



Policy Name and Number:	Health and Safety Policy - 08
Version Number:	3
Approval date:	July 2025
SLT Lead:	Chief Technology and Infrastructure Officer
a. Responsible Person for policy review: b. Responsible Manager for policy implementation (if different):	Health, Safety and Environmental Manager
How does the policy link to the Strategic Plan Aims and Themes: <u>Aims:</u> 1. <i>Outstanding Teaching, Learning and Assessment</i> 2. <i>Beneficial Partnerships</i> 3. <i>Sustainable SMART Campuses</i> 4. <i>Inclusive, Thriving Community</i> 5. <i>Financial Sustainability</i> <u>Themes:</u> a. <i>Sustainability and the environment</i> b. <i>Happiness and wellbeing</i> c. <i>Digital transformation</i> d. <i>Equality, diversity and inclusion</i>	Themes: <ul style="list-style-type: none"> Sustainability and the Environment Happiness and wellbeing of our College community
a. Related Policies and Procedures: b. Related Legislation:	Related Policies and Procedures: See Appendix 1 Related Legislation: See Appendix 2
Consultation Process: <i>eg, FRCP / CPSE / HR / SPBD / SLT</i>	FRCP – 10 June 2025 SLT – 17 June 2025 H&S Committee – 18 June 2025 Corporation – 2 July 2025
Approving Authority:	SLT Approval <input checked="" type="checkbox"/> Corporation/Committee Approval <input checked="" type="checkbox"/>
Policy Review Frequency:	Every two years, or as required
Effective Date:	2 July 2025
Date of Next Revision:	1 July 2027
Scope: <i>(Describe what and to whom the policy applies, and any exemptions. i.e. staff, students, stakeholders, visitors, volunteers, contractors)</i>	Applicable to: Staff, Students, Stakeholders, Visitors, Volunteers, Contractors Scope: To identify and mitigate workplace hazards, we will implement regular safety training and education for all employees, establish clear protocols for emergency situations, and conduct routine maintenance and inspection of equipment and facilities. We will also ensure adherence to relevant health and safety regulations standards and adopt a systematic approach for reporting and investigating accidents and incidents. Additionally, this policy promotes a culture of

	safety through continuous improvement practices, employee engagement, and regular health and wellness programs to support the overall well-being of our workforce.
Policy classification:	Public (website): <input checked="" type="checkbox"/> Internal: SharePoint <input checked="" type="checkbox"/> Governor Portal <input type="checkbox"/> Canvas <input type="checkbox"/>
Key Updates/Changes from previous policy Changes are <i>italicised</i> in sections 1, 2, 3, 6, 7, 8, 9	

1. Introduction/Statement of Intent

Oaklands College delivers education that has a transformational impact on its learners and wider community. The value of our mission is underpinned by its integrity and ensuring that we pursue this with the highest regard for health and safety is a vital component of our commitment to our staff and students and visitors. We expect all staff, students, contractors and others who engage with college to share this commitment.

We are committed to ensuring the health, safety, and wellbeing of all persons who may be affected by our activities across all campus locations. We will achieve this through:

- Consulting with our staff and engaging with students and visitors to facilitate the safety and occupational health of their working environment.
- Providing, managing and maintaining an overall environment at our campuses and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled. The overall environment includes maintaining safe buildings, infrastructure, plant and equipment and the safe handling storage and use of articles and substances.
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise physical and psychological risks for all activities undertaken by the College and ensuring that suitable control measures and emergency procedures are in place.
- *Establishing and maintaining clear responsibilities for health and safety at all levels within the College, including defined roles for senior leadership, managers, health and safety representatives and other key personnel*
- Establishing and maintaining and promoting safe systems of work, information, instruction, training and supervision at all levels necessary to ensure that staff and students are competent to supervise or undertake their work activities and are aware of any related hazards and protective measures.

We will promote a positive and proactive health and safety culture for all our activities. Where there are no existing College policies or guidance, we expect our staff, students and contractors to implement the highest standards in line with applicable legislations and recognised best practice.

Where facilities are shared between more than one Department and/or external organisations, we expect that all users to co-operate closely with the College and to establish clear lines of responsibility for health and safety that ensure a safe environment for all, and to formalise any appropriate arrangements for these purposes.

The Senior Leadership of the College are fully committed to the implementation of this Policy and maintaining the highest standards of health, safety and welfare across the College. In support of this annual objectives will be set with a view to continually improving our safety culture and performance

We expect all member of our college community to share this commitment and to work together in creating an environment where health and safety is a shared priority and integral to everything we do.

Signed
Peter Thompson
Chair of the Corporation

Signed
Andrew Slade
Principal & CEO

July 2025

2. College Vision, Mission, KPIs and Objectives

Oaklands College's vision is to be a sustainable educational trailblazer inspiring our learners and our wider community to achieve their fullest potential in a changing world, with a particular focus on maintaining a safe and healthy environment. Our vision is to be the College of choice and to empower learners to reach their full potential. The Health and Safety Policy is integral to supporting these goals.

2.1 Vision

The College strives to be ambitious for our learners at all ages and stages of their learning. Journey. A robust health and safety policy ensures that students feel secure, enabling them to embrace challenges and reach their full potential in a safe and encouraging environment.

2.1 Mission

To prepare every learner for work, a rewarding career, and life's opportunities by creating a caring, accessible, inclusive and thriving College community committed to fairness, health and success. This mission is underpinned by a strong commitment to the physical and mental health, safety, and wellbeing of all students, staff, and visitors.

2.3 KPIs:

To measure the effectiveness of the College's Health and Safety Policy, the College will monitor:

- (a) Completion of mandatory health and safety training by all staff.*
- (b) Reporting and analysis of accidents, incident and near misses, including severity and frequency*
- (c) Outcomes from internal and external audits of health and safety practices.*
- (d) The completion and review of risk assessments across all departments.*
- (e) compliance rates with statutory inspection and maintenance schedules.*

2.4 Objectives

Oaklands College is committed to maintaining a safe, healthy, and inclusive environment for all students, staff, and visitors. In support of this commitment, the College will:

- (a) Ensure that senior leadership visibly supports and prioritising health and safety in all College activities.*
- (b) Define and communicate clear health and safety responsibilities for all staff, ensuring accountability at every level of the organisation.*
- (c) Recognise the importance of mental health by providing appropriate support services, training and initiatives to promote wellbeing across the College.*
- (d) Promote a positive health and safety culture that encourages openness, engagement, and personal responsibility.*
- (e) Ensure compliance with all relevant health and safety legislation and best practice.*
- (f) Review the Health and Safety Policy and associated procedures annually, or sooner if there are significant changes in legislation*

3. Purpose/Policy Statement

- 3.1 *The purpose of the Health and Safety Policy statement at Oaklands College is to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings.*
- 3.2 The policy aims to provide a safe and healthy environment for all, prevent accidents, comply with legal requirements and promote a positive health and safety culture through communication and consultation. It also involves setting targets for continuous improvement and ensuring adequate resources are available to support health and safety measures.

4. Implementation/Communication/Training

- 4.1 Oaklands College is committed to maintaining the highest standards of health and safety. We ensure a safe environment through:

- (a) Consulting with staff and engaging with students and visitors.
- (b) Providing, managing and maintaining safe environments.

4.2 Implementation and Communication

We will communicate safety protocols through safety policies and procedures, training programmes, ongoing safety management and students and staff engagement via training and team meetings on a termly basis.

4.3 Training

We offer comprehensive training programs, with specific modules designed to improve safety skills. All staff are required to complete number of mandatory training modules with some staff also having role specific mandatory training in addition,

4.4 Link to Strategic Plan

Our policy aligns with our strategic goals to encourage a safe learning environment. It illustrates how these measures support our mission for academic excellence and well-being.

4.5 Our Key Health and Safety objectives include:

- Consultation and Engagement
- Actively consulting with staff and engaging students and visitors to support their health and safety.
- Maintaining campuses that are safe and healthy, with appropriate risk management.
- Conducting thorough risk assessments to minimise physical and psychological risks.
- Promoting safe working practices through information, training and supervision.
- Encouraging a positive Safety Culture
- Create a culture that prioritises health and safety across all activities.

5. Monitoring Impact

The Health and Safety Committee will monitor the impact of the Health and Safety Policy. The Health and Safety Team will conduct reviews and inspections and analyse incident and compliance data to learn lessons and improve performance. The Health and Safety Working Group will review training programs, emergency procedures. This approach ensures a safe work environment and promotes a culture of continuous improvement and proactive risk management.

6. Health and Safety Arrangements

6.1 Management of Health and Safety

- (a) General risk assessments for all the College sites are reviewed annually or after any significant changes are made, complying with Regulation 3 of the Management of Health & Safety at Work Regulations 1999.
- (b) 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.
- (c) The Health, Safety and Environmental Manager is the competent person to advise on compliance in the College. The College Management Team take the essential measures 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.
- (d) *Safety inspections are undertaken across all College areas. The completed inspection records are forwarded to the relevant manager so that any required remedial action necessary can be promptly addressed.*
- (e) Internal health and safety audits are carried out, covering all areas of college operations annually and reported through the Health and Safety Committee for lessons learned and *improvements implemented*.
- (f) Safety considerations are embedded into the lesson planning process and an assessment of the health and 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 Curriculum Director as appropriate.
- (g) Arrangements for the management of health and safety are audited on a regular basis by the external Auditors and by Insurers.
- (h) College staff are supported and encouraged to undertake training in any health and safety training the College sees appropriate.

6.2 Responsibilities of First Aiders in the workplace

Designated First Aiders are essential personnel responsible for ensuring first aid compliance within the College. Their key duties include

- (a) Our First Aiders must quickly and calmly assess the safety of the environment, identify hazards, and determine the number of casualties, if any.
- (b) *Ensure that contents of first aid box are replenished when necessary or at regular intervals to comply with current legislation.*
- (c) *Render first aid in accordance with their training First Aid at Work: The Health and Safety (First Aid) Regulations 1981*
- (d) *Providing immediate care, including, as appropriate. Which may include administering Cardiopulmonary Resuscitation (CPR), using an Automated External Defibrillator (AED), controlling bleeding and treating minor injuries until*

professional medical assistance arrives.

- (e) *Our First Aiders reassure casualties and relay crucial information to emergency services.*
- (f) *Accurately documenting all incidents for legal, procedural, and learning purposes, including identifying any changes required to prevent recurrence.*

6.3 **Accident Reporting (including RIDDOR)**

Accident: an event that results in injury or ill health.

Incident: all other events or dangerous occurrence that takes place that do not cause injury or ill health to a person (including fire, building/structural collapse or disturbance of asbestos)

Near Miss: an event not causing harm, but has the potential to cause injury or ill health

All accidents, incidents or near misses should be reported immediately to a supervisor or designated safety officer.

Accident report form must be completed promptly, providing a full and accurate account of the incident, including time, location, persons involved, and any injuries sustained.

Conduct a thorough investigation to determine the cause and prevent future occurrences.

Contribute to implementing corrective actions and monitor their effectiveness.

Ensure all staff are trained in reporting procedures and understand the importance of timely reporting.

The College will report directly to The Health and Safety Executive (HSE) serious accidents and incidents in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

6.4 **Consultations**

The College will conduct its health and safety activities in accordance with the Health and Safety Policy and associated arrangements. The chain of responsibility for health and safety matters within the College will be through the normal management structure and as outlined in this policy.

The College implements the following arrangements for consultation with staff and stakeholders:

6.4.1 **Consultation with Staff**

The **Corporation**, through the governing body sub-committee the Estates & Infrastructure and Committee (EIC), will receive reports and monitor Health and Safety matters.

The **Health and Safety Committee** *will meet four times per year or more frequently if necessary* and report to the Senior Leadership Team Meeting and Senior Management Team Meeting. Union safety representatives are invited to attend the Committee as representatives of employees in accordance with the Safety Representatives and

Safety Committees regulations 1977.

This Committee will oversee the implementation of the College's Health and Safety Policy and monitor its effectiveness and advise on necessary amendments and/or additions to the Policy in response to altering legal requirements and changing circumstances within the College. The Health and Safety Committee will receive reports from the Working Group and managers with responsibility for health and safety to monitor how it meets its legal obligations under the Health and Safety at Work Act (to include both internal and external audit reports).

All health and safety procedures will be reviewed by the Health and Safety Committee annually or sooner if prompted by external factors such as legislative changes, new or revised Approved Codes of Practice, guidance and internal factors such as audit findings, accidents, work related ill health and organisational changes etc.

The Committee will consider and review summary accident / incident / near miss reports, monthly health and safety monitoring reports, safety audit reports and related action plans and monitor improvements including lessons learned.

Policy and procedural documents and forms (new or revised) will be made available to all staff via the Intranet as soon as they are adopted. It is the responsibility of all managers to be aware of the College Health and Safety Policy and procedural documents and to ensure that their staff (permanent or temporary) are able to access relevant health and safety documents.

The **Health and Safety Working Group** will provide updates to the Health and Safety Committee. The Health and Safety Working Group oversees and improves the health and safety practices within the College. Their responsibilities include developing and reviewing the health and safety policies and procedures, investigating accidents, incidents and near misses and recommending and implementing safety improvements whilst promoting a culture of safety awareness amongst all employees.

6.5 Information, Instruction, Training, Supervision

The College will provide information, instruction on Health and Safety and where necessary training to provide the necessary skills and knowledge to achieve competence in their work

- (a) The Health & Safety Law poster is displayed at the main entrances to the College.
- (b) Health and safety advice is available from the Health, Safety and Environmental Manager.
- (c) Supervision of young workers or trainees will be arranged by the Heads of departments and managers in whose area the trainees are placed.
- (d) All new staff are given health and safety training as part of the induction process administered by Human Resources. This will involve general matters such as first aid provision and emergency evacuation procedures.
- (e) *The College has adopted the use of E-learning courses through iHasco which staff will be required to complete on an annual basis. Relevant e-learning courses will be allocated based on staff role*
- (f) All staff participate in the College Performance Appraisal review process and Performance Appraisal reviews will identify ongoing health and safety training and refresher training requirements.

This Health and Safety Policy should be read in conjunction with other Oaklands College policies and procedures which make up the remainder of the College's Health and Safety arrangements:

Documents

- Display Screen Equipment Self-Assessment
- First Aid Risk Assessment
- Inspection Report Form
- Risk Assessment
- Risk Matrix Model
- Fire Evacuation Policy

6.6 Organisation – Roles and Responsibilities

6.6.1 Responsibilities of the Corporation

The Corporation, including the Principal as Chief Executive, have overall responsibility for health and safety within the College. The Corporation will, as a responsible employer, make every endeavor to meet its legal obligations under the Health and Safety at Work Act 1974 and associated regulations and ensure, in as far as is reasonably practicable, the health and safety of its employees, students and the public.

A link Governor for Health and Safety will be appointed to provide active oversight and scrutiny. Governance of health and safety will be exercised through the Estates and Infrastructure Committee, which will receive regular updates and reports from the College's Health and Safety Committee. The Governing Body has responsibility to ensure that:

- (a) A clear written Policy Statement has been developed which promotes the correct attitude/behaviors to support a positive safety culture across the College.
- (b) Responsibilities for Health, Safety and Welfare are allocated to individuals, and they are informed of these responsibilities.
- (c) Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- (d) *Policies and procedures are developed and maintained in line with statutory requirements, ensuring that hazards are identified, risks are assessed, and effective control measures are implemented.*
- (e) *Adequate resources are made available to support the implementation of safe working and learning environments, including safe systems of work.*
- (f) The Health and Safety Policy and performance is reviewed annually.
- (g) Compliance with health and safety regulations.
- (h) Overseeing that RIDDOR reporting is completed in a timely manner and monitored through the Health and Safety Committee.

6.6.2 Responsibilities of the Principal & CEO

The Principal and CEO recognises that they hold the ultimate responsibility for all matters relating to the College's legal obligation to protect the health, safety and welfare of its staff and others who may be affected by its business activities.

The Principal and CEO is accountable to the Corporation for ensuring the implementation and management of health and safety and the annual review of the Policy.

The following describes the organisational arrangements adopted by the Principal and CEO through which health and safety responsibilities are delegated.

The Principal and CEO is delegated overall responsibility by the Corporation for: -

- (a) Compliance with health and safety regulations including the:
- Health and Safety at Work Act 1974
 - Safety Representative and Safety Committee Regulations 1977, together with the related guidance notes, Code of Practice on Safety Representatives and Code of Practice on Time Off for the Training of Safety Representatives.
 - Health and Safety (Consultation with Employees) Regulations 1996.
 - Provide appropriate training and updates where required to enable staff to meet their health and safety obligations and to ensure the effectiveness of the training is evaluated.
- (b) Providing clear and visible leadership on health *and* safety.
- (c) Ensuring, so far as is reasonably practicable, the health, safety of the College's members of staff, students and others affected by its activities.
- (d) Appointing personnel to provide the necessary competent assistance and advice on matters of health and safety.
- (e) Establishing and maintaining mechanisms for effective consultation and cooperation on matters of health and safety.
- (f) Ensuring a suitable health and safety management planning process is place and that adequate resources are provided for health and safety management.
- (g) Ensuring that health and safety is integrated into all College practices, so that it is considered in College decision-making and planning.
- (h) *Ensure that the circumstances of accidents are properly reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.*
- (i) Ensuring a suitable degree of delegation of responsibilities whilst maintaining an appropriate degree of active governance, monitoring and review by the Board.
- (j) Ensuring the development and continued improvement of the College's Health and Safety Policy.

6.6.3 Responsibilities of the Senior Lead for Health and Safety and the Senior Leadership Team

The Senior Leader for Health and Safety is responsible to the Principal and CEO for oversight and management of Health and Safety throughout the College to include:

- (a) Reporting to the Principal and CEO on health and safety matters.
- (b) Overseeing the review, implementation, monitoring and management of the Health and Safety Policy.
- (c) Keeping the Principal and CEO informed of developments which may affect the College's responsibilities in respect of health and safety.
- (d) Ensuring an effective meeting structure is in place with clear roles and responsibilities for the effective oversight of Health and Safety and the reporting to SLT and the Corporation,
- (e) Ensuring appropriate procedures, effective monitoring and assessment is in place for all Health and safety requirements, such as estates compliance checks, COSHH and risk assessments.
- (f) Ensuring that emergency procedures are in place and are tested on a regular basis.
- (g) Liaising with The Executive Director of Culture and People to ensure that the appropriate training is in place, monitored and reviewed to ensure people are trained appropriately.
- (h) The need to ensure that, when appropriate, relevant external interested parties are consulted about pertinent occupational health.

The Senior Leadership Team is responsible to the Principal and CEO and, where delegated to the Senior Leader responsible for Health and Safety, for oversight and management of Health and Safety throughout the College to include:

- (a) reporting to the lead Senior Lead for health and safety and the Principal and CEO on health and safety matters.
- (b) Overseeing the implementation and management of the Health and Safety Policy.
- (c) Keeping the Principal and CEO informed of developments which may affect the College's responsibilities in respect of health and safety.
- (d) Ensuring compliance with Health and Safety requirements including risk assessments, COSHH assessments, PEEPs production, mandatory and required training are carried out by their teams. As well as the monitoring the implementation of control measures and safe systems of work.
- (e) Ensuring all facilities used whether rooms or outside spaces are tidy and unhindered spaces that allow for safe and compliant learning and working.

The Senior Leadership Team will be assisted in the above tasks on a day-to-day basis by staff to whom the necessary authority will be delegated.

6.6.4 Responsibilities of the Director of Estates:

The Director of Estates is responsible to the Senior Leader responsible for Health and Safety and the Principal and CEO for the management of health and safety throughout the College. Acting as the main point of contact for all Estates Management Health and Safety Policies to include:

- (a) Leading the implementation of the health and safety management procedures systems *and support the ongoing planning, development and review of Estates-related safety procedures*
- (b) Maintaining appropriate systems to have live feedback on the compliance across the College with Health and Safety requirements including risk assessments, COSHH assessments, PEEPs production, mandatory and required training are carried out by their teams. As well as the monitoring the implementation of control measures and safe systems of work.
- (c) Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards and recommending specific emergency expenditure.
- (d) *Ensuring, so far as is reasonably practicable, the continued safe condition, maintenance, and operation of the College's premises, grounds, circulation routes (internal and external), building fabric, plant, equipment, and services*
- (e) Implementing health and safety management by establishing safe systems of work, measures to identify eliminate or reduce risks and by ensuring employee's and contractor's competencies. Implementing an effective and appropriate Risk Assessment and Method Statement (RAMS) is in place for all contractors and inform them of any changes that affects their occupational health and safety.
- (f) *Ensure the College has a current Fire Risk Assessment for all premises and that effective emergency evacuation procedures are in place, including provisions for persons requiring assistance (PEEPs). Ensure adequate fire safety training and maintenance/testing of fire safety systems and equipment*
- (g) Ensuring compliance portable and fixed electrical equipment, legislation for the management of asbestos containing material at all premises, legionella controls and other compliance areas.
- (h) Advising the Senior Leader responsible for Health and Safety and the Principal and CEO on statutory and technical matters relating to health and safety.
- (i) Ensuring regular audits of all health and safety management systems, policies and procedures are undertaken.
- (j) To promote awareness of health and safety issues and a positive health and safety culture within the College.

6.6.5 Responsibilities of the Senior Management Team (SMT)

The SMT are collectively responsible for implementing for ensuring the effective implementation of the College's Health and Safety Policy across their areas of responsibility. Managers shall, working with their teams, ensure that in their area of work:

- (a) Ensure all staff and students are aware of, understand and implement the Health and Safety Policy and associated arrangements.

- (b) A safe place of work and safe systems is established and maintained.
- (c) *Identify and resolve health and safety issues promptly, consulting the Health, Safety and Environmental Manager or relevant advisor where necessary*
- (d) Appropriate health and safety records are kept and maintained.
- (e) Regular safety inspections are conducted with remedial actions undertaken in a timely manner.
- (f) Ensuring compliance with Health and Safety requirements including risk assessments, COSHH assessments, PEEPs production, in their areas. As well as the monitoring the implementation of control measures and safe systems of work.
- (g) Ensuring all facilities used whether rooms or outside spaces are tidy and unhindered spaces that allow for safe and compliant learning and working.
- (h) All staff and students are given an appropriate health and safety induction.
- (i) Requirements for information, instruction, mandatory and other training and supervision are identified and provided to safeguard, so far as is reasonably practicable, the health and safety of all staff, students and others affected.
- (j) All staff and students are encouraged to contribute positively to their own health and safety.
- (k) All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment.
- (l) *To cooperate with audits, inspections and enforcement visits by internal and external bodies and implement any resulting recommendations or enforcement actions.*

6.6.6 Responsibilities of Health, Safety and Environmental Manager

The Health, Safety and Environmental Manager is responsible for advising the Senior Leader responsible for Health and Safety, the Director of Estates and the Principal and CEO and Senior Leadership Team on health and safety matters including:

- (a) Acting as the focal point for day-to-day references on health and safety and giving advice or indicating sources of advice.
- (b) Acting as the competent person advising the College 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 and Safety at Work Regulations 1999.
- (c) Monitoring standards of health and safety matters when required.
- (d) Obtaining specialist advice on health and safety matters when required.
- (e) Monitoring, producing statistics, investigating and acting where appropriate and keeping records of accidents, near misses and hazardous situations.
- (f) Assisting Heads of Department where necessary, in reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR).

- (g) *Ensuring that accidents are investigated and that remedial action is completed.*
- (h) Developing, implementing and reviewing health and safety arrangements in consultation with appropriate employee and management representatives.
- (i) Monitoring compliance with Health and Safety regulations and other relevant legislation and associated codes of practice.
- (j) Managing first aid provision throughout the College.
- (k) Advising on appropriate training and development to ensure compliance Health and Safety regulations.
- (l) Overseeing the provision and maintenance of firefighting equipment.
- (m) Reviewing and effecting procedures to be followed in the event of serious and imminent danger.
- (n) Ensuring, as far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner.
- (o) Convening Working Group meetings and reporting to the Committee as is required by the Health and Safety at Work Act 1974.
- (p) Managing any actions by any enforcement authority, and immediately reporting it to the Senior Leader responsible for Health and Safety, Director of Estates and the Principal and CEO.
- (q) Maintaining adequate and up-to-dated information on relevant law and on safety management practice.
- (r) Identifying and co-ordinating health and safety training provision for college staff and working with Human Resources on reporting metrics for compliance.
- (s) Promoting awareness of health and safety issues and a positive health and safety culture within the College; include effective and up-to-date risk assessments are completed, COSHH assessments and labelling is maintained, PEEPs are up to date, and all other compliance areas are monitored to ensure the College is meeting its health and safety obligations.
- (t) Removing employees or contractors from site who fail to consider the safety or wellbeing of themselves and others and ensure that written notification is forwarded to the appropriate company.
- (u) Liaising with Senior Leadership Team and Senior Management Team in identifying whether statutory requirements are being fulfilled by the College.

The Health, Safety and Environmental Manager has the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the Strategic Leadership Team.

6.6.7 Responsibilities of Estates Staff

- (a) *Demonstrate a clear understanding of, and consistently act in accordance with, the Health and Safety Policy and associated procedures.*

- (b) To ensure that the operations under their control are conducted in accordance with the relevant regulations, approved code of practice and College procedures following the appropriate risk assessment and safe system of work.
- (c) *To promptly report all accidents, incidents, near misses and dangerous occurrences in accordance with statutory requirements and College protocols to support accurate recording and follow-up action.*
- (d) To follow procedures for working with approved contactors, and to ensure no unauthorised personnel are allowed to work on the College premises.
- (e) To ensure that contractors follow the College health and safety site regulations and about specific hazards likely to affect their area of activity as far as reasonably practicable.
- (f) To ensure that adequate first aid facilities are provided for contractors and that the rules imposed by the College with regards to health and safety (e.g. smoking, emergency evacuation arrangements) are brought to the attention of all contractors.
- (g) In liaison with co-workers to ensure all sites are maintained in a clean and tidy condition and to ensure that all plant rooms are adequately lit and have all rubbish removed to prevent the risk of fire.
- (h) To-operate fully with the college the Health, Safety and Environmental Manager or other external consultants appointed by the College and act promptly upon any authorised instructions.
- (i) *Challenge and, where necessary, remove from site any employees or contractor, whose actions compromise health and safety. ensure that a written notification is forwarded to Director of Estates to forward to the appropriate company.*
- (j) To ensure the correct operation as appropriate of any permits appertaining to the activity of the College.
- (k) To ensure that all plant and equipment brought onto the College by contractors is in safe working condition.
- (l) To carry out risk assessment and COSHH assessments for estate operations as required.
- (m) To set a personal example by following all rules and regulations when on site.
- (n) To ensure all statutory requirements are being fulfilled by the College.

6.6.8 Responsibilities of Technicians

- (a) To demonstrate a clear understanding of, and consistently apply, the College's Health and Safety Policy and related procedures within their designated areas of responsibility.
- (b) To ensure that the operations/ activities under their control are conducted in accordance with the relevant regulations, approved code of practice and College procedures following the appropriate risk assessment and safe system of work.

- (c) To undertake activities and follow instructions as advised by the Health, Safety and Environmental Manager or Head of Department to enable the College to comply with all relevant Health and Safety legislation.
- (d) To promptly report all accidents, incidents, near miss and dangerous occurrences through the College procedures.
- (e) To work jointly with the College's Estates staff, the Health, Safety and Environmental Manager and external consultants in implementing and review of health and safety procedures.
- (f) To report immediately to their line manager or the Health, Safety and Environmental Manager any unsafe behaviour or practices observed on site, including those involving staff, students, contractors or visitors.
- (g) To set a personal example by following all rules and regulations when on site. *Promoting a culture of accountability and care.*
- (h) *To ensure that all first aid boxes within their area are checked monthly and restocked as necessary.*
- (i) *To maintain current and accurate risk assessments, including COSHH (Control of Substances Hazardous to Health) documentation, ensuring that all materials, equipment and activities are reviewed regularly and updated in line with operational change.*
- (j) *To support staff and students in the correct and safe use of equipment, resources, and PPE, delivering safety briefings or demonstrations where appropriate.*

6.6.9 Responsibilities of Administrative staff

- (a) To understand fully and act upon the College's Health and Safety Policy as it relates to their area of work.
- (b) Ensure that activities and procedures under their supervision are conducted in line with relevant legislation, approved codes of practice, and College policies; and is supported by appropriate risk assessments and safe systems of work.
- (c) *To co-operate fully with College's Estates staff, Health, Safety and Environmental Manager and external consultants. Responding promptly and to any health and safety guidance or instructions*
- (d) To report to their line manager or the *Health, Safety and Environmental Manager* any employees or contractors who fail to consider the safety and well-being of themselves and others while on site.
- (e) To advise the *Health, Safety and Environmental Manager* of any need to update risk assessments relating to their area of work.
- (f) *Demonstrate best practice by consistently adhering to all relevant safety rules and procedures, setting a visible example to colleagues and students.*
- (g) To ensure that all students within their area of responsibility are aware of and act upon safety procedures and emergency procedures.
- (h) To monitor and maintain the first aid kits in their area are up to date and checked monthly.

6.10 All Employees

All employees, whether permanent or temporary, are expected to:

- (a) Report incidents and ensure they are documented properly.
- (b) Ensure that any injured person receives immediate care from a First Aider
- (c) Report full details of the incident using the online accident, incident and near miss form.
- (d) Be conversant with the evacuation and first-aid emergency procedures and apply them as required.
- (e) Understand and implement specific control measures relevant to their work area, ensuring these are consistently applied to mitigate risks
- (f) Be conversant with and comply with the Health and Safety Policy and associated arrangements.
- (g) Comply and follow any safe systems of work in place.
- (h) Check that all required risk assessments are in place and *accessible before commencing* any work-related activities, whether on college premises or elsewhere.
- (i) Ensure that all accidents, near misses and dangerous occurrences are promptly reported in accordance with legislative and College procedures.
- (j) Ensure that all portable electrical equipment in use has a valid Portable Appliance Testing (PAT) sticker and report any concerns regarding electrical safety.
- (k) Bring to the attention of the appropriate line manager concerns over matters affecting health and safety.
- (l) Observe standards of dress and hygiene consistent with health and safety.
- (m) Exercise good standards of housekeeping and cleanliness consistent with health and safety. *Ensuring that spaces are kept tidy and free from unnecessary hazards.*
- (n) Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others.
- (o) Co-operate with other staff in promoting improved safety measures in the College and comply with instructions given by their line manager in relation to health and safety.
- (p) *Report any observed or experienced incidents to the appropriate person, ensuring that all safety concerns are addressed promptly and effectively.*

6.11 Responsibilities of Lecturers / Teachers

In addition to the responsibilities listed for all Staff, lecturers / teachers are expected to:

- (a) Ensure that all students through the quality of their learning experience.
- (b) Gain an understanding of the importance of health and safety.
- (c) Understand how hazards are identified, risks are assessed and the principles of control measures.
- (d) Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- (e) Exercise effective supervision of their students. *Ensuring that student engage in activities safely and responsibly.*
- (f) *Ensure students are familiar with and adhere to evacuation procedures during drills and actual emergencies.*
- (g) *Be knowledgeable about the College's first aid procedures in relation to students.*
- (h) Ensure activity/area specific risk assessments and control measures are understood and applied by all students.
- (i) Deliver a health and safety induction to all students, commensurate with risk, and conduct checks on the student's understanding *through discussions or assessments.*
- (j) Provide clear instructions and warnings to students as often as is necessary (notices, posters and handouts are not enough).
- (k) Ensure students, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.
- (l) Ensure all visitors to the College sign in and out at reception and wear appropriate visitors' badges for the duration of their visit.

6.12 Students

All students are expected to:

- (a) Exercise personal responsibility for the safety of themselves and their colleagues.
- (b) Observe standards of dress consistent with safety and hygiene.
- (c) *Follow the safety related instructions provide by staff/ Particularly concerning the correct and safe use of tools, machinery and equipment.*
- (d) *Comply with all College safety rules and procedures, especially during emergency situations, and respond promptly to evacuation alarms and instructions.*
- (e) Use and not wilfully abuse, neglect or interfere with things provided for their safety.
- (f) *Abide by the Health and Safety Policy and associated arrangements, including those concerning smoking, alcohol and drug use.*

6.13 Responsibilities of contractors and non-employees working on College Premises

- (a) *Take reasonable care for their own health and safety, and for that of others who may be affected by their actions or omissions, as outlined in Section 7 of the Health and Safety at Work etc. Act 197.*
- (b) *Wear appropriate footwear and PPE as appropriate as required in accordance with any agreed risk assessments or site-specific instructions.*

Contractors are responsible for providing their employees with appropriate personal protective equipment and ensuring compliance with our site safety rules. Failure to do so may result in site access being denied.

- (c) *To observe and adhere to instructions provided by the designated college representative overseeing the work or site.*
- (d) *To attend any safety briefings or inductions on relevant hazard areas conducted by the College's representative and act on this information in the responsible and professional manner.*
- (e) *It is the responsibility of the Contractor to submit comprehensive RAMS and any other necessary documentation to the College's Health, Safety and Environmental Manager. These must be approved prior to the commencement of any work on site.*
- (f) *Demonstrate competency for the tasks being undertaken and provide evidence of appropriate insurance and qualifications, where required.*
- (g) *Cooperate fully with the College's health and safety procedures, including emergency protocols, reporting requirements, and incident investigations.*
- (h) *Respect the learning environment by working safely and considerately, ensuring that the safety and welfare of students, staff, and visitors are not compromised.*

7. Catering and food hygiene

The college contracts out its catering facility to a third-party contractor who manage their own Health and Safety procedures, Risk Assessments, HACCP and COSHH compliance, as set out by the Food Standards Agency which outlines the food safety management.

All third-party contractors will:

- (a) *Work in partnership with the College in implementing the relevant College Policies.*
- (b) *Apply and agree with the Facilities Manager the appropriate isolation procedures in the event of fire and emergency evacuation of their areas of work.*
- (c) *Supervise and train staff appropriately. Training and instructing all staff in the emergency procedures in conjunction with the college's safety policies and procedures*
- (d) *Carry out regular reviews and inform the Facilities Manager and Catering Contract Manager of any issues/concerns.*
- (e) *Record results of any monitoring, Audits and inspections and communicate to the College.*
- (f) *Ensure that all staff have opportunities for raising concerns about health and safety issues*

8. Commercial Lettings

Oaklands College is committed to ensuring that all commercial lettings are managed in accordance with health and safety legislation and best practice. The College will ensure that

- (a) All hirers are responsible for complying with relevant health and safety legislation during their use of College premises. The individual or organisation hiring the space must ensure that activities are conducted safely and that all participants are informed of relevant procedure.*
- (b) The College will provide safe access and egress routes and ensure that all equipment and facilities made available to hirers are in a safe and serviceable condition.*
- (c) Clear information on fire evacuation routes, alarm points and firefighting equipment will be provided to hirers at the start of the hire period. Hirers are expected to communicate this information to all attendees*
- (d) Where College equipment or specialist facilities are made available as part of the hire, appropriate instruction and familiarisation will be provided to ensure safe use.*
- (e) Hirers are required to have appropriate public liability insurance in place. Evidence of insurance must be provided prior to the commencement of any hire.*
- (f) Following each hire, the College will carry out an inspection of the premises and any equipment used to ensure safety standards are maintained and to identify any damage or issues requiring attention*

9. Epidemic/ Pandemic Management

During any declared epidemic or pandemic, Oaklands College will follow official guidance issued by the UK Government, Department for Education, the Health and Safety Executive, and our insurance providers.

A strategic risk assessment will be carried out to evaluate potential risks across all premises, staff, students, visitors and College activities.

This risk assessment will be subject to regular review and updated in line with the most current government and public health advice

10. Key definitions/glossary

10.1 ACRONYMS and ABBREVIATIONS GLOSSARY

AED	Automated External Defibrillator. This is a portable device that diagnoses and threats life-threatening heart rhythms by delivering an electric shock.
CPR	Cardiopulmonary Resuscitation. The lifesaving technique used in emergencies when breathing or heartbeat stops, involving chest compressions and ventilations to restore blood flow and oxygen to vital organs.
COSHH	Control of Substances Hazardous to Health Regulations requires employers to control substances that can harm workers health.

- PEEPS** Personal Emergency Evacuation Plans are personalised plans for individuals who need assistance during an emergency evacuation.
- PPE** Personal Protective Equipment relates to equipment which is worn to minimise exposure to workplace hazards, including gloves, helmets, safety boots and eye protection.
- RAMS** Risk Assessment Method Statements are documents outlining the hazards involved in a task and the measures to control them.
- RIDDOR** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations: Reporting requirements for workplace incidents.

Appendix 1 – Related Policies and Procedures

- Display Screen Equipment Self-Assessment
- Display Screen Equipment Policy
- First Aid Risk Assessment
- Inspection Report Form
- Risk Assessment
- Acid Attack Procedure
- Asbestos Management Procedure
- Code of Safety Practice for Contractors
- COSHH – Control of Substances Hazardous to Health
- COSHH – Assessment form
- Dangerous Substances and Explosive Atmospheres Regulation Policy
- Driving for Work Policy/Own Vehicle Use Procedure
- Educational Visits and Trips Approval Procedure
- Electrical Safety Guidance
- Emergency Evacuation of an Exam Room Policy
- Environmental and Sustainability Policy
- First Aid at Work Policy
- Health and Safety Training Records
- Accident, Incident and Near Miss Reporting Forms
- Learned Process for Accidents, Incidents and Near Misses
- Legionella
- Guidelines for Lone Workers
- Mental Health and Wellbeing Policy
- Personal Protective Equipment (PPE)
- Reporting of Injuries, Diseases & Dangerous Occurrence Policy (RIDDOR)
- Risk Assessment Policy and Procedures
- Smoke-Free Procedure
- Staff Development Policy and Procedures
- Traffic Management Plan

Appendix 2 – Applicable Legislation

Oaklands College recognises that the following statutory Acts, Orders and Regulations are applicable to its operations:

Health and Safety at Work etc. (HASAWA) 1974
The HSE ‘Six-Pack’
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Health and Safety (Display Screen Equipment) Regulations 1992
Workplace (Health, Safety and Welfare) Regulations 1992
Provision and Use of Work Equipment Regulations (PUWER) 1998
Personal Protective Equipment (PPE) at Work Regulations 1992
Others
Building Safety Act 2022
Confined Spaces Regulations 1997
Code of Practices on Safety Representatives and Code of Practice on Time Off for Training of Safety Representatives
Construction (Design and Management) (CDM) Regulations 2015
Control of Asbestos regulations 2012
Control of Noise at Work regulations 2005
Control of Substances Hazardous to Health (COSHH) Regulations 2002
Control of Vibration at Work Regulations 2005
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
Disability Discrimination (employment) Regulations 1996
Employers’ Liability (Compulsory Insurance) Act 1969
Electricity at Work Regulations 1989
Gas Safety (Installation and Use) Regulations 1998
Health and Safety (First Aid) Regulation 1981
Health and Safety (Training for Employment) Regulations 1990
Health and Safety (Consultation with Employees) Regulations 1996.
Health and Safety (Information for Employees) Regulations 2009
Hazardous Waste (England and Wales) Regulations 2005
Legionnaires’ disease: The control of Legionella bacteria in water systems ACOP (L8)
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Noise at Work Regulations 1989
Pressure Systems Safety Regulations 2000
Regulatory Reform (Fire Safety) Order 2005/ Regulatory Reform (Fire Safety) Subordinate
Regulatory Reform (Fire Safety) Order 2005/ Regulatory Reform (Fire Safety) Subordinate
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
Safety Representative and Safety Committee Regulations 1977
The Smoke-free (Premises and Enforcement) regulations 2006
Work at Height Regulations 2005
The Waste Electric and Electronic Equipment (WEEE) Regulations 2013.