



MidKent College

HEALTH & SAFETY POLICY

PARTS 1 to 3

Part 1
THE STATEMENT OF THE POLICY OF
THE GOVERNING BODY

Part 2
DETAILS OF THE ORGANISATION

Part 3
ARRANGEMENTS
FOR CARRYING OUT THE POLICY

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****Major change is defined as:**

Anything that represents a significant change of working practice, legal requirement, procedure or process within the organisation, or a change that impacts an employee's terms and conditions of employment.

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Any change of dates, job titles or terminology that do not represent a significant change to working practice. Examples changes of terminology to reflect current legislation/ DfE/Ofsted such as the change of terminology in the safeguarding policy from peer-on-peer abuse to child-on-child abuse.

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CONTENTS

	Page
Part 1 Introduction	5
Signed copy of the Policy Statement	6
Part 2 Organisation	
2.1 Management Structure for Health and Safety	8
2.2 Health and Safety Duties	9
2.3 Policy Making	9
2.4 Implementing Policy	9
2.5 Responsibilities	10
2.5.1 The Governing Body	10
2.5.2 The Principal & Chief Executive	11
2.5.3 The Exec. Director Responsible for Health & Safety	11
2.5.4 The Colleges Health & Safety Consultants	11
2.5.5 The Facilities Manager – Hard Services	12
2.5.6 The Facilities Manager – Soft Services	14
2.5.7 Directors of Curriculum and Support Services	15
2.5.8 Curriculum & Supplies Services Managers	16
2.5.9 Curriculum / Teaching Staff	17
2.5.10 Instructors, Coordinators & Technicians	17
2.2.11 All Staff	18
Part 3 Arrangements	
3.1 Participation and Consultation	19
3.2 Safety Representatives	19
3.3 The College Health and Safety Committee	19
3.4 Information	19
3.5 Communications	19
3.6 Hierarchy of Controls	20
3.7 Risk Profiling	20
3.8 Disciplinary Procedures	20
3.9 Business Planning	20
3.10 Risk Assessment	21
3.11 COSHH	21
3.12 Defect Reporting System	22
3.13 Accident, Incidents and Near Miss Reporting	22
3.14 Authority to Act	22
3.15 Reporting of Injuries, Diseases and Dangerous Occurrences	23
3.16 Fire Safety	25
3.17 First Aid	26
3.18 Asbestos	26
3.19 Plant and Equipment	26

3.20	Contractors	27
3.21	Visitor Safety	28
3.22	Shared Accommodation and Offsite Working	28
3.23	Employees and Students Working Away from the College	29
3.24	Health Surveillance	28
3.25	Occupational Health	28
3.26	Equal Employment Opportunities	30
3.27	Training	30
3.27.1	Induction Training	30
3.27.2	Training Courses	30
3.27.3	Monitoring Compliance	30
3.28	Workplace Inspections and Audits	31
3.29	Other Arrangements	31
3.30	Associated College Policies	32
3.31	Policy Validity	32
3.32	Policy Owner and Reviewer	32
3.33	Policy Monitoring, Review and Evaluation	32

Part 1. Introduction

This Health & Safety policy sets out the standards and principles for MidKent College, referred to as College hereafter; including, responsibilities and arrangements in respect of health and safety protection, including fire safety and wellbeing and sets out how the College manages health and safety across all of its activities, both on and off campus. It describes the College's safety management system and the organisational arrangements centrally and with Department and managers' responsibilities.

Detailed procedures covering all College health and safety arrangements (including Fire Safety) and wellbeing are available in separate procedural, guidance and advisory, documents and other safety publications issued and controlled by the Executive Director of Finance and Estates.

The College aims to establish and promote a positive health and safety culture that includes awareness and understanding; effective processes; and positive behavior by staff at all levels and by students and contractors and visitors. Wellbeing is more than the state of not being physically unwell; it includes physical, mental and social health.

Health & Safety is a fundamental consideration for all parties. There is both a legal and professional responsibility to ensure understanding and application of health and safety principles at all times.

It is important that all staff familiarise themselves with the contents and ensure that they refer to it when appropriate.

If staff are in any doubt over the application or requirements at any time they must ensure that issues are discussed with their line manager or a senior member of staff.

Staff should:

- Ensure they understand the contents of this document and when to apply them.
- Look out for their own safety first and ensure they do not put themselves at risk.
- Ensure that they understand what is required of them and compliance with the College's policies.



Health and Safety Policy Statement

The Governing Body of MidKent College of Higher and Further Education recognises its responsibility to provide a safe and healthy workplace for all its employees, students and visitors, and that complying with the Health and Safety at Work Act 1974, and regulations made under it, is a legal requirement.

The College aims to establish and promote a positive health and safety culture that includes awareness and understanding; effective processes; and positive behavior by staff at all levels and by students, contractors and visitors. Wellbeing is more than the state of not being physically unwell; it includes physical, mental and social health.

Our policy is to exceed the minimum requirements of the law where possible and to do this we will provide sufficient resources to meet this commitment. We will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, improve safety performance. Included in these systems will be means to allow communication and consultation on health and safety matters between everyone who works at the College.

In return, we expect employees at all levels to exceed their minimum legal duties, which are given in the organisational responsibilities section. This includes co-operating with us on safety matters and taking care of their own safety and that of others who may be affected by their actions.

Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it in order to perform their job safely.

The policy and the way it has operated will be reviewed at least annually and more often if the college changes in nature or size. Any revision necessary to improve safety performance will be made and reported to employees.

Adopted by the Governing body of MidKent College and signed on their behalf by:

Martin Cook

Chair of the Governing Body

Simon Cook

Principal

Date:

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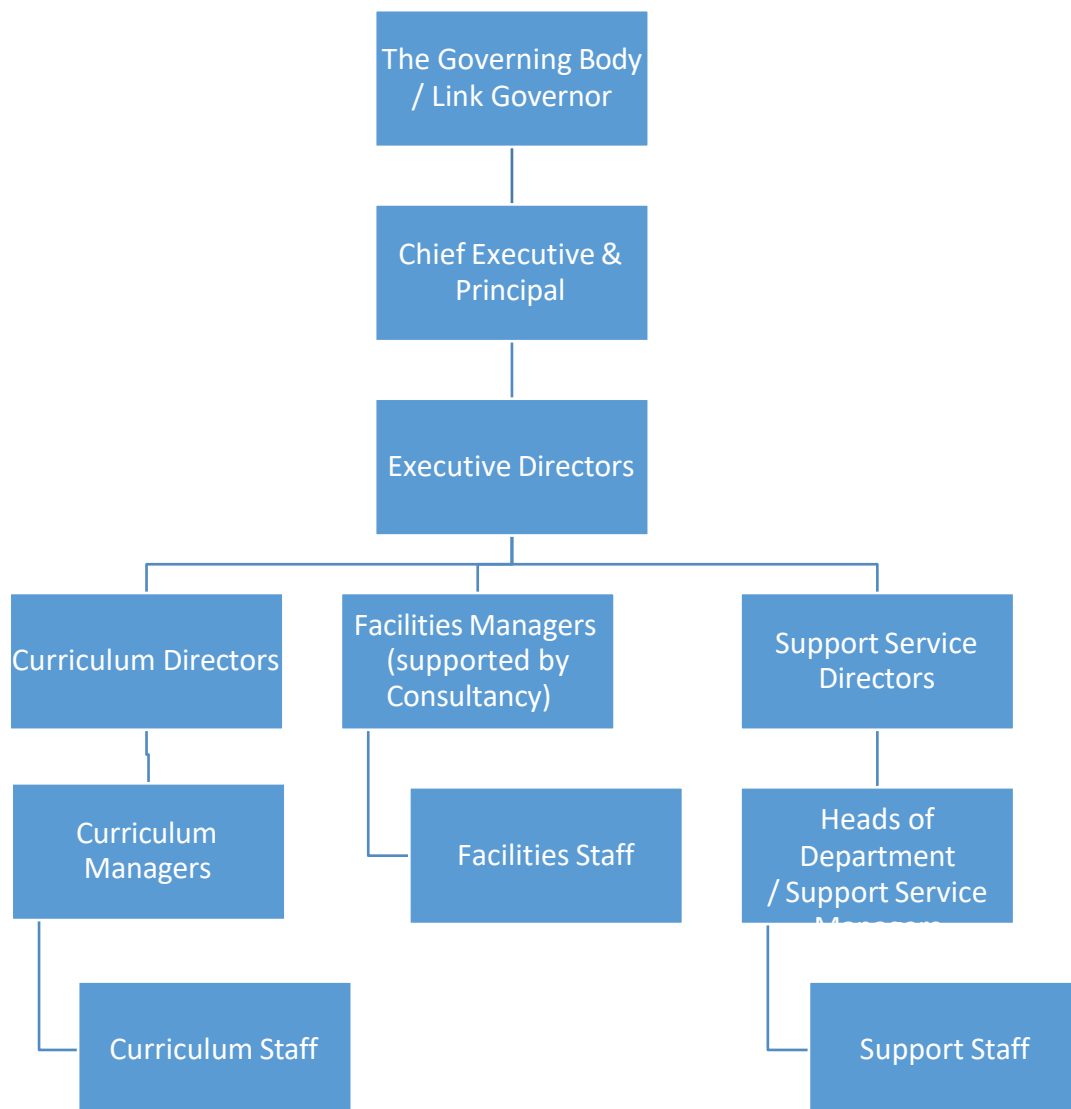
Part 2. Organisation

This section of the policy describes how the management of Health and Safety is organised throughout the College.

Although it is everyone's responsibility to ensure their own safety and the safety of others while they are at work, specific responsibilities for Health and Safety have been given to individuals who hold certain job roles within the organisation.

2.1 Management Structure for Health and Safety

This chart shows these job roles and how responsibility for Health and Safety is devolved from the Governing Body to the Teaching and Support Staff.



2.2 Health & Safety Duties

The Health and Safety at Work etc Act 1974 (HSW Act) places duties on EMPLOYERS to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees (Section 2 of the HSW Act) and the health and safety of persons not employed (Section 3 of the HSW Act) but who may be affected by the work activities, such as students and visitors. Employers have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations (COSHH).

Persons who conduct an undertaking which involves CONTROL OF PREMISES also have duties under Section 4 of the HSW Act to take reasonable measures to ensure so far as is reasonably practicable that the premises and any plant and substances provided for work use are safe and without risk to health.

All EMPLOYEES have duties under Section 7 of the HSW Act to ensure they work in ways that are safe and without risk to health both to themselves, other staff and visitors. They must also co-operate with other people who have health and safety duties, for example by adhering to advice and instructions on health and safety matters from their line managers and by reporting unsafe practices.

Under Section 36(1), where any person commits an offence under health and safety legislation which is due to the act or default of some other person, that other person may be charged with and convicted of the offence.

2.3 Policy Making

The Governing Body together with the Chief Executive have ultimate responsibility for Health and Safety at the College.

The Chief Executive has delegated the responsibility for organising the health and safety policy and arrangements to an Executive Director. This Executive Director is assisted by the colleges Health and Safety consultants who advises on legislation and assists in the procedures necessary to comply with it.

2.4 Implementing Policy

The College Principal is responsible for the overall implementation of the policy and procedures and has delegated the day to day responsibility to the Executive Directors and Senior Leadership Team.

These all have responsibility to ensure the arrangements within the policy are implemented across the areas of the College within their control, and those standards are maintained and improved wherever possible.

The Executive Director of Curriculum and Quality entrusts the Curriculum Directors and also the Executive Director of Student Experience their direct reports with responsibility to ensure that safety procedures and standards are actively maintained and met in all areas within their control, particularly with regard to student safety.

The Directors entrust their direct reports with responsibility to ensure that safety procedures and standards are actively maintained and met in all workplace areas within their control.

Support Staff and Teaching Staff are responsible for their own safety and that of their colleagues and must adhere to the procedures and directive issued. A wider description of responsibilities is given in the following paragraphs.

2.5 Responsibilities

This section details the health and safety responsibilities attached to the job roles.

The names of those individuals who carry out these roles is published in the Staff Organisational Chart available to all staff via the College SharePoint.

2.5.1 The Governing Body

The Governing Body is responsible for the policy direction of health and safety at the College and for creating structures through which the policy is implemented and for monitoring delivery of the policy.

The Governing Body will:

- Take reasonable steps to make sure that the College is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Principal and Executive management team to support sensible health and safety management and to challenge as appropriate.

The Governing Body, via the Group Risk and Audit Committee, will receive an annual report via the Chief Executive from the Executive Director with responsibility for Health and Safety. The report will,

- Summarise significant items raised by Health and Safety Committee
- Statement of Incidents, accidents and matters reported to relevant authorities
- Report regarding annual external audit
- Summary of contact with enforcing agencies
- Summary of the aims and achievements in health and safety management

The Governing Body will nominate a Link Governor to provide oversight and act as a member of the Health & Safety Committee. The role of the Link Governor is to review reports and information to monitor the College's practice against its policy to ensure compliance with legislation, good practice; and to mitigate against risks.

2.5.2 The Principal and Chief Executive

The Principal & Chief Executive will maintain and support the policy by actively promoting a positive health and safety culture throughout the College and ensure that all procedures and directives for health and safety are implemented, maintained, reviewed and improved wherever possible across the College.

To ensure the objectives of the policy are met and standards continually improved where necessary, the Principal & Chief Executive will ensure that the Governing Body receive an annual report as set out in **2.5.1** above.

The Principal & Chief Executive is the designated 'Responsible Person' under the Regulatory Reform (Fire Safety) Order 2005.

2.5.3 The Executive Director Responsible for Health and Safety

The Executive Director will implement and control a management system that meets the requirements of current legislation and the aims and objectives of the College policy.

The Executive Director will ensure that sufficient funds and resources are made available to meet this and that sufficient importance is afforded to promoting health and safety management and a proactive safety culture throughout the College.

The Executive Director will provide the Principal & Chief Executive with an annual report as set out in 2.2.2.

2.5.4 The Colleges Health and Safety Consultants

The college Health and Safety Consultant is the designated 'Competent Person' for Health & Safety at the College.

Line managed by the Executive Director Responsible for Health and Safety, the Consultant has responsibility for the policy, the procedures and the design of the management system to implement them, together with the auditing of the system to ensure appropriate standards are maintained.

The Consultants will advise The Executive Director of any areas of concern or non-compliance and anything that may necessitate a change in the way that the College organises health and safety.

The Consultant will:

1. Ensure that the College policy and procedures continue to meet the requirements of current health and safety legislation.
2. Update or produce new procedures as necessary.
3. Review the policy and procedures regularly or if conditions change.
4. Audit all aspects of the implementation of the policy and procedures throughout the College to ensure continued compliance with legislation.

5. Design and implement the management system for health and safety throughout the College and maintain its effective operation.
6. Receive all reports of injuries, diseases, dangerous occurrences, abusive behavior and near misses relating to staff, students, contractors and visitors and inform the Health and Safety Executive of all reportable incidents (if unavailable, this will be done by the Facilities Managers).
7. Record all information relating to accidents, incidents, near misses, staff training, evacuation drills and other safety inspections or records necessary to comply with college policy, procedures and the law.
8. Act on behalf of the College with external organisations e.g. The Health and Safety Executive, the Local Authority and associated stakeholders.
9. Prepare an annual report on behalf of The Executive Director with responsibility for Health and Safety as set out in 2.2.2
10. Liaise with, instruct, and generally advise Directors, Managers, Staff and Students on matters of health and safety.
11. Investigate all reportable accidents, to identify the causation factors and review and revise procedures to reduce the risk of a recurrence. Compile and file all reports for such accidents with the appropriate authority (RIDDOR 2013) and any stakeholders who may require the same.
12. Ensuring that a current fire risk assessment is in place and that adequate evacuation procedures are in place (including for persons who require assistance) during an emergency evacuation.
13. Maintain a register of trained First Aiders and Fire Marshalls for the campus such that all areas are sufficiently covered in the event of any incident or emergency.
14. Organise and implement Evacuation Drills at a frequency as set out in relevant procedures and test fire alarms and maintain the fire-log record.
15. Organise staff roles and actions to be taken to enable the campus to respond effectively to the College Emergency Plan.
16. Oversee arrangements for events, educational trips and offsite visits to ensure that all relevant safety considerations are in place.
17. Ensure that suitable arrangements are in place for the safe maintenance, security and operation of the buildings and services within them.
18. Ensuring compliance with legislation for the management of asbestos containing Material and Legionella at all College premises.

2.5.5 The Facilities Manager – Hard Services

The Facilities Manager for Hard Services reports to the Executive Director responsible for Health and Safety on all health and safety matters relating to buildings, building services and the implementation and operation of a management system to record such information that is required to enable the College to remain compliant with current legislation.

This will include:

1. Ensure that effective local arrangements are in place for implementing College health and safety policies, procedures and codes of practice.
2. Inspect the areas within their control at a frequency determined by relevant procedures to ensure that fire-fighting equipment, storage of combustible materials, lighting and the condition of the workplace and traffic routes is maintained safely.
3. Ensure that all accidents and incidents are recorded and examined and that all reasonable steps are taken where possible to prevent a similar occurrence.
4. Take action to minimise any risk from deficiencies, faults or breakages of equipment, fixtures or fittings and promptly report them to the relevant Facilities Team external contractors for repair or replacement.
5. Maintenance and statutory inspection of:
 - Asbestos containing material
 - Lifts and lifting equipment
 - Pressure vessels and pressurised systems
 - Heating and ventilation equipment
 - Extraction equipment including local exhaust ventilation
 - Hot and cold water systems (including Legionella)
 - Fixed wiring, lighting (inclusive of Emergency lighting installations) and portable appliance testing and certification
 - Firefighting equipment, signage, fire stopping and escape routes
 - CCTV, Intruder and assistance alarms
6. General maintenance of buildings and contents to maintain a safe working environment.
7. Ensuring that Contractors working on College premises submit method statements and risk assessments and are given suitable induction training to reduce all risks to themselves and the staff, students and visitors to the College.
8. Liaising with the colleges consultants on high risk works carried out on the College premises that may require a written safe system of work or a permit to work, especially work in confined spaces, working at height, hot works processes and other areas where significant risk of serious injury may be present.
9. Direct the maintenance department staff to undertake planned and reactive maintenance to all aspects of the College buildings and their contents.
10. Arrange to instruct, inform and train the maintenance department staff so that they can effectively assess and safely carry out the necessary work to inspect, repair and maintain College premises.
11. Manage the help desk facility that enables all staff to communicate breakdowns or request repairs or assistance from the Facilities Department.

12. Manage the conduct and safety of all Contractors working on College premises and ensure that they are given a safety induction and that risk assessments and method statements are in place and adhered to, and that any permits for working in high risk areas are in place.
13. Ensure that all accidents and incidents are recorded and examined and that all reasonable steps are taken where possible to prevent a similar occurrence.
14. Provide advice and support to Curriculum staff in the arrangements for Educational Trips and Offsite visits; authorising trips within their level of responsibility and seeking additional approval from the Executive Directors or other relevant Directors for high risk, overnight or overseas visits.
15. Report to the Executive Directors any situation or condition that may compromise safety.

2.5.6 The Facilities Manager – Soft Services

The Facilities Manager for Soft Services reports to the Executive Director responsible for and Health & Safety on all health and safety matters relating to the operation of the campus, these will include the common and public areas of the campus and the support services such as security and caretaking.

The Facilities Manager for Soft Services will:

1. Ensure that effective local arrangements are in place for implementing College health and safety policies, procedures and codes of practice.
2. Inspect the areas within their control at a frequency determined by relevant procedures to ensure that fire-fighting equipment, storage of combustible materials, lighting and the condition of the workplace and traffic routes is maintained safely.
3. Ensure that all accidents and incidents are recorded and examined and that all reasonable steps are taken where possible to prevent a similar occurrence.
4. Take action to minimise any risk from deficiencies, faults or breakages of equipment, fixtures or fittings and promptly report them to the relevant Facilities Team for repair or replacement.
5. Ensure that suitable and sufficient Security arrangements are in place (either in-house or agency) to support the monitoring and safe operation of each campus, and to ensure that there is a security response to incidents.
6. Provide support to college events, ensuring that risk assessments are in place for all activities and that there are suitably trained and instructed staff to provide a safe and welcoming environment for students, staff and visitors.
7. Ensure that suitable vehicle and traffic management processes are employed to control and monitor the access and safe use of the College vehicles and facilities.
8. Ensure that suitable waste management systems and contracts are in place to safely control, store and remove both hazardous and non-hazardous wastes produced by the College.

9. Manage the service contracts for cleaning, catering, grounds maintenance, waste management and pest control to ensure that the college environment and services provided are clean, safe and well maintained at all times.
10. Manage the conduct and safety of all Contractors working on College premises and ensure that they are given a safety induction and that risk assessments and method statements are adhered to and that any permits for working high risk areas are in place.
11. Report to the Executive Director responsible for Health & Safety any situation or condition that may compromise safety.

2.5.7 Directors of Curriculum and Curriculum Support Services

Directors of Curriculum and Support Services have overall responsibility to ensure that the requirements of the policy and procedures for health and safety are carried out through the areas within their control. These will include:

1. Ensuring that effective local arrangements are in place for implementation of College health and safety policies, procedures and codes of practice.
2. Promoting a positive health and safety culture by, for example, ensuring effective communication of health and safety information and including safety as an agenda item at all management level meetings.
3. Delegating health and safety duties, and the necessary authority and resources to discharge them, to the Heads of Service and Managers who report directly to them.
4. Training, where necessary, and appointing sufficient competent persons to assist in the effective management of health and safety and in particular to undertake risk assessments.
5. Reviewing and updating risk assessments and submitting them to the consultants for approval and inclusion in the College Risk Control Register.
6. Inspecting the areas within their control at a frequency determined by procedures to ensure that fire-fighting equipment, department equipment, storage of combustible materials, and the condition of the workplace and traffic routes is maintained safely.
7. Ensuring that where necessary and when identified to reduce risk that personal protective equipment is available, sufficient and suitably supplied and maintained to those who might need it.
8. Ensuring that appropriate induction training is provided for all staff, students, visitors and contractors and that staff attend such training.
9. Ensuring that all accidents and incidents are recorded and examined and that all reasonable steps are taken where possible to prevent a similar occurrence.
10. Ensuring that materials, consumables and equipment purchased for use at College are recorded evaluated and assessed to reduce any risk from hazards they may present.
11. Ensuring that there is proper coordination, cooperation and communication with other users of shared and/or adjacent space.

12. Suspending activities where health and safety is being, or is likely to be, compromised or the environment damaged.
13. Taking appropriate disciplinary action where staff or students have breached the College's Health and Safety Policies and Procedures.
14. Ensuring that arrangements are in place for the regular monitoring, auditing and review of health and safety performance.
15. Being available to any member of staff, Trade Union Safety Representative or the Facilities Managers to discuss or resolve health and safety matters.
16. Ensuring that adequate resources are allocated to mitigate health and safety risks.

2.5.8 Curriculum and Support Services Managers

Curriculum and Support Services Managers have responsibility for ensuring that all staff within their control are aware of their duties and responsibilities to one another and to students and visitors to the College; and that staff adhere to the procedures set out in the management system for health and safety.

They must ensure that fire-fighting equipment, department equipment, storage of combustible materials, lighting and the condition of the workplace and traffic routes is maintained safely throughout the areas within their control.

They should report any incident or breach of conduct and actively seek to redress any shortfalls by bringing them to the notice of the Directors of Curriculum and Support Services.

In particular they should:

1. Understand the organisation and arrangements for health and safety at the College.
2. Be aware of their responsibilities for health and safety.
3. Know of and comply with statutory requirements and appropriate codes of practice relevant to their role.
4. Organise and implement the delivery of any necessary information, instruction, training and supervision to ensure the health and safety of those affected by what they themselves do or by what they ask others to do.
5. Set a high standard of safety by personal example so that staff and students at the College come to accept good safety practice as normal.
6. Seek assistance from the Directors of Curriculum and Support Services and/or the Facilities Managers or colleges Health and Safety Consultant to resolve matters of health and safety beyond their experience or control.
7. Take action to minimise any risk from deficiencies, faults or breakages of equipment, fixtures or fittings and promptly report them to the Facilities Managers for repair or replacement.
8. Immediately stop any actions, or practices within their areas that in their opinion are unsafe.

9. Report to the Facilities Managers or colleges Health and Safety Consultant any situation or condition that may compromise safety.
10. Co-operations in auditing processes at the request of the Facilities Managers or colleges Health and Safety Consultant

2.5.9 Curriculum Staff / Teaching Staff

Teaching staff have a duty to take reasonable care of their own health and safety and that of all other staff, students and visitors who may be affected by their teaching and other work related activities. They must ensure that:

1. Safe systems of work are taught and implemented.
2. Sufficient information, instruction and training is given to students to enable them to work safely.
3. Plant, equipment and substances are used in a manner which will not adversely affect their health and safety and that of students or other staff.
4. They understand all College procedures that govern health and safety of their respective areas of teaching, particularly relating to emergency evacuation and accident procedures.

2.5.10 Instructors, Coordinators & Technicians

Instructors, Coordinators & Technicians all have a duty to take reasonable care for the health and safety of themselves, other staff, students and visitors who may be affected by their work related activities. Instructors, Coordinators & Technicians are responsible for ensuring that they and technical staff under their control maintain and/or provide:

1. Safe working conditions in workshops, laboratories and studios.
2. Sufficient information, instruction and training for students to enable them to work safely, particularly during demonstrations.
3. Instructions on the use of equipment and substances in a manner which will not adversely affect their health and safety and that of students, or other staff, when required for course work, research and consultancy undertaken by the College.
4. Plant, equipment and substances in a manner which will not adversely affect their health and safety and that of students or other staff.
5. Ensure that all plant and equipment, that does not fall under the responsibility of Facilities, is maintained as per manufacturer's instructions and that the servicing is completed and certificated (where appropriate) by competent persons.
6. Documentation in the form of risk assessments, data sheets and service records for all activities, plant, equipment and substances in their area of control.

2.5.11 All Staff

Section 7 of the Health and Safety at Work Act 1974 places a duty on all employees while at work to take reasonable care of themselves and of anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the College in order that it can comply with its own duties under the Act and associated legislation.

Section 8 requires that no one shall interfere with or misuse anything provided by the College in the interests of health and safety (e.g. fire alarms, extinguishers, first aid boxes, machine guards).

Where a member of staff is not confident that they are competent to carry out a work activity safely, their line manager should be informed and rather than compromising their own safety or the safety of others, the staff member should not proceed with the activity.

All staff are responsible for;

1. Taking care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
2. Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.
3. Conforming to all College health and safety policies and procedures as governed by good working practice.
4. Co-operating with meeting statutory and local requirements in health and safety matters.
5. Raising any health and safety concerns with Facilities Managers when matters cannot be resolved locally.
6. Practicing good housekeeping throughout College premises;
7. Using and caring for safety and personal protective equipment;
8. Undergoing training in health and safety matters as appropriate;
9. Assisting and participating in the identification and correction of hazards, and the detailing of safe working practices
10. Reading the contents of the College H&S Policy and associated procedures relevant to their department.
11. Reporting any accidents, unsafe circumstances or work-related ill health of which they become aware.
12. Co-operating with management/safety representatives as appropriate in the investigation of accidents and incidents.

Part 3. Arrangements

The purpose of this section is to identify and outline what practical arrangements are in place for ensuring safe working practices that allow the aims of the general policy statement to be realised. Detailed procedures to enable the arrangements to be carried out are published on the Health & Safety SharePoint page.

3.1 Participation and Consultation

In accordance with the requirements of the Safety Representatives and Safety Committees Regulations 1977, the college is fully committed to consulting with members of staff on matters affecting their health & safety. This is normally achieved through elected Trade Union Safety Representatives (TUSR) who liaise with managers and staff and attend the Health & Safety Committee. Management recognizes, and supports, the need for all TUSR to have sufficient time to train and carry out their official union safety representative duties.

The College works together with safety representatives appointed by those trade unions that it formally recognises as representing employees of the College. It affords these representatives all those rights that are set out in the regulations relating to Trade Union Safety Representatives.

3.1 Safety Representatives

Recognised trade unions notify the Executive Director responsible for Health and Safety of the details of safety representative appointments and a record of all safety representatives is maintained centrally.

Safety representatives establish links with Facilities Managers and channel their communications through them (excepting those with their own trade union.)

A procedure sets out the agreed interim working arrangements between safety representatives and the Executive Director responsible for Health and Safety.

3.7 The College Health and Safety Committee

There is a Health and Safety Committee for the whole College. The members include; The Principal, The Executive Director responsible for Health & Safety, the colleges consultant for Health and Safety, Trade Union Representatives and representatives from the Directors, Managers, Teaching and Support Staff.

The committee meets every term, chaired by the Executive Director responsible for Health and Safety.

The terms of reference for the Committee are as follows:

1. To keep under review the measures taken to ensure the health, safety and welfare of the College community;
2. To refer appropriate matters for action to the Senior Leadership Team;
3. To ensure that information on health and safety matters is effectively and appropriately distributed to staff;

4. To consider effective means of health and safety training for College staff;
5. To receive reports and recommendations from Trade Union Representatives and individual staff members.
6. To receive reports and recommendations from statutory inspectors and other authorized officers on matters affecting the College and to take appropriate action.
7. To prepare an annual report to the Governing Body.

3.6 Information

The College provides its employees with information statutorily required and on risks to their health and safety identified by assessment and the risk control mechanisms used. Similar information is also provided, as appropriate, to visitors and contractors who may be affected by our undertaking.

Sources of Information

The College refers to organisations with regulatory or advisory duties to monitor health and safety, and provide guidance and information and assistance to ensure health and safety compliance such as:

- Health and Safety Executive (HSE)
- Department for Education (DfE)
- Local Authority
- Public Health England

3.6 Communication

The College SharePoint site is the primary means of circulating relevant information, to all College employees reflecting college policy and changes in legislation.

As well as communication through the Union Safety Representatives (staff-side), the College also consults with staff directly on health and safety matters. This direct communication includes:

- Email to all staff through the Communications Department
- Cascade of information through line managers via local management meetings
- The Principal's update to all staff
- Through the College's intranet site
- Committee minutes and reports
- Mandatory update training
- Internal safety alerts issued by the Health and Safety Team
- Posters including the statutory health and safety poster
- For staff unable to use or access computers, their managers will ensure access to communications in an appropriate format.

3.1 Hierarchy of Controls

The College adopts the general principal of hierarchy of control following:

- Eliminate the hazards
- Substitute with less hazardous options
- Use engineering controls
- Use administrative controls
- Provide and ensure use of adequate personal protective equipment

3.4 Risk Profiling

The aim is to minimise health and safety risks, in accordance with the College's sensible risk management approach, which is supported by clear lines of roles and responsibility. Risk assessments are used to decide on priorities and to set out objectives for eliminating hazards and reducing risk. Wherever possible, risks are eliminated or engineered out by selection and design of facilities, equipment and processes. If risks cannot be eliminated, they are minimised by the use of physical controls or, as a last resort, through systems of work and personal protective equipment.

Health and safety is the owned responsibility of all College employees. Everyone must work towards creating an ever improving safe, healthy and supportive working and learning environment. Staff must not disregard hazards which they come across, but are to actively seek rectification by assigning the issues through the correct channels and/or temporarily make safe those situations until a proper solution is found.

3.2 Disciplinary Procedures

Any member of the College (staff or student) who is found to be:

- Deliberately misusing health and safety facilities; or
- Flagrantly breaching the College health and safety policy or procedures (including fire safety); or
- Flagrantly failing to observe any of the relevant statutory provisions (including fire safety)

may be subject to disciplinary action in accordance with the relevant College disciplinary procedure. They may also be personally liable under health and safety legislation and civil law.

3.4 Business Planning

All Directors/Managers must ensure that their risk assessments are up to date and cover all the activities in their areas and that their budgets include required resources for dealing with any high risk activities identified that are not adequately controlled. Consequences of failure to resource this must be made clear to the Executive through the business planning cycle and performance reviews.

3.4 Risk Assessment

General risk assessments for all the College campuses are reviewed when any significant changes to college operations take place and, in any case, annually and revised as necessary in order to meet the requirements of Regulation 3 of the Management of Health & Safety at Work Regulations 1999.

More detailed risk assessments covering specific areas of college operations and special events are carried out, reviewed and revised as necessary, and in any case annually.

The health and safety consultants act as the competent person to advise the College Management of the measures they need to take to comply with the requirements placed upon them by relevant health and safety regulations, in accordance with regulation 7 of the Management of Health & Safety at Work Regulations 1999.

The College examines all aspects of its activities involving staff, students and visitors to establish what hazards exist and to evaluate the risks presented by them. When significant risks are identified actions are taken to reduce these risks to the lowest level practicable.

Risk Assessment is embedded into the lesson planning process and an assessment of the health & Safety aspects of lessons are an integral part of the lesson observations. Feedback from lesson observations to the Quality Team is passed on to the Facilities administrators where appropriate.

Information about risk reduction is published in the form of risk assessments and control measures, these are recorded and controlled by the Executive Director responsible for Health and Safety in the College Risk Register accessible to all staff via the College SharePoint site.

3.5 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 require the College as an employer to:

- Assess the risk to health and the precautions needed to protect health from substances used, stored or transported within the College
- Implement appropriate measure to control any risk
- Monitor the exposure of employees where necessary
- Inform, instruct and train employees about the risks and the necessary control measures

In order to achieve compliance with the above, relevant Directors of Curriculum and Support Services:

- Read the literature provided regarding COSHH
- Discuss this with the staff in their department
- Identify any substances which may be hazardous to health, and with the help of their technical staff and the colleges consultant if necessary, carry out a COSHH Assessment and keep a record of it on the standard form provided
- Inform staff and students of any risks identified and the control measures to be taken.
- Enroll and provide those who regularly exceed exposure action values with health surveillance
- Review, update and sign the assessment at least annually

3.5 Defects Reporting System

The College have a defect reporting system in place. The Facilities 'Helpdesk' accessible via the intranet, is a method by which staff can report identified defects within the fabric of buildings, external areas or to items of equipment and machinery.

3.1 Accidents, Incidents and Near Miss Reporting

All accidents or near misses including incidents of work related ill-health, however minor, must be reported to the Facilities Administrators and recorded. This is achieved by using the incident report forms available from reception on each campus or via 'myday'.

All line managers must investigate reported incidents, to the relevant level, to establish immediate, underlying and root causes and introduce, where appropriate, management action to prevent recurrence. Details of the investigation must be shared with the Facilities Managers.

All notifiable incidents as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 must be reported to the local Health and Safety Executive (HSE) Office by the most appropriate route. The agreed process at the College is for this to be completed by the colleges Health and Safety Consultant or the nominated deputy.

Other reporting is undertaken, when requested, to stakeholders associated with the College.

3.2 Authority to Act (Serious and Imminent Danger)

The Facilities Managers or their nominated deputies and members of the Senior Leadership Team (SLT), empowered by the Principal, will take direct action to cease an activity, without prior reference to the relevant Manager, where a situation or condition presents a significant threat, or is believed to represent such a threat, to the health or safety of any individual, College building or property or if there is a serious breach of any statutory provision that may expose the College to enforcement action.

When such action is taken, the relevant Manager shall be immediately notified of the "direct action". The lifting of the direct action can only be done with agreement between Facilities Manager and the colleges consultant.

3.2 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the college is required to notify the Health & Safety Executive of:

Death

All deaths to workers and non-workers must be reported if they arise from a work related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

- The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:
- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping's (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor .

Any such accidents must be reported to the Facilities Managers and the Colleges Health and Safety Consultant as appropriate by the quickest practicable means.

Strict adherence to these regulations is essential as the college is open to prosecution by HSE for failure to comply.

Report Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Report by Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

3.3 Fire Safety

The College will ensure, as far as reasonably practicable, that the risk from fire will be managed in compliance with relevant legislation and guidance.

In accordance with the Regulatory Reform (Fire Safety) Order 2005, fire risk assessments have been carried out at all main college campuses in order to ensure that the college complies with the requirements of the Fire Regulations. Copies of the risk assessments are available from the Facilities Managers/Administrators.

The college provides both fixed and portable fire fighting equipment and appliances on all campuses as detailed below:

- Automatic fire detection and alarm systems linked to both smoke and heat detectors. These systems are tested and maintained by an external specialist company.
- Emergency lighting systems installed. All emergency lighting systems are tested and maintained by the college Maintenance Team.
- Dry riser systems installed to allow fire fighters to easily access water from each individual floor of the building. These systems are checked annually by a specialist external contractor
- Portable Fire fighting equipment is provided in relevant areas throughout the college. These appliances are checked regularly by the Facilities Department and serviced annually by a specialist external contractor

Any deficiency found when checks on the fire detection, fire alarm or fire-fighting systems and equipment are undertaken are recorded and immediately reported to the Facilities Manager by telephone and then via the College help desk service to the Facilities Manager – Hard Services.

All college fire alarm systems are operated weekly by the college maintenance team.

Fire alarms are not switched off, even for maintenance purposes, without the written authority of the Facilities Manager.

All College staff have the responsibility to ensure the safety of staff, visitors, and any other persons present on the premises in the event of fire; and to that end will ensure that the policy and procedures are adhered to the best of their ability, at all material times.

The College engages consultants, from time to time, for advice and servicing of means of escape and for the provision and maintenance of alarms systems, firefighting systems and extinguishers. A comprehensive Fire Risk Assessment is reviewed annually by a specialist consultant for all College Premises.

A fire drill will be carried out once per term on all campuses. Any issues relating from fire drills will be reported to the Facilities Managers

All fire incidents and drills are documented and monitored by the Facilities Managers/Administrators.

3.2 First Aid

The College will ensure, as far as reasonably practicable, that arrangement for first aid will be managed in compliance with relevant legislation and guidance.

Sufficient first aiders trained to 'First Aid at Work' standard will be provided at all of the College campuses in accordance with the requirements of the Health & Safety (First Aid) Regulations 1982, taking into account the numbers of people at each campus and the types of activity undertaken.

Names of first aiders are available on request.

First Aid boxes are located on all floors of the college on all sites and in workshops, laboratories, canteens and kitchens. Staff should make themselves aware of these provisions. First Aid rooms are available in each campus.

All groups working away from College campuses will include a first aider and suitable first aid kit where necessary.

All first aid incidents are documented and monitored by Facilities Administrators and the colleges consultants.

3.2 Asbestos

The Control of Asbestos Regulations 2012 impose on the College a legal duty to manage the risks from this material.

Asbestos Management survey shall be carried out for each location, from this, risk assessments are carried out for all College campuses and reviewed at appropriate intervals. The condition of asbestos containing materials is monitored and all such materials are maintained in a safe condition, or, if necessary, safely removed. Information regarding the location and condition of asbestos containing materials is available from the Facilities Team.

Maintenance work such as drilling or cutting of floors, walls, ceilings, etc, or new cabling work should not be carried out without first checking with the Facilities Manager regarding possible presence of asbestos, a refurbishment and demolition survey shall be carried out for that area.

3.2 Plant and Equipment

The college maintains and monitors all Estates Compliance data and documents to ensure that all plant and equipment related to building operations is safe and in compliance with the relevant legislation. This includes but is not limited to:

- Water Hygiene – Hot and cold water systems at all College campuses are tested for Legionella and maintained in a hygienic condition by an external specialist organisation in accordance with HSE guidance document 'HSG 70 Prevention or control of Legionellosis'.
- Pressure Systems – All pressure systems are tested and examined by independent insurance engineers in accordance with the requirements of the Pressure Systems Safety Regulations 2000.

- Local Exhaust Ventilation Systems – All College L.E.V. Systems are tested and examined by independent insurance engineers in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- Lifting Equipment – All lifting equipment is tested and examined by independent insurance engineers in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.
- Portable Electrical Appliances – All portable electrical appliances will be inspected and tested in accordance with HSE Guidance.
- Equipment that has been checked and passed will be identified by a dated sticker and recorded in the PAT register, held by the Facilities Department. Appliances failing the tests will be made inoperable, isolated from the electricity supply and the relevant manager will be informed.
- Any equipment not owned by the College, must be submitted for PAT testing prior to first use on site and then as part of the annual testing program.
- Unauthorised electrical equipment should not be brought onto College premises.

In addition to the Estates compliance checks, all departments are responsible for the maintenance and compliance of any locally managed plant or equipment. An asset register is maintained in each area to evidence compliance for all locally managed equipment.

Dangerous equipment is either enclosed, its use restricted to specific individuals who have been trained and are deemed competent to use it, or contained in a secure area or suitably guarded by a system that fails safe.

3.8 Contractors

The College has a duty to ensure the health and safety of contractors who may be affected by College activities. Likewise, contractors have a duty to ensure the safety of College staff, students and others who may be affected by their work on College premises.

All contractors working in or under the direction of the College are under a legal obligation to ensure that their work is conducted in such a way as to minimise the risks to themselves and others who may be affected by their work. They are also expected to comply with relevant statutory and College requirements. Failure to do so may be considered grounds for terminating a contract.

Responsibility for ensuring that contractors who are employed by the College are competent and are adequately supervised to ensure that work is carried out to an acceptable standard of safety, lies with the Department that places the contract. When a contract is placed a competent person should be nominated to carry out this function. Employing contractors to work on the fabric or engineering services of a building, is normally the specific function of the Facilities Department.

The Facilities team will request Risk Assessments and Method Statement prior to work starting, any high risk activities will be reviewed and advised by the Colleges Health and Safety Consultant.

The College has corresponding responsibilities in relation to any contractors working on its premises to ensure that they are provided with information about any possible risks to their health and safety and the steps they should take to avoid such risks. This includes;

- Emergency procedures
- Site and local rules
- Relevant information from risk assessments
- Information about specific hazards, e.g. asbestos
- Ensuring they are competent and comply with statutory requirements

It is therefore essential that effective cooperation, coordination and liaison exists between the College and its contractors so that each can be made aware of the needs of the other and the work is undertaken safely and appropriately managed.

Those responsible for engaging contractors to undertake work on Colleges premises must ensure that contractors are provided with comprehensive and understandable information on any health and safety risks arising from the College's undertaking, including:

Contractors, too have obligations, and must inform the Colleges of risks arising from their activities which adversely affect the health, safety and welfare of college staff and students.

If contractors are observed to be working in a manner which endangers themselves or others concerns should be raised in the first instance with the Department that engaged the contractors. In the case of most general building work this will be the Facilities Department. Where the Department responsible for the work is not known or cannot be contacted an approach should be made to Facilities Team.

3.8 Visitor Safety

Visitors include the staff of other employers, such as suppliers and consultants, and members of the public. Visitors who enter College buildings must be provided with information on any hazards or risks to which they might be exposed, and any rules or emergency procedures which they must follow. Staff who invite visitors onto the premises are responsible for their health and safety. Further detail is available in the Access, Visitors and Speakers Policy.

3.6 Shared Accommodation and Offsite working

Where the College shares property or land with a non-College organisation then local arrangements must be put in place to ensure adequate liaison and emergency coordination and controls are introduced to safeguard the health and safety of those who may be affected. Such arrangements may be included in a Lease or Rental agreement or through formal memoranda or letters of understanding.

Where College staff occupy accommodation managed or under the control of others, or share accommodation with other employers, the College will:

- cooperate with the other employers to enable them to meet their health and safety obligations
- take reasonable action to coordinate its procedures with those of the other employers to comply with legislation

- take reasonable steps to inform other employers of the risks to their employees' health and safety arising from the work of the College
- ensure that, where appropriate, College risk assessments cover the workplace as a whole and not just the area occupied by College staff.

3.6 Employees and Students Working Away from the College

Where an employee or student is working away from the College on College business, the potential risks associated by such work, travel or location shall be assessed by the appropriate Department while having due consideration for College policies and arrangements and, where applicable, Foreign and Commonwealth Office advice. Risk Assessments are also required for educational trips and overseas travel and are necessary in order to ensure cover under the College's Travel Insurance Policy.

Specific advice on health & safety in educational visits and travel overseas is available from the Facilities Team.

3.6 Health Surveillance

A schedule of required health surveillance checks had been devised based on assessment of risk and exposure to substances. All health surveillance checks are completed by an external Occupational Health specialist.

3.9 Occupational Health

The College aims to promote, maintain and protect the health and well-being of all employees by providing expert professional advice on health issues that can affect well-being and performance at work. This includes looking at how the health of an employee can affect their fitness for work and how their work can impact on their health. The focus is on identifying and responding to health issues as early as possible, and supporting a healthy working environment for all.

The services and advice provided for the well-being of staff and students are as follows:

1. Health Advice and Health Promotion relating to Alcohol, Smoking, Nutrition and Obesity, Mental Health and gender related health.
2. Personal counselling services
3. Stress management counselling services for staff
4. Health surveillance checks for staff working in areas where legislation dictates that checks are required
5. Eye Test and Spectacles voucher scheme for staff using Display Screen Equipment
6. Ergonomic assessments for staff with particular physical requirements
7. Healthy Food options made available at all College Refectories
8. Absence management and phased return to work for staff
9. Advice on actions concerning contagious diseases when appropriate

3.10 Equal Employment Opportunities

There is an important connection between the implementation of equal opportunities policies and the duties of employees specified in section 7 of the Health & Safety at Work Act 1974. The degree of care which is “reasonable” in any circumstance will be proportionally greater where persons of more than usual vulnerability are concerned. This must be borne in mind where students and colleagues have disabilities.

Where persons with disabilities use premises, consideration is given to any special requirements they may have including suitable access and sanitary accommodation. Their possible inability to note and or respond to emergency evacuation signals is also considered and all reasonable adjustments are made to ensure their safety in line with the Equality Act 2010.

Where colleagues (and members of the public who use College premises) do not readily comprehend English, information is provided to secure their safety (whether verbal, written or in the form of safety signs) in an understandable form.

3.11 Training

3.11.1 Induction training

All new college staff are given induction training, existing staff are also given refreshers on modules identified as relevant to their roles. All new staff are given access to the health and safety policy and procedures via the College SharePoint sites.

Line Managers explain the policy and procedures to their staff and confirm and record with them the satisfactory delivery of the induction session and that they have understood those parts applicable to their job role and general safety.

3.11.2 Training Courses

Directors of Curriculum and Support Services identify any particular health and safety training needs of their team members over and above those specific to their job role. e.g.

Training is organised by the Learning and Development Co-Ordinator who also arranges all statutory training for Fire Marshals and First Aiders in collaboration with Facilities Managers.

3.12 Monitoring Compliance

In addition to the formal audit program carried out by the college Health and Safety Consultants shall undertake periodic monitoring of their health and safety arrangements and performance. This should be achieved by:

- Reviews of risks assessments
- Workplace inspections
- Review of incident data and any work-related ill-health
- An annual review and report on health and safety performance.

3.12 Workplace Inspections and Audits

Directors of Curriculum and Support Services must carry out inspections and audits of the areas under their control to confirm that actions and procedures for health and safety are maintained.

The College Health and Safety consultants undertake independent inspections and audits to maintain legal compliance in co-operation with Directors of Curriculum and Support Services. The college Health and Safety consultants will predominantly conduct the high risk areas.

The purpose of these inspections and audits is to monitor the effectiveness of the management system and to identify any shortfalls so that procedures can be revised and continuing improvements made.

The Facilities Administrators will collate all the inspection information and liaise with the College Health and Safety consultants to ensure close out is actioned.

An external audit of the management of health and safety is undertaken annually by consultants appointed for the purpose. The results of this audit are published in the annual report to the Governing Body.

3.13 Other Arrangements

In addition to the arrangements already outlined in **Section 3**, further arrangements have been made to address the following:

- Asbestos
- Compressed air or gases
- Confined spaces
- Contractors working on College sites
- Display screen equipment (DSE)
- Driving on behalf of the College
- Electricity and electrical equipment
- Exposure to personal violence or aggression
- Hot working
- Legionella
- Lone working
- Maintaining plant and equipment
- Manual handling
- Mechanical lifting operations
- New and Expectant Mothers
- Noise at work
- Occupational health risks
- Providing personal protective equipment (PPE)
- Safe operation of plant and equipment
- Stress management

- Use of display screen equipment
- Working at height

3.14 Associated College Policies

- Business Continuity Policy
- Site Incident Management Plan
- Security Management and Site Safety Policy
- Use of Force Policy
- Search and Seizure Policy
- Access, Visitors and Speakers Policy
- Safeguarding Policy
- Driving at Work Policy
- Quality Policy
- Admissions and Enrolment
- Teaching and Learning Policy
- Complaints and Appeals Policy
- Assessment Policy
- Student Discipline Policy
- Personal Tutoring Policy
- Skills for Life Policy
- Equality Policies
- Learning and Development (CPD) Policy

3.15 Policy Validity

This policy is due for review in October 2025.

3.16 Policy Owner and Reviewer

The Responsible Person for this policy is designated as the 'Executive Director Responsible for Health and Safety'

3.17 Policy Monitoring, Review and Evaluation

A review of this policy will form part of the annual process of Self-Assessment for the Legal Compliance function, and will involve input from Directors, Managers, Staff and other stakeholders.

Policy Dated October 2024