Health and Safety Policy

Policy No:	H01 (Version 12)
Subject:	Health and Safety Policy
Last approved:	May 2025
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Review date:	May 2026
Person responsible:	Director of Health and Safety (Interim)
Approved by:	Technical Infrastructure Board and Governors
For action by:	All staff & students
For information to:	All staff & students

Contents

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 underpins 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 in all our everyday activities including but not limited to fieldtrips/travel within the UK and abroad.

1.4   We are committed active, visible and resilient health and safety leadership from highest level and that advancements of positive risk management culture meets our obligations. They include delivering an exceptional learning experience that creates opportunities that excites and challenges us. We also stand for diversity, inclusion and excellence throughout everything we do, and provide outcomes that drive personal growth, wellbeing and economic opportunity.

1.5   We will therefore:

- Leverage the HSG 65 management system as deployed by the HSE.
- Manage workplace hazards by assessing risk and developing safe systems of work.
- Provide employees with adequate instruction, information, training and supervision.
- Provide personal protective equipment (PPE) where required.
- Consult with our employees (or their representatives) on any matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe storage, transportation, handling and use of potentially hazardous substances.
- Provide sufficient resources for health and safety.
- Maintain a safe working environment.
- Maintain suitable emergency procedures, including for evacuation.
- 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: Nicholas Davies   Keith Smith
         Chair of Governors   **Chief Executive Officer**

Date: 17 June 2025   17 June 2025

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.
This policy should be read in conjunction with associated Health and Safety policies and procedures available as separate documents on the HRUC intranet.

These responsibilities are set out below:

Health and safety organisation chart:
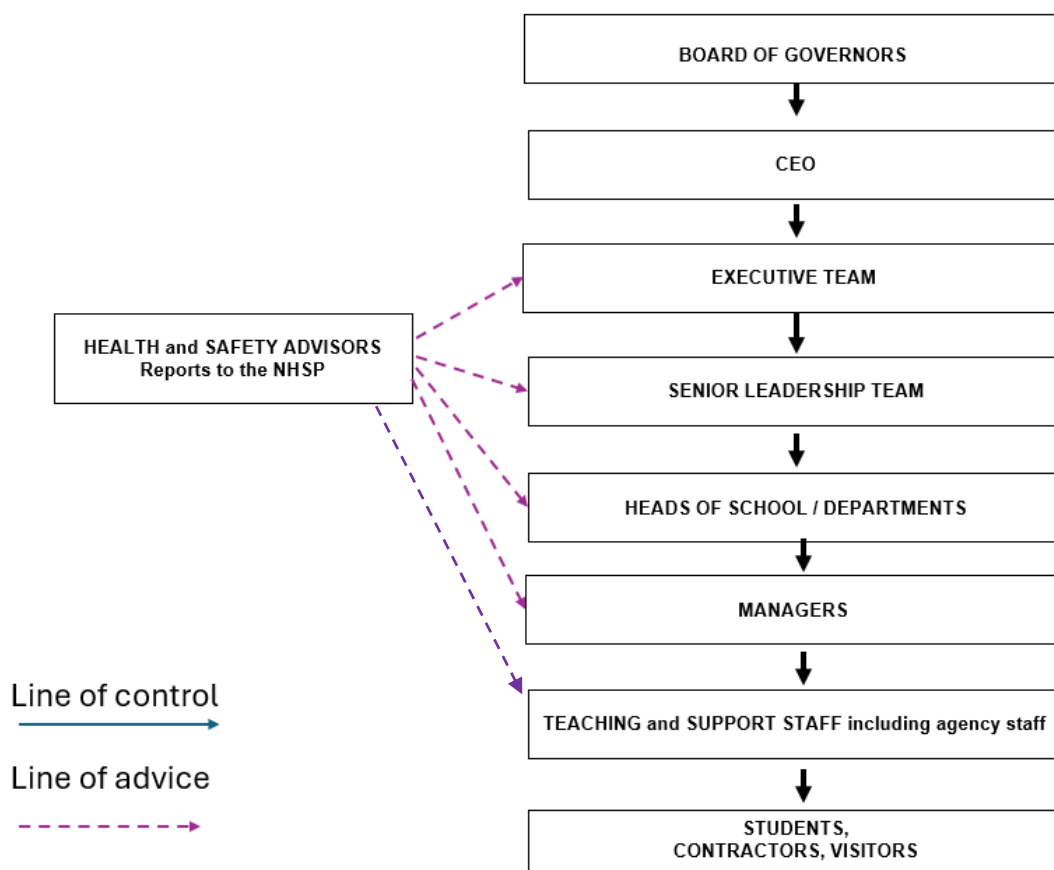
Nominated Health and safety Person (NHSP) - Director of Health and safety

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 in compliance with relevant legislative parameters to all contractors due to work in or for college services.

4.   The Board of Governors

The Board of Governors is accountable and ultimately responsible for the effective management of health and safety 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 RIDDOR 2013 responsibilities to the Health and Safety Team.

6.   Senior Staff (incl. (EMT) Executive Management Team) 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 the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 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 any hazards or unsafe conditions they encounter during their work.

7.7   Reporting accidents and incidents in accordance with HRUC's procedures.

7.8   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 mangers and duly signed by them and should be communicated and signed off by all staff or students involved.

10. Change Management

10.1   HRUC Health and Safety management system focuses on ensuring the safety and well-being of staff, students and other stakeholders during transitions. The process involves thorough risk assessments, clear communication, and the implementation of new protocols.

10.2   Regular training sessions are conducted to update staff on safety procedures. Continuous monitoring and feedback loops ensure that any challenges are addressed promptly, fostering a culture of safety.

10.3   The Health, Safety and Security Committee will analyse emerging data on risk and safety performance and escalate significant risks to the Senior Leadership Team. The Committee will also coordinate support pathways and refer unresolved matters to the appropriate service areas.

11. Chief of Governance Responsibilities

11.1   The Chief of Governance is responsible for the provision and oversight of the independent whistleblowing process for HRUC on behalf of the Governing body.

12. Chief Finance Officer Responsibilities

12.1   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.

13. Chief Operating Officer Responsibilities

13.1   The Chief Operating Officer (COO) is responsible for Health and Safety (H&S), ensuring compliance with relevant regulations and promoting a safe work environment. They are responsible for the Director of Health and Safety, who is the Nominated Health and Safety Person (NHSP) for HRUC.

They will ensure:

- Implementation of the Health and Safety Policy (this document)
- Implementation of the college H&S management system (see page 11)
- Effective health and safety performance of each department / service area.
- That those involved with work where the Construction (Design and Management) Regs 2015 (CDM) apply are complying with the legislation.
- Preparation and presenting of information and reports for consideration by the Board of Governors, CEO, and Senior Leadership Teams.

14. Director of Health and Safety Responsibilities

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

14.1   That EMT implement this policy consistently and effectively.

14.2   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.

14.3   Responsibly for managing the health and safety budget thus ensuring that funds available are adequately utilised to promote and deliver the health and safety objectives of the college.

14.4   They provide expert health and safety advice, both strategic and operational, to all levels of management.

14.5   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.

14.6   They facilitate health and safety training courses including induction, vocation / sector specific, managerial, professional and refresher along with H&S training record management.

14.7   Mechanisms are in place for formal consultation with staff in respect of health and safety issues such as Health and Safety Committees, Lone Working Assessment and ensure that outcomes are recorded and shared as appropriate.

14.8   The provision of occupational health services, including Occupational Health referrals and independent counselling for staff.

14.9   The co-ordination of the rehabilitation of staff returning to work from periods of sick absence or maternity leave.

14.10   Support and promote staff wellbeing through integration with the college's Mental Health strategy.

15. Chief People Officer Responsibilities

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

15.1   The provision of occupational health services, including Occupational Health referrals and independent counselling for staff.

15.2   The co-ordination of the rehabilitation of staff returning to work from periods of sick absence or maternity leave.

15.3   The POD department is responsible for the Staff Wellbeing Policy.

16. 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:

16.1   Sufficient staff are provided to operate a dedicated facilities help desk to ensure that issues are recorded and assigned a priority for completion.

16.2   A planned program of proactive issues and statutory inspections are established and operated. This will include the management of arrangements below.

16.3   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.

16.4   Ensure competent contractors' arrangements for managing their health and safety responsibilities are in place, and that The Construction (Design and Management) Regulations 2015 should be complied with, and the roles and responsibilities required under these regulations are adequately discharged.

16.5   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.

17.   Trade Union Representatives' Rights and Functions

17.1   For the purposes of section 2(4) of the 1974 Act, a recognised trade union may appoint safety representatives from amongst the employees in all cases where one or more employees are employed by an employer by whom it is recognised.

17.2   TU H&S reps do not have responsibilities. They have statutory rights and functions. There is a clear difference in law between statutory functions and responsibilities/duties.

17.3   In addition to his function under section 2(4) of the 1974 Act to represent the employees in consultations with the employer under section 2(6) of the 1974 Act (which requires every employer to consult safety representatives with a view to the making and maintenance of arrangements which will enable him and his employees to cooperate effectively in promoting and developing measures to ensure the health and safety at work of the employees 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 he represents) and to examine the causes of accidents at the workplace.

b.   to investigate complaints by any employee he represents 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 5, 6 and 7 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 1974 Act; and

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 1974 Act, no function given to a safety representative by this paragraph shall be construed as imposing any duty on them.

18.   Students' Responsibilities

The college have a duty under HSWA 1974 to ensure students take reasonable care of themselves and others and to co-operate in the implementation of HRUC's Health and Safety Policy by:

18.1   Always complying with the College's Code of Conduct which references safety rules and requirements.

18.2   Complying with safety instructions given by members of staff.

18.3   Wearing the appropriate protective equipment provided and making proper use of safety devices.

18.4   Reporting all safety hazards to members of staff.

18.5   Reporting all accidents, incidents and near misses to members of staff.

19. Visitors and Volunteers Responsibilities

19.1 Staff must provide visitors and volunteers with relevant health and safety instructions, including evacuation and lockdown procedures. Visitors must comply with these instructions.

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:

- Academic researchers and human participants
- Teaching activities
- Students visiting college locations
- External inspections from regulators
- Non-academic visitors
- Members of the public
- Contractors and service providers

20. 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. Core elements of the guidance will continually be implemented and reviewed to ensure consistent and effective management approach tailored to the group's own circumstances is embedded.
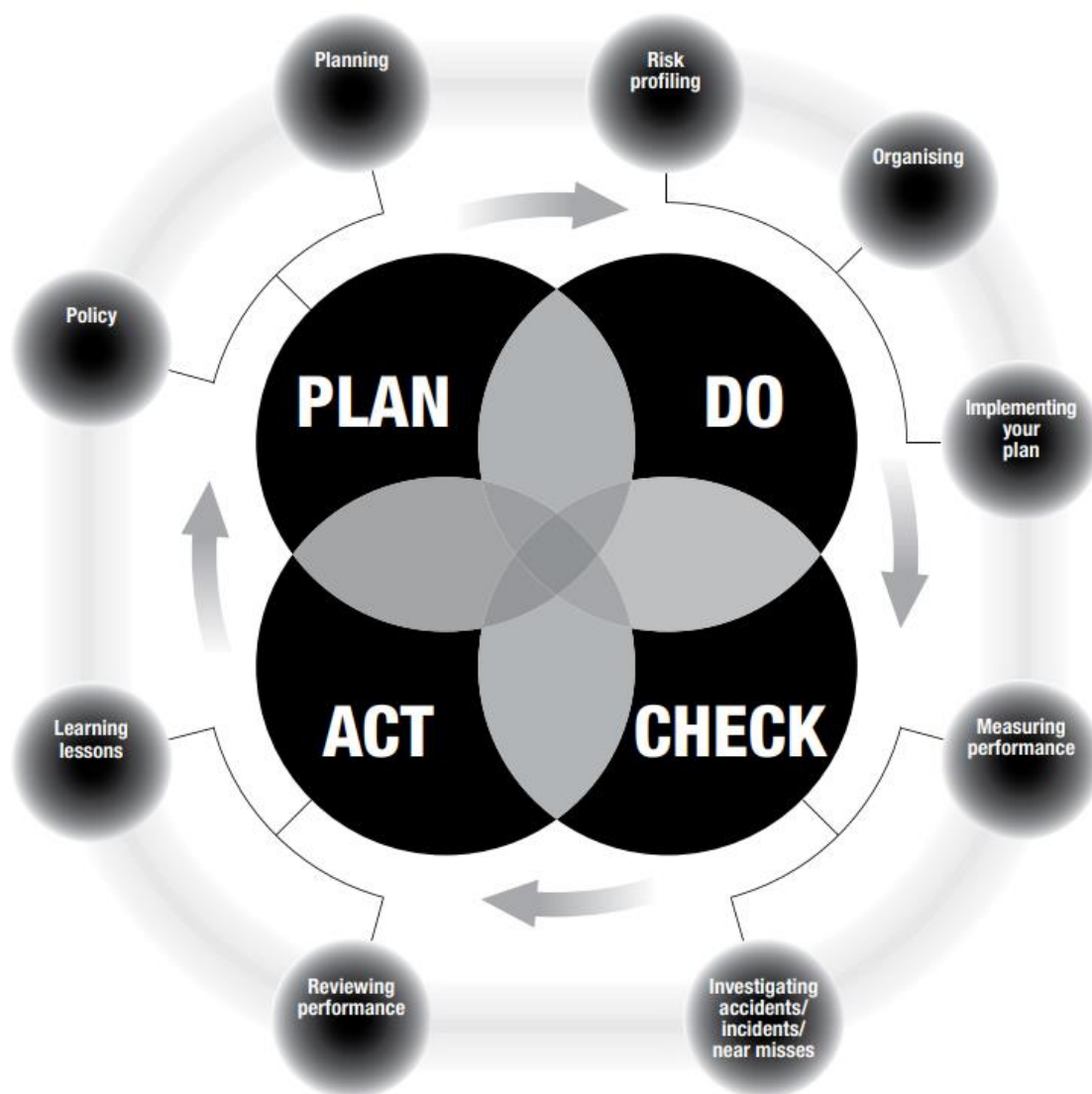

Fig 1: *The Plan, Do, Check, Act cycle.*

21. Investigating Accidents/Incidents/Near Misses

21.1   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 corporate risk management agenda.

22. Critical Incident and Emergency/Lockdown Procedures

22.1   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.

22.2   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.

23. Incident Investigation Duties/Responsibilities

The Director of Health and Safety is responsible for developing and implementing robust incident investigation strategy across the HRUC group.

23.1   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.

23.2   In the event of a major incident a team of investigators can be identified and assigned by the Director of Health and Safety to manage and undertake the investigation and report to SLT.

23.3   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.

23.4   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.

24. Policy Arrangements and Approvals:

Within each campus or service, compliance of the Health and Safety Policy includes details relevant to their specific areas. Such as:
- Details of local routes for communication and consultation of H&S matters.
- Designation of local staff with specific H&S responsibilities.
- Local H&S procedures or codes of safe working practice.
- Local H&S monitoring arrangements.
- Local arrangements for H&S induction.
- Risk assessment for designated area.
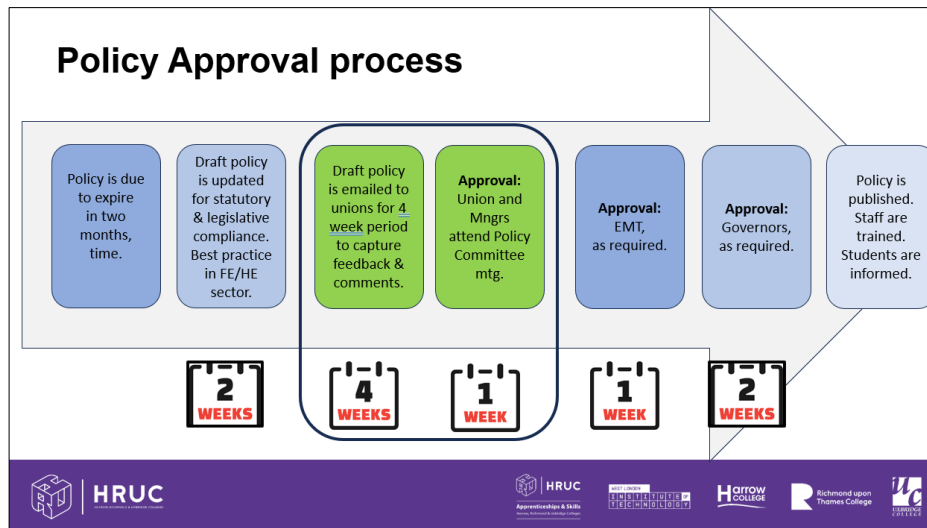
Fig 2: Policy Approval Process

25. 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 Director of Health and Safety of the college to HSE UK as required.

26. Risk Profiling and Plan Implementation

Risk Assessments

26.1 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.

26.2 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.

26.3 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.

26.4 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.

26.5 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.

27. Method Statement

27.1 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, 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.

27.2 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.

27.3 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.

28. Dangerous Substances and Explosive Atmospheres (DSEAR)

28.1 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.

28.2 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.

28.3 These procedures will be communicated to all relevant staff, students, and contractors to ensure full compliance with DSEAR requirements.

28.4 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.

29. Student Risk Assessment

29.1 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.

29.2 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.

29.3 Risk assessments must also consider students with medical conditions, mental health concerns, learning disabilities and other additional needs.

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

30.1 RIDDOR covers those accidents/incidents where an employee, students, contractors and visitors who have sustained a work-related injury and are absent from work for more than 7 consecutive days. It also includes accidents/incidents of a more serious nature such as an injury which requires hospital treatment, a major injury, an unexpected death on the premises or a break-out of an infectious disease.

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

31.   Activities Outside/Inside of the Colleges

31.1   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.

31.2   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.

31.3   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.

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

32.1   Visits are monitored using an approval process, detailed in the HRUC Outdoor Educational Visits Policy.

32.2   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 Outdoor Education Advisers Panel (OEAP) https://oeapng.info

32.3   Outdoor Educational Visit Advisers, Plumsun (https://www.plumsun.com/) are contracted to approve all visits, using their electronic platform for monitoring and audit purposes.

32.4   All Visit Leaders must comply with the HRUC Outdoor Educational Visits Policy and Outdoor Education Adviser Panel (OEAP) National Guidance. And they must complete Accredited Outdoor Education Adviser Panel (OEAP) 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.

32.5   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 OEAP National Guidance and risk assessments and be submitted to Outdoor Education Advisers with submission timescale subject to provisions in the Educational Visit policy.

33.   Work Experience and Internship

33.1   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.

33.2   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.

33.3   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.

33.4   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.

33.5   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.

33.6   The work experience and internship are approved by the Head of School, Assistant Principal and Principal, or equivalents, and the Plumsun Health and Safety Advisers.

34.   Student Apprenticeship/Young Worker

34.1   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.

34.2   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. 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.

35.   The Corporate Landlord Model

35.1   As part of a shift to a group-wide model, the way in which some support services are currently delivered is being challenged and the scope and extent of 'service' re-defined as the College meets the demands of a new financial era.

35.2   The challenge and indeed opportunity, to maximise the use of resources is acute and immediate and a key part is to scrutinise the ownership, management and use of property and assets to deliver revenue savings and a fit- for-purpose platform which enables and supports the curriculum and commercial services.

36.   What is a Corporate Landlord?

36.1   The concept of a Corporate Landlord is that the ownership of all property assets including fixtures and fittings and the responsibility for their management and maintenance is transferred from curriculum and service departments to the Group centre. In a sense the departments become 'corporate tenants' and make use of the property and teaching and learning areas in the delivery of our core business.

36.2   The Group 'landlord' function is to ensure the departments are accommodated and provided with a safe, legal and compliant working environment having regard to the College's statutory responsibilities and law of property.

37.   Why a Corporate Landlord?

37.1   The Corporate Landlord approach is designed to enable the College to utilise its assets to deliver better, more efficient services to its stakeholders and importantly there is also a myriad of legislation and regulation that needs to be complied with including general Health and Safety legislation, legionella, fire safety, gas and electricity certification etc.

37.2 The Corporate Landlord approach will deliver economies of scale in terms of capacity, procurement, and opportunities for co-location across an organisation and in turn, this can lead to rationalisation that can only be achieved by taking a holistic view.

By centralising the responsibility for property and assets, the College is able:-

- To ensure that College Teams have the accommodation that they need to work, particularly in terms of location, suitability, and sufficiency
- To unlock the value of assets, seek efficiencies through joint arrangements with partners and maximise private sector investment.
- To support the delivery of the College's Corporate Plan.
- To integrate thinking about property with financial, regeneration and other considerations.
- To be seen to act corporately (and rationally) in relation to its property assets, being able to fully justify decisions made involving property.
- To ensure that the estate is fit for purpose and disposing of assets that are not required for service delivery or investment.

37.3 Going forward, the Senior Leadership will make it clear that no individual or department is able to sanction moves, acquisitions, disposals, repairs and maintenance etc. without the involvement of the 'Corporate Landlord, from the earliest stages of the decision-making process.

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

38.1 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.

38.2 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:

a. Ensure all tools and handheld equipment are regularly checked before use and locked away securely whilst not in use.
b. User must receive adequate trainings for the tools and equipment needed for the task.
c. Ensure that all students are familiar with safety rules.
d. Safety and good behaviour rules should be reinforced.
e. Monitor students' activities to ensure they are not exposed to significant risks.
f. Emergency procedure should be in place to effectively manage any evolving unsafe acts/conditions.

38.3 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.

39. Safe Operating Procedures (SOPs)

39.1 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.

39.2 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. See Appendix 3 – Standard Operating Procedure.

39.3 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.

40. Hospitality Studies Risks

40.1 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:

1) Hospitality equipment should be robust and used in line with the manufacturer's specifications.
2) As far as practicable, trailing leads should be avoided, where impractical, cable holders should be applied to minimise trip hazards.
3) Power equipment should be thoroughly checked before use.
4) Long hair, loose clothing should be secured – jewellery should be removed.
5) Lecturer/Students must be trained in use of relevant tools and equipment.
6) Behavioural safety rules should be in place and its awareness raised.
7) Relevant safety signs and notices must be displayed.

40.2 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.

40.3 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."

41. College Events/Ceremonies

41.1 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.

41.2 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.

41.3 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.

42. Physical Education (PE) and Games

42.1 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 assessments should be carried out prior to all activities taking place.

42.2 PE co-ordinators in colleges should access wide range of sports and games advice via the Association for Physical Education (AfPE)

42.3   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.

42.4   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.

42.5   For PE activities, Clothing and Footwear must be appropriate to the activity.

43.   Violence and Aggression (Towards Staff) Prevention

43.1   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.

43.2   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:

1)   An appropriate curriculum design.
2)   Suitable behaviour and discipline policies
3)   Consideration of the layout and supervision levels in classrooms, particularly those where hazardous activities are undertaken (e.g. Design and Technology)
4)   Staff Training – such as De-escalation Training
5)   Good systems of communication
6)   Good incident reporting systems
7)   Suitable arrangements for ensuring affected staff receive appropriate supervision / counselling
8)   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.

44.   Health and Safety Training

44.1   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. 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:

1)   HRUC's Health and Safety Policy
2)   Fire and Emergency Procedures
3)   First Aid procedures
4)   Staff responsibilities (general and role specific)
5)   DSE assessments
6)   Incident reporting

Training needs are identified on an ongoing basis.

45. Induction Training

POD department have overall responsibility for managing staff training including induction training at the College:

45.1 All new employees including volunteers, and work experience must receive local Health and Safety induction training upon joining the college. Section managers must ensure that the College Health and Safey 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).

45.2 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.

45.3 Record of induction must be kept on the employee's personal file as evidence to confirm compliance with this legal obligation.

46. Alcohol, Drug and Solvent Abuse

46.1 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 People & Organisational development Lead

47. College Security

47.1 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 (see 58.2), Emergency and Business Continuity Plans. Generally, personal safety and security is encouraged, such as:

1) Keys should not be left out anywhere on display.
2) Suspicious behaviours or items should be reported immediately.
3) Out of hours staff or those working off site should notify colleagues/line manager of their work locations
4) Ensure to complete lone working risk assessment where needed
5) Valuables or large sums of money should not be carried.

48. Lone Working Risk Management

48.1 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.

48.2 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.

48.3 **New and Expectant Mothers** A specific risk assessment will be 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.

49. Stress

49.1 The College accepts that Stress is part of everyday living both socially, domestically and work-related. However, to minimise chances of staff exposure to excessive stress, measures are set out to mitigate this through Staff/Students Welfare Framework and Mental Health Strategy managed by the POD Department.

49.2 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.

50. Disabled Persons

50.1 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.

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.

50.2 Staff, Students or volunteer workers needs should be dealt with 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.

50.3 Temporary disabilities affecting staff or students (e.g. injury or illness) will be 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.

51. Vehicle Movement on College Property

51.1 The colleges have a duty to ensure the safety of all individuals on college property by regulating the movement of vehicles. This policy applies to all vehicles operated on college property, including college-owned, leased, hired, and private vehicles. Drivers have a duty to inspect their work vehicles for defects before use and report any issues.

51.2 College Estate teams are responsible for enforcing speed limits and ensuring compliance with relevant safety regulations.

51.3 Speed Limits: National and site-specific speed limits must be always observed. Speed limit on campus premises is restricted to 5mph. Staff who driver college vehicles must receive appropriate training on vehicle safety and emergency procedures. Any accidents or near-misses must be reported immediately to the designated site safety manager and recorded on an electronic system.

52. Moving & Handling

52.1 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.

53. Fire Safety

A planned fire evacuation practice takes place once a term.

53.1   HRUC campuses and its grounds are designated as "no smoking/vaping" sites, except where smoking shelters are provided.

53.2   HRUC accepts and actively fulfils its responsibilities regarding fire safety, addressing the additional challenges associated with managing these risks in an academic environment.

53.3   The management arrangements by which these risks will be effectively managed including key duty holders such as Fire Marshals and Fire Wardens as comprehensively described in the group's Fire Safety and emergency evacuation procedures.

54. 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.

55. 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.

56. Waste Management

56.1   Clinical waste disposal will follow the College Waste Management Policy and be handled in accordance with national health waste regulations. Further arrangements are described in the College Sustainability and Environmental Policy.

56.2   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.

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

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

57.2   We assign clear roles and responsibilities 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.

56.3   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. Appendix 1 for CDM Duty holders (Hazel diagram).

57.4   **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.

57.5 **Legionella & Asbestos -** Legionella and Asbestos management plans are in place and monitored under the Estates and Facilities statutory compliance programme.

57.6 **Radiation in Science -** In line with CLEAPSS guidance, departments using ionising radiation must appoint a Radiation Protection Supervisor (RPS). A register will be maintained within local departmental health and safety protocols.

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

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

58. First Aid at Work

58.1 Trained First Aiders and Emergency First Aiders will be 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) will be determined through the risk assessment process as undertaken in each site and for every campus by H&S team.

58.2 **Medical Administration:** Only trained staff are permitted to administer medication, following parental consent and appropriate documentation. Medical emergencies will be handled per the First Aid and Emergency Response Plan.

58.3 Based on an assessment of first-aid needs and to ensure adequate first aid provision is in place across the group *(HSE INDG214)*, the College will utilise third-party security staff, who are trained first aiders, as advised under the Corporate Landlord Model.

59. Financial Resource

59.1 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.

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

- Health and Safety Handbook
- First Aid Policy and Procedures
- Fire Safety and Emergency Evacuation
- Group Emergency Evacuation Plan (GEEP)
- Mental Capacity act Procedures
- Mental Health Strategy
- Personal Emergency Evacuation Plan (PEEP)
- Provision Use of Work Equipment PUWER Policy
- HRUC Lockdown Policy & Procedure
- Security Policy
- Lone Working Policy
- Physical Intervention Policy
- Sustainability and Environmental Policy

60. Measuring Performance

60.1 Workplace Health, Safety & Environment Inspections

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

60.3 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 implemented in a timely manner to minimise any potential risks identified through the inspection process. Report will be generated and circulated to curriculum, estates and senior leadership team. *See appendix 2 - Workplace Safety Inspection Checklist.*

61. Health, Safety & Security Committee

61.1 The Health, Safety& Security Committee is responsible for ensuring the effective oversight, monitoring, and strategic management of health, safety and security practices across HRUC. The meeting convenes monthly.

62. Health and Safety Policy

62.1 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.

63. Health and Safety Action Plan

63.1 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 be designed to build upon and maintain or further develop those from the previous years.

63.2 A Health and safety Action Plan has been produced with details 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.

63.3 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.

63.4 The review will be used to: -

1) Review performance and progress of Health and safety management system.
2) Review the effectiveness of the Health and Safety plan and its implementation.
3) Identify areas of weakness.
4) Identify areas of good practice.
5) Celebrate Successes and Innovative achievements
6) Enable the college to learn and take remedial action where appropriate.

64. Reviewing Performance and Learning Lessons

64.1 To continually improve on 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 HRUC Board of Governors, CEO, Executive Team, Senior Leadership Team, Managers, Staff and Trade Union representatives.

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

65. Health and safety Compliance Checklists, Inspections, and Audits

65.1 Heads of Services/Schools ensuring Section managers are trained, competent and provided adequate assurance regarding health and safety risk management.

65.2 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.

65.3 Periodically, the Board of Governors will consider the need for an independent audit of the processes and practices operated, and in some circumstances review will be undertaken by a suitably qualified health and safety organisation.

65.4 Reviews are conducted by designated senior managers including Assistant Principals, Heads of Schools and Directors.

65.5 Management control systems require periodic reviews and will be undertaken by Assistant Principals, Directors, Heads of School and Managers.

66. 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, 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

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

Appendix 1

HRUC

Contractor as Principal Contractor (PC)

#Must: produce construction phase plan; corporate with the PD, D, all through their appointment to ensure pre-construction info is right; involve worker in H&S arrangement; share relevant planning, management, monitoring or coordination info for the pre-construction phase; provide suitable site inductions; ensure welfare facilities are provided.

#No specific duty as regards pre-construction information.

Principal Designer (PD)

#Must: prepare the health and safety file; assist client provide pre-construction info to appointed designer and contractor; agree (with client) level of support to provide; assess adequacy of info including H&S file, identify gaps, obtain info to fill the gaps as required; at the end of the project, pass the H&S file to the client.

#Initiate, coordinate and monitor risk control measures on the project.

Designer (D)

#Must: provide design information as required; consider pre-construction info when preparing/modifying designs; be assisted by PC where required; through design, address H&S risks from start of the project; cooperate with other duty holders.

#Must make clients aware of their duties.

Appoint in writing

Commercial client duties for managing projects involving more than one contractor

---

Client

#Must ensure: sufficient time and other resources are allocated; construction phase plan is prepared by the contractor or PC before construction phase begins; the plan is revised frequently and made available for inspection; H&S standards are maintained and revised throughout the project; they assemble the project team and ensure roles are made clear in the client's brief; workers are provided with suitable welfare facilities throughout the construction work; PD and PC comply with their duties under the regulations.

#Where more than one client is involved in a project, the clients (one or more) should agree who must fulfil client duties under the regulations

---

#Must provide pre-construction info promptly to the following whilst still bidding for work on the project or has already been appointed.
1) Designer
2) Contractor
3) Principal designer
4) Principal contractor

#Must ensure the info is adequate and revised as required (Where the PC or PD is not appointed, then the client must carry out their duties).

#Must ensure that prior to the beginning of construction phase, they give notice in writing to the relevant enforcing authority (e.g. the HSE) for all **Notifiable*** projects.

***The requirements of CDM 2015 apply whether or not the project is Notifiable - i.e. 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.**

67.   Definition of Commercial client under CDM 2015

67.1   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:

I.   initiates the work.
II.   is at the head of procurement.
III.   ultimately decides what is to be constructed, where, when and by whom.
IV.   appoints the contractors, principal contactors, designers and the principal designers.
V.   commissions the design and construction work (the employer in contract terminology).

67.2   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.

67.3   **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.

''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.''

67.4   **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.
The Client may delegate the task of completing and submitting the F10 form to the Principal Contractor - or another Duty Holder.

Appendix 2

Campus:	Room No:

Compliance Status	Comments	Owner	Target Date
Risk Assessments available, reviewed and communicated?			
COSHH Assessments available, reviewed and communicated?			
Standard operating Procedures (SOP's) available, reviewed and communicated?			
Health and safety posters and Signs available?			
Equipment Maintenance record available?			
PAT testing completed?			
Fire evacuation Plan available?			
First Aid Kit available?			
Spill Kits available?			
Room Temperature within reasonable range?			
Adequate Ventilation available?			
Adequate Lighting available?			
Flooring & means of escape clear of obstructions or physical hazards?			
Fire extinguishers Available, inspected, accessible & visible?			
Fire blankets available, inspected, accessible & visible?			
Eye wash station available?			
Electrical equipment and cable rooting are safe and secure?			
Adequate measures in place to manage and dispose of hazardous materials?			

Additional comments:

Comments	Recommendations	Owner	Target Date

Inspected By:
Date:
Inspection Completion and References:
This Health and Safety inspection checklist is completed by the Health and Safety team on a termly basis to ensure compliance with UK regulatory standards, including the Health and Safety at Work Act 1974, COSHH Regulations, Regulatory Reform (Fire Safety) Order 2005, and other relevant legislation. This checklist is designed to help maintain a safe, legal and compliant environment within workshops and laboratories, ensuring the safety and well-being of all staff, students, and visitors.

Appendix 3

STANDARD OPERATING PROCEDURE

SOP Number	
Effective Date	
Review Date	

Process Name			
Location			
Author		**Room**	

1. Summary

-

2. Scope

-

3. List of equipment and resources required

-

(List any equipment required to carry out this procedure, including personal protective equipment)

4. Procedure

-

(Provide a sequential step-by-step description of the procedure/technique from the start to finish)

5. Safety Checks

-

(Pre-Operational safety checks.)

6. Tools and materials required

-

(What are the tools and materials needed to ensure successful completion of the procedures)

7. Compliance requirements

-

(List any legislative or regulatory requirements that must be met including any licensing requirements *facilities)*

8. Health and welfare considerations

-

(Note whether there are any hazards involved that may pose a risk to staff and what precautions need to be taken, refer to any Safe Work Practices)

9. References, related resources, and acknowledgments

-

(If references were used to develop the SOP or to provide precedence for its use, or any external resources that could be useful in applying this SOP)

10. Attachments or related documents

-

(List any attachments or other documents that would enhance the understanding of the SOP such as product/equipment manuals, material safety data sheets, WH&S documents, standards, codes of practice etc)

Appendix 4

COSHH Risk Assessment

HRUC

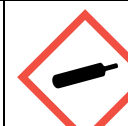| COSHH ASSESSMENT SHEET						
Name of Substance:				COSHH Reference:		
Supplied by:				Date of Assessment:		
Persons at Risk:	Staff ☐	Public ☐	Young/Pregnant Workers ☐	Next Review Date:		
	Visitors ☐	Contractor ☐				
Assessor:	Print name:					
	Signed:					
Description of Substance:			Method of Use:			
Site and Location of Substance:			Department:			

Hazards Identification and PPE							
Routes of Entry:	Personal Protective Equipment (Tick Required Boxes):						
Inhalation							
Absorption							
Ingestion							
PPE	Hand Protection	Protective clothing	Protective Footwear	Safety Glasses	Face Shield	Face Mask	Respirator
	☐	☐	☐	☐	☐	☐	☐

Exposure Limits:			

Substance Properties (Tick all that apply)								
You should review the current MSDS for your product and ensure that the correct symbols are ticked.								
Oxidizing	Explosive	(Extremely) Flammable	Toxic	Harmful	Corrosive	Human Health	Dangerous for environment	Gas under pressure
☐	☐	☐	☐	☐	☐	☐	☐	☐

Control Measures	
General Precautions	**First Aid Measures**

Spillage Procedure	**Fire and Explosion Prevention**

Handling and Storage	**Disposal Considerations**

Further Controls Required

Assessor Summary	YES/NO	Further Action
1. Has the assessment considered all factors pertinent to the use of the substance? If **NO**, please give details of further action required.		
2. Has the assessment considered the practicability of preventing exposure? If **NO**, please give details of further action required.		
3. Has the assessment considered the steps to be taken to achieve and maintain adequate controlof exposure where prevention is not reasonably practicable? If **NO**, please givedetails of further action required.		
4. Has the assessment considered the need formonitoring exposure to the substance? If **NO**,please give details of further action required.		
5. Has the assessment identified all the actions required to comply with regulations? If **NO**, please give details of further action required.		

COSHH Assessment	Please tick
The task is safe to be carried out with current control procedures. (Tick if no further action is required.)	☐
The task is safe to be carried out subject toactions listed. (Tick if use of the substance is not causing significant problems but requires some action to bring it within COSHH guidelines. Action shouldbe prioritized, and specific dates set for completion.)	☐
Task/substance is unsafe, significant non- compliance with health and safety standards. (Tick if the task or substance has potential to cause significant problemsto users; use of substance to be discontinued until problems have been rectified.)	☐

The task/process should be re-assessed on a regular basis either annually, or if there are significant changes to the task or process or if thereis a significant change in personnel who carry it out e.g. young/inexperienced workers, pregnancy, workers with pre-existing conditions such as asthma, dermatitis, etc.	
Assessor Name:	**Date:**
This Assessment has been discussed with the user and their Section/line-manager and action agreed.	**Signed:**
User:	**Section Manager:**	**Date:**

Appendix 5

<div align="center">

HRUC COLLEGE GROUP
RISK ASSESSMENT RECORD SHEET

</div>

Area/room	School/Service Area	Activity/task	Section	Campus	Reference number
Block					

What are the hazards?	Who might be harmed and how	Control Measures already in place	How Likely	Severity	Outcome	Further action required?

Likelihood	Severity	Outcome	
1. Very unlikely	1. Insignificant – no injury	1 – 4. Acceptable, no further actions required but ensure that control measures are maintained.	
2. Unlikely	2. Minor- minor injury needing first aid	5 – 8. Adequate, look to improve current control measures at next review.	
3. Fairly likely	3. Moderate – up to 7 days absence	9 – 11. Tolerable, look to improve within a set time scale.	
4. Likely	4. Major – more than 7 days absence	12 – 15. Undesirable, a high potential of serious outcomes, make immediate improvements.	
5. Very likely	5. Catastrophic – death	16 – 25. Unacceptable, STOP activity and make immediate improvements.	

	Print Name	Signature.
Created By.		
Manager.		
Date of Assessment.		
Date of next assessment.	*All assessments must be reviewed annually or earlier if the task requires.*	

NAMES & SIGNATURE OF TEAM MEMBERS		
Name	Signature	Date

Appendix 6

DOCUMENT VERSION HISTORY				
Document Name		**Health and safety Policy**		
Version	**Description of change**	**Rational for change**	**Author**	**Review date**
V1	Original version Change of organisation name following amalgamation of Harrow & Uxbridge Colleges. Changes of key responsibilities & position titles.	Interim single overarching policy required. Both Uxbridge and Harrow policies & Health and safety procedures to operate as local policies in the short term.	L. Scott	Sep. 2017
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.	L. Scott	Aug 2019
	Add 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	A. Miller	Sep 2021
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	Add 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	A. Miller	Sep 2021

V4	Amendment to: 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. 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.	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.	A. Miller	Jan 2022
V5	Adjusted job title CEO	Amended to reflect adaptation of CEO and deletion of CEO & Group Principal role	K. Smith	Nov 2022
V6	Adjusted following merger with RuTC	Amended to reflect HRUC Merger job roles & associated responsibilities	A. 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. Standardised formatting throughout V11.	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

Reference

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