

# Health and Safety Policy

|                                       |           |                          |                    |
|---------------------------------------|-----------|--------------------------|--------------------|
| <b>Policy number:</b>                 | HS001     | <b>Policy Owner:</b>     | Operations Manager |
| <b>EIA Status:</b>                    | Compliant | <b>EIA meeting date:</b> | 01/11/2018         |
| <b>Approved by:</b>                   | SLT       | <b>Date approved:</b>    | September 2026     |
|                                       | Committee |                          |                    |
|                                       | Board     |                          | October 2026       |
| <b>Review frequency:</b>              | Annually  | <b>Next review due:</b>  | 01/09/2027         |
| <b>External website:</b>              | Yes       | <b>Status:</b>           | Active             |
| <b>Linked policies/<br/>documents</b> |           |                          |                    |

## Policy Summary

Newbury College Corporation is committed to providing a safe and healthy environment for its community by adhering to the Health & Safety at Work Act 1974. The policy outlines responsibilities, risk management, and procedures to minimize risks and promote wellbeing for employees, students, and visitors.

# Health and Safety Policy

## 1. Policy Statement and Purpose

The Corporation recognises its accountability under the Health and Safety at Work etc. Act 1974 and will, so far as is reasonably practicable, protect the health, safety and welfare of employees, students, apprentices, visitors, contractors and others who may be affected by its activities.

The College will manage significant risks proportionately and support educational activity rather than create unnecessary barriers. It will apply the Plan, Do, Check, Act approach and will:

- provide safe and healthy working and learning environments, equipment and systems of work;
- prevent work-related injury and ill health by eliminating hazards and reducing risks;
- comply with applicable legal and other requirements;
- provide competent health and safety advice and sufficient resources;
- consult employees and recognised representatives and encourage participation;
- provide appropriate information, instruction, training and supervision;
- monitor performance, investigate incidents and act on lessons learned; and
- continually improve the health and safety management system.

Health and safety is a shared responsibility, but individual duties do not replace the Corporation's or management's legal responsibilities.

**Signed:** Principal and Chief Executive \_\_\_\_\_ **Date:** \_\_\_\_\_

## 2. Scope

This policy applies to all College-controlled activities, premises and people, including employees, students, apprentices, governors, visitors, contractors, work placements, educational visits, events and activities delivered away from College premises. It also applies where the College shares a workplace or responsibility with another organisation.

Supporting procedures and local risk assessments provide detailed arrangements for hazards and activities. Where another organisation controls premises or services, responsibilities will be agreed, documented, coordinated, and monitored.

## 3. Governance, leadership and responsibilities

Responsibilities follow a clear line from Corporation oversight, through executive leadership and management, to operational delivery. Those who plan, authorise, manage or supervise work are responsible for ensuring that suitable controls are in place within their area.

| Role                                         | Core responsibilities                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Corporation</b>                           | Provides strategic leadership and overall assurance; approves this policy; understands the College risk profile; ensures suitable resources and access to competent advice; receives and challenges performance information; and reviews significant incidents, emerging risks and overdue actions. A governor will provide focused health and safety oversight. |
| <b>Principal and Chief Executive</b>         | Has executive accountability for implementation of this policy; integrates health and safety into College strategy and decision-making; sets expectations for leaders; ensures significant matters are reported to the Corporation; and confirms that management arrangements remain effective.                                                                  |
| <b>Senior Leadership Team</b>                | Provides visible leadership; owns significant risks within portfolios; considers health and safety in decisions and change programmes; provides resources; sets objectives; reviews performance; and ensures that actions and lessons from incidents, audits and inspections are completed.                                                                      |
| <b>Operations Manager / competent person</b> | Coordinates the health and safety management system; provides proportionate advice within their competence and obtains specialist support where required; maintains the legal and assurance framework; supports risk assessment and investigation; monitors actions and performance; and reports to the Health and Safety Committee, SLT and Corporation.        |
| <b>Facilities and operations teams</b>       | Deliver and monitor premises, maintenance, contractor, emergency and statutory compliance arrangements within assigned responsibilities; keep appropriate records; escalate defects and overdue actions; and coordinate with third-party service providers.                                                                                                      |
| <b>College Leadership Team and managers</b>  | Manage risks in their areas; plan safe activities and changes; ensure suitable risk assessments and safe systems of work; provide equipment, training and supervision; consult staff; check controls; address concerns; and escalate matters beyond their authority or resources.                                                                                |

| Role                                          | Core responsibilities                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Curriculum managers and teaching staff</b> | Apply suitable controls to curriculum activity, workshops, laboratories, equipment, substances, visits and work placements through risk assessments; maintain compliance records; ensure student induction, instruction and supervision; maintain required competence and records; and stop activities that cannot be undertaken safely. |
| <b>Employees</b>                              | Take reasonable care; cooperate with College arrangements; follow training and safe systems of work; use equipment and PPE correctly; report hazards, defects, incidents and near misses promptly; and stop and escalate work presenting serious and immediate danger.                                                                   |
| <b>Students and apprentices</b>               | Follow instructions and agreed controls; use equipment and PPE correctly; attend required safety training; behave responsibly; and report hazards, defects, incidents and near misses promptly.                                                                                                                                          |
| <b>Contractors and partners</b>               | Comply with applicable law and College requirements; provide evidence of competence and suitable risk controls; cooperate and coordinate with the College; report incidents and changes; and work only within the agreed scope and controls.                                                                                             |

## 4. Consultation and assurance

### 4.1 Health and Safety Committee

The Health and Safety Committee supports consultation, coordination and scrutiny. It will meet at least termly, maintain minutes and an action log, and escalate significant risks, serious incidents, repeated failures and overdue high-priority actions. Membership will be proportionate and will include management, operational, curriculum, employee and governor representation. Its terms of reference will define membership, quorum, reporting and delegated authority.

### 4.2 Worker consultation

Employees and recognised representatives will be consulted in good time on matters that may substantially affect their health and safety, including changes to premises, equipment, systems of work, organisation, staffing, training and the introduction of new hazards or controls. Managers will provide feedback on concerns raised and actions taken.

## 5. Management arrangements

### Risk assessment and change

Significant hazards will be assessed by competent persons, with participation from people who understand the activity. Controls will follow the hierarchy of control and consider employees, students, young persons, disabled people, new and expectant parents, contractors and others who may be affected. Assessments will be recorded where required and reviewed after significant change, an incident, evidence of ineffectiveness or at an appropriate planned interval.

### Curriculum and student activity

Higher-risk curriculum, workshop, laboratory, practical and off-site activity will have suitable risk assessments, competence requirements, supervision, equipment controls, emergency arrangements and student instruction. Work placements and educational visits will be planned and monitored through the relevant procedures.

### Premises, equipment and statutory compliance

The College will maintain premises, plant and equipment in a safe condition. Required inspections, examination, testing, maintenance and remedial actions will be planned, undertaken by competent persons, recorded and monitored. This includes fire, electrical, gas, lifting equipment, work equipment, water hygiene and other relevant statutory systems.

### Fire and emergencies

Suitable fire risk assessments and emergency plans will be maintained for College premises. Alarm systems, evacuation arrangements, drills, fire safety equipment, trained support roles and personal emergency evacuation arrangements will be proportionate to the premises and people at risk. Appropriate training, instruction and information will be provided. Business continuity and other emergency arrangements are addressed through linked plans.

### Hazardous substances and physical agents

Exposure to hazardous substances, noise, vibration, radiation, electromagnetic fields and other agents will be eliminated or controlled through assessment, substitution, engineering controls, safe systems of work, information, training and health surveillance where required. PPE is a final control and will be provided without charge where required for work.

### Contractors and shared workplaces

Contractors will be selected and managed according to risk. The College will define responsibilities, check competence and key risk controls, coordinate interfaces, provide relevant site information, monitor work and complete a safe handover. Permit-to-work arrangements will be used for designated high-risk activities.

### Occupational health, welfare and wellbeing

The College will provide appropriate welfare facilities, reasonable adjustments and access to occupational health support where required. Work-related health risks, including stress and

exposure-related health effects, will be assessed and managed. Health surveillance will be provided where a risk assessment or legal requirement identifies a need.

## Information, instruction, training and supervision

All employees will receive induction and role-appropriate training. Managers will identify competence needs for higher-risk roles and activities, keep suitable records and provide refresher training when needed. Students, apprentices, volunteers, contractors and visitors will receive proportionate information and supervision.

## Incident, hazard and near-miss reporting

Hazards, defects, incidents and near misses must be reported promptly through the designated College system and to the relevant manager. The College will respond immediately to serious risks, investigate proportionately, identify underlying causes, assign actions and share learning. Reportable events will be notified under RIDDOR by an authorised competent person.

## First aid

The College will assess first-aid needs and provide suitable personnel, equipment, facilities and arrangements for the pattern and risks of College activity, including events and out-of-hours work. Details of current first-aid provision will be maintained in the local information.

## Records and document control

Health and safety records will be accurate, accessible, retained for the required period and protected appropriately. Policies, procedures, risk assessments and safe systems of work will have clear ownership, version control and review arrangements.

## 6. Monitoring, reporting and review

The College will use both leading and lagging information to test whether arrangements are implemented and effective. Performance will be reviewed at an appropriate frequency by managers, the Health and Safety Committee, SLT and Corporation.

- completion and quality of risk assessments, inspections, training, drills and statutory checks;
- completion and age of corrective actions, including overdue high-priority actions;
- incident, near-miss, ill-health, violence and RIDDOR information, including themes and recurrence;
- findings from audits, assurance reviews, contractor monitoring and employee consultation;
- progress against annual health and safety objectives and improvement plans; and
- changes in the College risk profile, legislation, guidance, premises, curriculum or operating model.

The Operations Manager will coordinate an annual management review and recommend changes to this policy and the improvement plan. The policy will also be reviewed sooner following significant organisational or legislative change, a serious incident, or evidence that arrangements are no longer effective.

## 7. Supporting Documents

The current controlled versions of procedures and local arrangements are held in the College policy and health and safety systems. Supporting documents include, as applicable:

- Risk assessment procedure and templates
- Fire safety and emergency evacuation arrangements
  - COSHH and hazardous substances arrangements
  - Lone working procedure
  - Smoking and Vaping Policy
  - Safeguarding Policy
  - Educational visits and work placement procedures
- Business continuity and emergency plans
- Incident reporting procedure
- Incident, accident and near miss reporting policy
- Unauthorised site access procedure

## 8. Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation.

## Appendix 1: Reference framework

The policy has been revised with regard to the following sources and principles:

- Health and Safety at Work etc. Act 1974 and relevant supporting regulations;
- Health and Safety Executive, Managing for health and safety (HSG65), including Plan, Do, Check, Act;
- Health and Safety Executive guidance for the education sector and sensible, proportionate leadership;
- Department for Education guidance on health and safety responsibilities and duties in education;
- Health and Safety Executive and Institute of Directors, Leading health and safety at work (INDG417).

**Reviewed:** 30<sup>th</sup> September 2026

**Next review date due:** 30<sup>th</sup> September 2027