives Regulations 1977*, and consultation with employees on health and safety issues will take place directly and in accordance with the *Health and Safety (Consultation with Employees) Regulations 1996*.

47. Health and safety compliance checklists, inspections, and audits

- 47.1 Head of Services/Schools ensuring Section Managers are trained, competent and provided adequate assurance regarding health and safety risk management.
- 47.2 Health and safety team provide reports on a regular basis to the Health and Safety Committee, Departments and the Board of Governors. Other local governance and committees, such as Fire Safety Committee, involving health and safety in HRUC's Colleges must report to the Executive Management Team through its delegation path.
- 47.3 Periodically, the Board of Governors will consider the need for an independent audit of the processes and practices operated, and in some circumstances a review will be undertaken by a suitably qualified health and safety organisation.
- 47.4 Reviews are conducted by designated Senior Managers including Assistant Principals, Heads of Schools and Directors.
- 47.5 Management control systems require periodic reviews and will be undertaken by Assistant Principals, Directors, Heads of School and Managers.

48. Review of the Health and safety Policy

- 48.1 This policy must be reviewed once every year or earlier following a change in circumstance. It should be implemented, monitored and maintained detailing arrangements to minimise risk and promote best practice in the workplace.

49. Definitions

Accident	Any unplanned event that results in personal injury or damage to property or equipment.
Incident	Any event or occurrence which might disrupt or interfere with normal operations.
Near misses	Any unplanned event or chain of events in which personal injury or damage to property or equipment has only been avoided by chance.
Hazard	Anything with the potential to cause harm, including ill health and injury, damage to property, environment or increased liabilities.

Appendix 1 - HRUC Procedural and Supplementary Information

1. Risk Profiling and Plan Implementation

Risk Assessments

- 1.1 Risk Assessments must be undertaken by the Section Manager. Staff, Students and others involved in or affected by the activity should also be consulted for input. Advice and support can also be sought from the health and safety advisors. All significant risks should be documented.
- 1.2 In circumstances where the support of health and safety advisors is required in reviewing events/activity risk assessments, a copy of the completed risk assessment should be forwarded to the health and safety team via healthandsafety@hruc.ac.uk no later than 5 working days before the event/activity.
- 1.3 It should be noted that where specialist risk assessments are carried out it may be necessary to use a different format. This is acceptable providing that the general risk assessment process is followed. Some other formats are used for different purposes and will be contained in the specific organisational policies and procedures.
- 1.4 It is important that staff report all near misses, incidents and accidents to ensure that risk is captured and mitigated in a timely manner to minimise the potential for recurrence.
- 1.5 Procedures to eliminate or control hazards must be specified on each risk assessment. The requirements of a risk assessment for hazard elimination or control are to be always adhered to. General HSE guide to conducting suitable and sufficient risk assessment include:
 - a. Identify hazards
 - b. Assess the risks
 - c. Control the risks
 - d. Record your findings
 - e. Review the controls.

2. Method Statement

- 2.1 Where required and appropriate, Health and Safety Method Statements will be developed in accordance with the *Health and Safety at Work Act 1974*, the *Management of Health and Safety at Work Regulations 1999 (MHSWR)*, and relevant *HSE guidance*. These method statements will outline the step-by-step procedures for carrying out tasks or experiments safely, detailing risk control measures to prevent injury or ill health.
- 2.2 All method statements will be formally communicated to personnel involved in the work to ensure full understanding of the safe system of work. Compliance with these statements will be consistently monitored through inspections and audits, ensuring that workers are adhering to the documented procedures and that the method statement remains valid, effective, and legally compliant.
- 2.3 Where necessary, method statements will be reviewed and updated in response to workplace changes, risk assessments, incident investigations, or regulatory updates to maintain compliance with UK Health and safety laws and best practices.

3. Student risk assessment

- 3.1 All relevant staff must ensure they request a student risk assessment when necessary, and to be aware of the challenges working with students could present including potential risk of

violence and aggression. Completed risk assessment must be shared with appropriate staff and updated as needed.

- 3.2 Staff should ensure that have received adequate training relevant to their role including de-escalation to them take reasonable step to reduce rare instances of unsafe behaviours amongst the students.
- 3.3 Risk assessments must also consider students with medical conditions, mental health concerns, learning disabilities and other additional needs.

4. Activities Outside/Inside of the Colleges

- 4.1 Employers are legally responsible for the activities that take place in their establishment (this includes high risk activities on-site and off-site and their staff, students and all those under their care). This includes a common law duty of care and duties under the *Health and Safety at Work Act (1974) (HSWA)* and other applicable legislation.
- 4.2 While this legal duty rests with the employer, many of the underpinning functions may be delegated to employees. Such delegation must be set out in procedures and processes which must be communicated with a clear audit trail.
- 4.3 The CEO delegates responsibilities for activities outside of the college to Senior Leaders, Heads of School, Visit Leaders, Work Experience and Internship Staff and Volunteers.

5. Educational Visits (Fieldwork and Travel in the UK and Overseas)

- 5.1 Visits are monitored using an approval process, detailed in the HRUC Outdoor Educational Visits Policy.
- 5.2 Any staff involved in Outdoor Education Visits must ensure they adhere to the HRUC Outdoor Educational Visits Policy, and the *National Guidance website* administered by the *Association of Advisers for Outdoor Learning and Educational Visits (AAOLEV)*, (formally known as Outdoor Education Advisers Panel (OEAP)) <https://oeapng.info>.
- 5.3 Outdoor Educational Visit Advisers, Plumsun (<https://www.plumsun.com/>) are contracted to approve all visits, using their electronic platform for monitoring and audit purposes.
- 5.4 All Visit Leaders must comply with the HRUC Outdoor Educational Visits Policy and AAOLEV National Guidance. And they must complete Accredited Visit Leader Training, to obtain access to the Plumsun Portal where they must submit every planned visit using the Plumsun Visit Approval Form accessed via the Plumsun electronic platform.
- 5.5 They gain consent and medical information from students and/or parents and inform them of any associated risks. This visit form must contain full details of the visit together with their competence specifically for the visit, their risk management approach (using the SAGER approach provided in the HRUC Outdoor Educational Visits Policy and AAOLEV National Guidance and risk assessments and be submitted to Outdoor Education Advisers with submission timescale subject to provisions in the Educational Visit Policy.

6. Work Experience and Internship

- 6.1 Staff arranging work experience and internship for students, must request the employer completes a Workplace Risk Assessment Check Form. This form identifies if the employer is competent to be responsible for students, has risk management arrangements in place (including a risk assessment for young persons), has appropriate insurance, and medical

response procedures. Staff attending external placements, conferences or CPD events are also subject to work-related travel policies and must conduct appropriate risk assessments.

- 6.2 Staff will contact students and parents to make sure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so that the employers can consider them. HRUC will complete a person specified risk assessment, where applicable.
- 6.3 Some work experience and internship should be supervised by HRUC staff on the employer's site. This is most probable for students with special educational needs, or other medical needs or associated learning difficulties. A clear understanding of who is responsible for the student, and any handovers of supervision responsibility, must be determined before the work experience and internship.
- 6.4 Staff must document if the student is making their own way to the employment, or if HRUC are accompanying the student, together with associated risk assessments.
- 6.5 Health and Safety Advisers for work experience and internships, Plumsun Ltd, are contracted to monitor and review the work experience and internship. Every planned work experience and internship must be uploaded to the Plumsun Approval Form accessed via the Plumsun electronic platform.
- 6.6 The work experience and internship are approved by the Head of School, Assistant Principal and Principal, or equivalents, and the Plumsun Health and Safety Advisors.

7. Student Apprenticeship/Young Worker

- 7.1 In all cases, the health and safety of students or inexperienced workers should be managed on a case-by-case basis. Where students are involved in work experience/or are employed by HRUC, compliance with applicable employment and working hours legislation must be followed.
- 7.2 Furthermore, where applicable, the student should be provided with additional instruction and supervision as determined by the findings of their HRUC study plan and risk assessment via the Plumsun electronic portal. It is the responsibility of service areas/section manager as mentioned in section 8.1 to ensure students or inexperienced workers are managed in a safe, legal and compliant environment.

8. High Risk Areas (Design and Technology labs/workshops and kitchens)

- 8.1 Section managers of the department must undertake relevant risk assessments (RA) with the support from lecturers/technicians and implement teaching strategies that ensures safety within high-risk areas. They must have adequate knowledge and understanding of equipment, processes, tools, materials, components and standard operating procedures before using them.
- 8.2 Appropriate risk assessments for activities relating to high-risk areas must be undertaken giving due consideration to the health and safety of students, staff and others impacted. Copy of RA must be signed off by the section manager, communicated to all parties involved and copy filed in the appropriate department share folder.

In addition:

1. Ensure all tools and handheld equipment are regularly checked before use and locked away securely whilst not in use.
2. User must receive adequate trainings for the tools and equipment needed for the task.
3. Ensure that all students are familiar with safety rules.
4. Safety and good behaviour rules should be reinforced.
5. Monitor students' activities to ensure they are not exposed to significant risks.

6. Emergency procedure should be in place to effectively manage any evolving unsafe acts/conditions.

- 8.3 It is vitally important that section managers must ensure that standard operating procedures (SOP's) are followed to demonstrate compliance with statutory and regulatory provisions including the college's commitment to reducing potential risk at every level it's been identified.

9. Safe Operating Procedures (SOPs)

- 9.1 HRUC College Group is committed to ensuring that all activities involving potential hazards are carried out safely and in full compliance with UK Health and safety regulations. Written Safe Operating Procedures (SOPs) will be developed by section managers for relevant tasks and processes to establish clear, standardised, and legally compliant working practices.
- 9.2 All SOPs will be implemented by staff, communicated effectively, and enforced to ensure a safe learning and working environment. Section managers will be responsible for monitoring compliance, conducting regular audits, inspections, and reviews to verify adherence and identify any areas requiring improvement in liaison with Health and Safety Team.
- 9.3 SOPs will be reviewed and updated as needed to reflect changes in legislation, risk assessments, and operational requirements, ensuring that safety measures remain effective and up to date. Copies of the SOP template can be accessed via the health and safety team.

10. Dangerous Substances and Explosive Atmospheres (DSEAR)

- 10.1 In accordance with the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002*, HRUC College Group is committed to ensuring the safe handling, storage, and use of dangerous substances to prevent risks of fire, explosion, and harmful health effects.
- 10.2 Where required and appropriate, DSEAR Risk Assessments and Safe Operating Procedures (SOPs) will be developed, setting out how hazardous substances will be managed and the control measures necessary to eliminate or reduce risk to an acceptable level.
- 10.3 These procedures will be communicated to all relevant staff, students, and contractors to ensure full compliance with DSEAR requirements.
- 10.4 Periodic inspections, audits, and workplace monitoring will be conducted to verify compliance with risk control measures, emergency procedures, and storage protocols. All risk assessments and procedures will be regularly reviewed and updated in response to changes in work activities, incidents, or regulatory updates, ensuring ongoing legal compliance and the highest standards of health, safety, and environmental protection.

11. Hospitality Studies Risks

- 11.1 The Section Managers of the department must undertake relevant risk assessments (RA) with the support from lecturers/technicians and implement teaching strategies that ensures safety within the room for the activity of food preparation and cooking. A safe system of work should be followed which includes:
 - a. Hospitality equipment should be robust and used in line with the manufacturer's specifications.
 - b. As far as practicable, trailing leads should be avoided, where impractical, cable holders should be applied to minimise trip hazards.
 - c. Power equipment should be thoroughly checked before use.
 - d. Long hair, loose clothing should be secured – jewellery should be removed.
 - e. Lecturer/Students must be trained in use of relevant tools and equipment.
 - f. Behavioural safety rules should be in place and its awareness raised.

g. Relevant safety signs and notices must be displayed.

- 11.2 Where food preparation is taking place as part of a curriculum activity, staff must undertake a risk assessment integral of lesson plan that addresses hazards such as hygiene, the use of sharp implements, allergens, fire and the safe storage of food.
- 11.3 Food preparation activities must follow the *Food Safety Act 1990* and *Food Hygiene Regulations 2006*. Staff must follow guidance outlined in '*Safer Food Better Business*' (SFBB) *teaching resources*."

12. College Events/Ceremonies

- 12.1 For the purposes of this policy, events are defined as activities which might involve larger than usual numbers, admission to members of the public or occasional activities such as open days.
- 12.2 A risk assessment for the event must be coordinated and developed by a designated person or team lead and this should be regularly reviewed to ensure it remains accurate and up to date.
- 12.3 Review of health and safety issues are integral to the planning and delivery of events organised by the College. Hence regular liaison with the health and safety team during event planning and delivery is essential.

13. Physical Education (PE) and Games

- 13.1 All staff involved in Physical Education should refer to the '*British association of Advisers and Lecturers in Physical Education*' (BAALPE) *guidance booklet* [Safe Practice in Physical Education](#). As part of good lesson planning, a risk assessment should be carried out prior to all activities taking place.
- 13.2 PE co-ordinators in colleges should access wide range of sports and games advice via the [Association for Physical Education \(AfPE\)](#)
- 13.3 Fixed play and PE equipment must be inspected according to manufacturer's specification by an appropriately qualified technician/engineer based on ownership of the asset.
- 13.4 College staff should undertake a visual inspection when setting up PE equipment and remove from use any equipment that is suspected of being deficient. College staff should also undertake a dynamic risk assessment of the area where PE is taking place (e.g. the college hall) and remove items which may cause harm. Weekly check of adventure plays equipment, and the playground should be undertaken. Findings recorded and mitigation implemented.
- 13.5 For PE activities, Clothing and Footwear must be appropriate to the activity.

14. Alcohol, Drug and Solvent Abuse

Staff must not attend work under the influence of alcohol and/ or non-medical drugs. If there is a suspicion of staff or students regarding the above, the Executive Management Team must be informed immediately for appropriate action to be taken. Where it is identified that an executive team member is under the influence of alcohol and/or non-medical drugs, report must be forwarded to the Chief People Officer.

15. College Security

- 15.1 The College is committed to maintaining and improving security across all campuses and will ensure good practice is embedded through clear procedures, training, and regular reviews. Staff and students have responsibility to be security conscious and to report any security concerns to the relevant estate security team. Other detailed information regarding security is as described

in the college Security policy, Emergency and Business Continuity Plans. Generally, personal safety and security is encouraged, such as:

- a. Keys should not be left out anywhere on display.
- b. Suspicious behaviours or items should be reported immediately.
- c. Out of hours staff or those working off site should notify colleagues/line manager of their work locations.
- d. Ensure to complete lone working risk assessment where needed.
- e. Valuables or large sums of money should not be carried.

16. Lone Working Risk Management

- 16.1 HRUC takes lone working seriously, ensuring staff safety is a top priority. The college complies with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, implementing robust measures to protect those working alone.

Comprehensive risk assessments, clear policies, and regular training empower staff to work safely and confidently. This proactive approach reflects the college's strong commitment to fostering a safe environment, where the wellbeing of lone workers is consistently safeguarded and supported.

17. Moving and Handling

HRUC actively manages the risks associated with manual handling operations. Detailed arrangements for safely managing these risks are described in the College's Physical Intervention Policy.

18. Display Screen Equipment

The college complies with its duties under the Display Screen Equipment (DSE) Regulations 1992 and will take all necessary measures to address any risks identified through DSE assessments. Further actions to support this legal duty are detailed in the college's DSE Policy.

19. College Vehicles

Staff using college minibuses or private vehicles for work-related purposes must ensure compliance with insurance, licensing, and safety checks.

20. Use of Private Vehicles for Work Purposes

20.1 Employee Responsibility

- 20.2 Where an employee uses their own privately owned vehicle for work-related purposes, the employee shall be solely responsible for ensuring that:
- a. The vehicle is legally roadworthy, properly maintained, and safe to operate at all times.
 - b. A valid MOT certificate (where applicable) is held and kept up to date.
 - c. The employee holds a full, valid driving licence appropriate for the class of vehicle being driven and complies with all licence conditions.
 - d. The vehicle is covered by appropriate motor insurance that explicitly includes business use for work-related travel.
 - e. The vehicle complies with all applicable road traffic laws and regulations.

21. Definition of Commercial client under Construction Design Management 2015

- 21.1 They are organisations or individuals for whom construction project is carried out in connection with a business, whether the business operates for profit or not. This includes clients who are based overseas and who commission construction projects in Great Britain. Where there is lack

of clarity as to who the client might be under the regulations, such uncertainty should be resolved as early as possible by considering who:

- a. Initiates the work.
- b. Is at the head of procurement.
- c. Ultimately decides what is to be constructed, where, when and by whom.
- d. Appoints the contractors, principal contractors, designers and the principal designers.
- e. Commissions the design and construction work (the employer in contract terminology).

- 21.2 For projects involving more than one client, all possible clients must identify and agree that one or more of them is treated as the client under the regulations. Otherwise, all clients will retain their duties under the regulations. Those who have not been identified as the clients will still provide any information in their possession that may be relevant to help pull together the pre-construction information and cooperate with anyone involved in the project.
- 21.3 **Client:** The CDM 2015 regulations recognise the influence and importance of the client as the head of the supply chain, and they are best placed to set standards throughout a project.
- 21.4 *“For projects that involve more than one contractor on site, the Client has a duty to appoint in writing the: Designer, Principal Contractor and Principal Designer. Where one contractor translates to Sole trader or self-employed contractor therefore any project with more than one sole trader on site will require these appointments.”*
- 21.5 **Notifiable projects:** It will become the duty of the Client to notify the HSE using appropriate form (F10). A project is notifiable if the construction work on a construction site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days. The requirements of CDM 2015 apply whether or not the project is Notifiable.
- 21.6 The Client may delegate the task of completing and submitting the F10 form to the Principal Contractor - or another Duty Holder.

Appendix 2

Document Version History

Document name		Health and safety Policy		
Version	Description of change	Rationale for change	Author	Review date
V1	Original version	Interim single overarching policy required	Len Scott	Sep 2017
	Change of organisation name following amalgamation of Harrow & Uxbridge Colleges. Changes of key responsibilities & position titles.	Both Uxbridge and Harrow policies & Health and safety procedures to operate as local policies in the short term.		
V2	Added section on specific risks to Expectant mothers in 2.7 and specific prohibited activities for loan workers at 2.12	Recommendation from UMAL audit.	Len Scott	Aug 2019
	Added the name & signature of new CEO. The Harrow & Uxbridge policies are to be discontinued. This policy now has an upgraded section 3 - HEALTH AND SAFETY ARRANGEMENTS.	Update policy with new appointment.		
		Increase the scope of the policy to reflect Harmonisation of all Safety Procedures at all HCUC campuses.		
V3	Amendment to include enhanced welfare section. Change from OSHENS to Safesmart.	To bring more importance to welfare following the pandemic. To recognise the adoption of a new software system.	Andy Miller	Sep 2021
V4	Amendments to:	V3 of this document has placed far too much legal responsibility for health and safety compliance on the Executive Director – Corporate Services, to the extent that the roles of the Board of Governors, Group Principal/ CEO/ Senior managers had not been articulated nor discharged. This document aims to reposition the ownership of health and safety issues to the line management team and instil a hierarchy of management control and accountability.	Andy Miller	Jan 2022
	1. Establish line management responsibility for health and safety at HCUC.			
	2. Define and establish a health and safety management system capable of delivering good health and safety performance.			
	3. Establish out how health and safety roles, responsibilities, and Leadership, should flow from the Board of Governors down and through the organisation.			
	4. To establish the key actions that the Group Principal/CEO must be tasked with by the Board of Governors to provide leadership, direction, and commitment to managing health and safety.			
	5. To establish how the Group Principal/CEO's performance on key health and safety targets can be made visible and his performance in achieving these goals assessed by the Board of Governors.			

V5	Adjusted job title CEO	Amended to reflect adaption of CEO and deletion of CEO Group Principal role.	Keith Smith	Nov 2022
V6	Adjusted following merger with RuTC	Amended to reflect HRUC merger. Job roles and associated responsibilities.	Andy Miller	Jan 2023
V7	Amended to include contents page, statement of intent refreshed, job titles and specific detail added in relation to health and safety arrangements in section C.	Annual review of policy to ensure it's current.	Shane Woodhatch	Sept 2024
V8	Review by HRUC's Director of H&S. Incorporated feedback mechanism for consultation with employee representatives. HSG65 added to the policy	Substantial review including addition of HSG65 framework for managing H&S and to ensure HRUC complies with recognise H&S management standards	Alistair Osakwe	Dec 2024
V9	Measuring Performance section reviewed and updated.	To ensure effective monitoring of committees, delivery strategy, policy and Action plans implementation.	Alistair Osakwe; Abiraj Vijayakumar	Dec 2024
V10	List of relevant workplace policies included for reference; H&S organisation chart updated. Chief People Officer and Chief Finance Officer responsibilities updated. Chief Operation Officer and Chief of Governance responsibilities added.	Ensures revised H&S policy is linked with existing policies and that the org chart delivers on collaborative effort in managing safely; ensure effective implementation of H&S Standards across the organisation	Alistair Osakwe	Jan 2025
V11	Amended to include feedback/comments from Governance Board, EMT, COO, Staff, Trade Union representatives, Third party such as Plumsun.	An improvement on v10 which includes details on Corporate Landlord Model adopted by the college.	Alistair Osakwe; Abiraj Vijayakumar; Jamal Newby; Akash Manoj; Rekha Kaul; Celia Szelewski	Mar 2025
V12	Approved by Governing Body Corporation June 2025	An improvement on V11	Alistair Osakwe; Rekha Kaul	June 2025
V13	Amended to include Legal Framework (full regs list) Revised RIDDOR wording Added to student duty statement Separated new and expectant mothers section. Clarified competent person definition. Add clear fire safety responsibility wording, including Fire Order Cleaned up drafting errors / duplicates New section on staff using their own vehicles for work related use. Appendix 1 added outlining procedural information.	To provide more clarity and adhere to policy recommendations with DfE Guidance and HSE guidelines.	Ruth Hawker Plumsun; Chris Pallett; Tim Hulme; Rekha Kaul; Ilhaan Dirshe	June 2026

Associated policies

Other HRUC policies, procedures and guidance that should be read alongside this policy include:

- Fires Aid Policy and Procedures
- Fire Safety and Emergency Plan (GEEP)
- Mental Capacity Act Procedures
- Mental Health Strategy
- Personal Emergency Evacuation Plan (PEEP)
- Provision Use of Work Equipment PUWER Policy
- Lockdown Policy and Procedure
- Security Policy
- Lone Working Policy
- Physical Intervention Policy
- Sustainability and Environmental Policy
- Student Code of Conduct

References

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

<https://www.hse.gov.uk/pubns/books/hsg65.htm>

<https://www.hse.gov.uk/riddor/key-definitions.htm>

<https://www.hse.gov.uk/riddor/specified-injuries.htm>

<https://oeapng.info/>

<https://www.afpe.org.uk/page/Safe Practice in PESSPA>

<https://www.afpe.org.uk/>