

## DOCUMENT DETAILS

<b>Document Name:</b>	<b>Nottingham College Health &amp; Safety Policy</b>			
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Applicability	Students	X	Staff	X
	Governors	X	Other	X
Summary	The purpose of this document is to provide staff, students, and any others affected by the college activities with a clear and robust Health & Safety Policy which details key staff responsibilities and the arrangements for a strong college safety performance and compliance. It establishes the college's approach to health and Safety matters, affirms the commitment to preventing harm, and helps to promote safe working practices. It also provides useful direction for managers and staff and serves to get everyone within the organisation working towards the same goal of a healthy and accident-free workplace.			

## DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed
Health and Safety Committee	Jun 25
Finance and Assets Committee	Jun 25

Approval body	Date approved
Board	July 25

## IMPACT ASSESSMENT

A significant negative impact has been identified in the following area and a full impact assessment / risk assessment is available.

Equality & diversity	No
GDPR	No
Health & safety	Yes
Safeguarding	No

Friendly version of policy available	No
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## POLICY CHANGES

Key updates	Impact	Section reference
The intranet link, to the Procedures, in Section 3 has been updated to ensure the reader goes to the current documents. The formatting of the tables in Section 5 have been improved.		

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## 1. POLICY STATEMENT

### Nottingham College Health and Safety Policy Statement

The corporation and senior management of Nottingham College accept that they have a statutory and moral duty to ensure the health, safety and wellbeing of all employees and students and that any persons engaging in activities undertaken by the college or on behalf of the college does not endanger themselves or others participating in any authorised college activity. It is, therefore, college policy to:

1. Implement our health and Safety policy through the college health and safety management systems and processes in order to maintain a safe environment, so far as is reasonably practicable, thus ensuring the wellbeing of all staff, students and visitors, and to comply fully with the Health and Safety at Work Act 1974, all other statutory provision and approved codes of practice.
2. Provide and maintain premises, plant, equipment, systems of work, storage, transport and welfare facilities that are safe, where levels of risk are assessed and reduced to an acceptable level in order to help prevent accidents and cases of work-related ill health.
3. Seek to embed a positive attitude towards health, safety, and welfare with an acceptance of individual and collaborative ownership and responsibility among managers, employees, students, visitors and contractors throughout the college.
4. Provide all employees, students and any others who may be affected by the operations or activities of the college with effectively communicated information, instruction, training and appropriate supervision so as to be able to work safely, ensuring that young persons in particular are protected by taking into account their individual capabilities, inexperience, and immaturity when identifying areas of risk.
5. Develop the college's Health and Safety policy in consultation with trade union appointed representatives and interested stakeholders so that employees and service users are given the opportunity to be effectively involved in the promotion of health, safety and welfare issues, and to value their contribution towards the achievement and maintenance of effective safety standards.
6. Provide appropriate resources to implement the college Health and Safety management system, ensuring that competent technical and professional advice on any item concerning matters of health, safety, and welfare that is outside the knowledge and experience of college employees, is available to the college.
7. Regularly evaluate and monitor Health and Safety performance against set metrics, and annually review the content, operation, and achievement of this policy by the presentation of a report to the board of governors of Nottingham College.
8. Undertake equality impact assessments as and when the health & safety policy is reviewed; it is intended that this policy and associated procedures will avoid discrimination and actively promote equality.

This policy statement and arrangements reflects the corporation, CEO executive and senior management teams' commitment to establishing and sustaining a positive health and Safety culture and will be kept under annual review and amended as necessary.

**This policy statement and arrangements will be kept under annual review and amended as necessary.**

<b>Signed by: Chair of the Board of the Corporation</b>	<b>Date</b>
<b>Signed by: CEO and Principal</b>	<b>Date</b>

## 2. INTRODUCTION

This is the Nottingham College Health and Safety Policy. It provides details of the management responsibilities, arrangements and expectations. This Policy is supported by the procedures listed in section 6. These procedures are an integral component of the college's health and safety management. When followed correctly these procedures will ensure that suitable health, safety and welfare arrangements are in place for all of our employees, students, visitors, contractors and any others who work or visit our campus. All Curriculum areas, Campus and office locations and the individually named roles / persons are required to adhere to this Health and Safety Policy and its associated procedures. The principles of this Policy will also apply to college activities at any location. Nottingham College endeavours to achieve the highest standards of health, safety and welfare so far as reasonably practicable under the Health and Safety at Work etc. Act 1974, and all associated Regulations, Approved Codes of Practice, guidance documentation and College health, safety and welfare procedures.

The college will provide staff with sufficient information, guidance and training so that they are able to fulfil their responsibilities and ensure that areas under their control are compliant and following good practice, empowering staff and students and any other who may be involved in college activities to take health and Safety seriously.

It is the responsibility of all individuals at Nottingham College to familiarise themselves with this policy and associated procedures and to comply with its provision.

To that end, failure to comply with this Health and Safety Policy and associated procedures may result in disciplinary action.

Nottingham College will achieve this policy, in part by:

- Appointing competent persons responsible for health and Safety in their respective areas of responsibility.
- Ensuring adequate resources and sufficient financial arrangements are in place to manage and control the risks arising from our activities.
- Consulting with all employees on matters affecting their health, safety and welfare and providing information, guidance and training as appropriate.
- Monitoring and reviewing the health, safety and welfare arrangements that are in place.
- To set goals and follow action plans to ensure continuous improvement in health and Safety performance.
- To promote a positive health and Safety culture within the organisation.
- Providing appropriate relevant training and advise.
- Providing governance, executive oversight and support.

### 3. SUMMARY OF WORKPLACE SAFETY, SAFETY PRINCIPLES AND PROCEDURES

The procedures listed in section 6 and are also available online on StaffNet in the Health & Safety Page. [Procedures](#) These procedures make up the College's health and safety arrangements and are intended to provide staff with advice and guidance needed to enable them to effectively manage and control health and safety matters which they are directly responsible for.

#### **Understanding Accountability and Responsibility**

Accountability "the legal responsibility and thus the accountability for health and safety lies with the employer".

Nottingham College is the employer and therefore has the legal responsibility and accountability for health and safety.

Whilst overall accountability lies with Nottingham College, the Board and the CEO, other staff have specific responsibilities to ensure the health and safety of staff, students, contractors and visitors. All Nottingham College employees are responsible by law with a duty to take care of their own health and safety, and that of others who may be affected by their activities whilst at the college. Everyone is accountable for their actions, inaction and omissions.

Where contractors are used for additional services such as with a third-party employer, this employer then has the legal responsibility for their staff's health and safety, including training and awareness, and they are accountable for their actions and omissions. However, the College has a duty to ensure that they co-operate with the policy and procedures and ensure that they and college work together to ensure the safety of everyone whilst working within the responsibility of the college.

#### **Health & Safety Training**

Health and Safety related training is an important element and is essential for ensuring all staff are able to carry out their roles safely.

The College will ensure that where health and safety training needs have been identified, opportunities to undertake such training will be provided. The People Services department is responsible for sourcing and managing the completion of the online Mandatory Health & Safety training which is completed on start of employment and on regular periods.

Each department manager is responsible for identifying the individual training needs of its staff members to the training department and where such needs have been identified, will ensure that said staff participate in appropriate training.

The college Training department holds a centralised health and Safety training matrix which identifies the staff and role health and safety training requirements from induction to industry specific refreshers. This matrix should be used by Managers in conjunction with their departmental training matrices to identify their staff health and safety training needs. Health and safety is a mandatory element of the induction training of all new starters. Details of the health and safety policy and health and safety procedures and information can be found on the College Intranet (StaffNet).

#### **Implementation Arrangements**

All new employees are made aware of the policy and procedures, as listed in these documents arrangements in section 6, during the formal employee induction process. Updated and amended policies and procedures are disseminated and reinforced in training sessions, team meetings and via email communications. Employees also have access to

this policy and associated procedures and guidance on the College intranet (StaffNet).  
[StaffNet - College Policies - All Policies \(sharepoint.com\)](#)

The intranet has a system of read receipts and there are mechanisms, including audit procedures, to monitor uptake and implementation of policies and procedures.

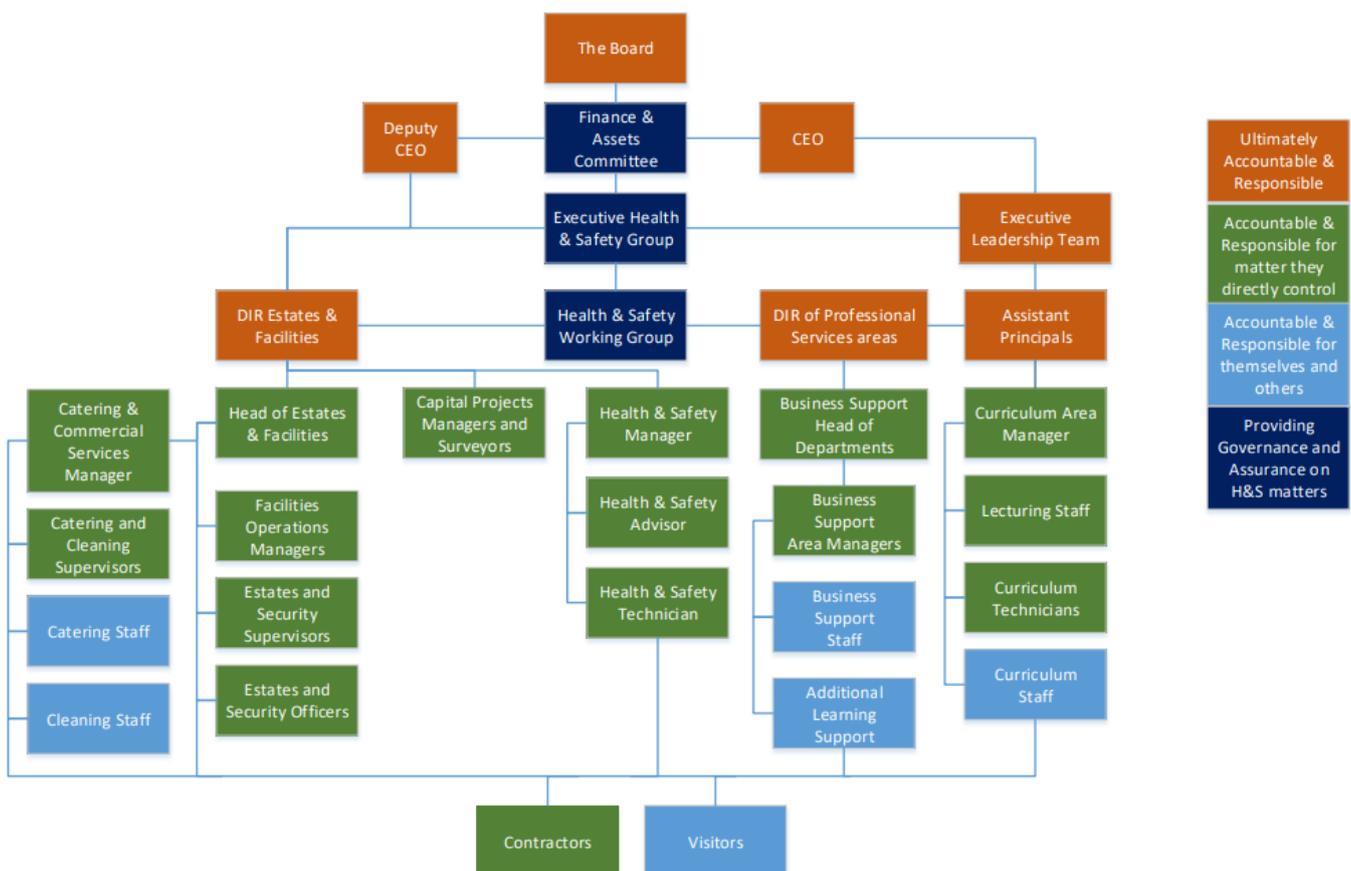
#### 4. GOVERNANCE and DISTRIBUTION of RESPONSIBILITIES

##### Safety Responsibilities Organisational Chart

Whilst overall accountability and responsibility lies with the Board and the CEO, other staff and colleagues have specific accountability and responsibility for the health and safety of staff, pupils and visitors in their areas of control. All college employees are accountable and responsible by law, as they have a duty to take care of their own health, safety, and that of others who may be affected by their actions at work.

Specific accountabilities and responsibilities relating to each role type are detailed in Section 5 of this document.

The organogram below shows the distribution of accountability and responsibility levels across the college.



##### Oversight and Governance

Oversight is provided through the operation of a two-tiered meeting structure, consisting of a Health and Safety Working Group which reports into the Health and Safety Executive Committee.

Governance is provided through regular reporting to the Health and Safety Executive Committee through to Finance and Assets Committee, and Audit Committee where relevant, and at least annually to the Board.

### Health and Safety Working Group.

#### Membership:

- Director of Estates and Facilities (Chairperson)
- Campus Assistant Principals (minimum 4 in attendance)
- Head of Estates and Facilities
- Health and Safety Manager
- People Services representatives
- Union representatives
- Student representatives
- Other associated colleagues by invitation
- Open invitation to ELT members and the H&S Link Governor.

#### Remit:

The remit of the Health and Safety Working Group is to support and monitor the implementation and operation of the Policy and Supporting Procedures.

The Group shall report through the Director of Estates and Facilities to the Health & Safety Executive Committee.

The Health and Safety working group shall meet one to two times per term.

#### Responsibilities:

- a. To consider the need for new safety measures and advise accordingly.
- b. To prepare an annual report and termly updates for the Principal and Governing Board on health and safety in the College.
- c. To review the Safety Policy Statement and its implementation
- d. To assist in the development and delivery of the Health and Safety Strategy.
- e. To receive and consider reports from the Health and Safety Manager on accidents; incidents; staff training; progress on action plans; new legislation; progress on health and safety inspections.
- f. To receive reports from the Head of Estates and Facilities covering Security incidents and matters,
- g. To receive reports from Assistant Principals on their concerns about, health, safety and security,
- h. To receive and consider reports from external agencies, including the Health and Safety Executive and any other safety specialists.
- i. To participate in the continuous review of policies and supporting procedures to help ensure that best practice is observed.
- j. To operate processes that involve and consult with staff and Union representatives as appropriate.
- k. To ensure communication in respect of health, safety and wellbeing to staff and students is open and informative.

### Health and Safety Executive Committee

#### Membership:

- CEO and Principal
- Deputy CEO (Chairperson)
- Vice Principal Curriculum & Support
- Health & Safety Link Governor
- Director of Estates and Facilities
- Head of Estates and Facilities
- Health and Safety Manger

#### Remit:

The remit of the Health and Safety Executive Committee is to have oversight of the implementation and operation of the Health and Safety Policy and Supporting Procedures and act as the second line assurance on Health & Safety compliance.

The Committee shall report through the Deputy CEO to the Finance and Assets committee and ultimately up to the Governing Board.

The Health and Safety Executive Committee shall meet at least once per term.

Responsibilities:

- a. To have oversight of health and safety compliance across the college.
- b. To have oversight on the delivery of health and safety risks and mitigations across the college.
- c. To prepare and approve updates on health and safety in the college for the Finance and Assets Committee and the Audit Committee as appropriate.
- d. To receive and act on reports from the Health and Safety Working Group.
- e. To receive and consider reports from internal stakeholders.
- f. Approve the college Health and Safety Strategy
- g. To have oversight of the development and implementation of college Health and Safety Strategy.
- h. Ensuring the Health and Safety Strategy is actively engaged and embedded and is being delivered in line with agreed timelines.
- i. Reviewing key risks associated with college's activities relating to health and safety and reviewing the arrangements in place for managing these risks.
- j. To actively challenge and promote continuous review and improvement.

#### Finance and Assets Committee

The Finance and Assets Committee provides an additional layer of governance.

The Committee receives reports from the Health and Safety Executive Committee, considers the contents and provides reassurance to the Board.

## 5. RESPONSIBILITIES

Many managers will need to delegate some of their health and safety duties for operational and practical reasons. However, they remain responsible and accountable for the task, even when carried out by another person or group on their behalf.

Management tier	Key responsibilities
<p><b>Governing Body</b></p> <p>Has the overall accountability with strategic oversight of all matters relating to health &amp; safety at the college</p>	<ul style="list-style-type: none"> <li>• Be aware of significant health and safety risks faced by the organisation.</li> <li>• Consider health and safety implications of strategic decisions.</li> <li>• Ensure health and safety arrangements and provisions are adequately resourced and suitable, including that the college has competent health and safety advice and effective management systems.</li> <li>• Ensure there is a governance forum for health and safety chaired by a member of ELT, with health and safety as a rolling item that receives and evaluates leading and lagging health and safety data and will request data on processes &amp; competency indicators as required.</li> <li>• Approve the health and safety policy statement on an annual basis.</li> </ul>
<p><b>Executive Leadership Team (ELT)</b></p> <p>This group which includes the CEO has responsibility of the implementing the delegated strategic direction. Being accountable for ensuring that all delegated matters relating to health and safety are suitably fulfilled.</p>	<ul style="list-style-type: none"> <li>• Be aware of significant health and safety risks faced by the organisation.</li> <li>• Consider health and safety implications of strategic decisions.</li> <li>• Ensure health and safety arrangements and provisions are adequately resourced and suitable, including that the college has competent health and safety advice and effective management systems.</li> <li>• Sign up to the college's health and safety policy statement as a demonstration of ownership and communicate its values throughout the college.</li> <li>• Manage and determine the health and safety risks on the business register.</li> <li>• Ensure emergency procedures encompass all relevant risks.</li> <li>• Implement the college's health and safety policy.</li> <li>• Attend the health and safety committee meetings, as appointed. Discuss health and safety issues and performance at performance / development reviews. Receive and review performance data, such as KPI's.</li> <li>• Take corrective action where targets are not being met.</li> <li>• Ensure that direct reports are aware of inspections and investigations in their departments, and any actions upon recommendation.</li> <li>• Respond to reports, audits, health and safety committee recommendations and inspections from external and internal stakeholders, such as insurance providers, trade union safety representative, regulators and health and safety staff.</li> <li>• Manage the Business Risk Register to include significant health and safety risks.</li> </ul>

<b>Management tier</b>	<b>Key responsibilities</b>
<p><b>CFO/Deputy CEO</b></p> <p>In addition to the above ELT responsibilities the CFO/Deputy CEO takes on specific responsibilities.</p>	<ul style="list-style-type: none"> <li>• Oversight of compliance across the full college</li> <li>• Specific responsibility for non-curriculum activities and facilities at all college campuses.</li> </ul>
<p><b>Assistant Principals</b></p> <p>This group have direct responsibility and accountability for the delivery of the Health &amp; Safety Policy within their Curriculum areas.</p> <p>To have an oversight of all H&amp;S matters within their campus.</p>	<ul style="list-style-type: none"> <li>• To ensure that systems and process in place for health and safety matters are implemented and monitored so to ensure that staff, students, and any other persons do not come to harm whilst on their campus.</li> <li>• Plan, assess, manage, implement, and monitor curriculum health and safety arrangements to ensure the health and safety of all persons who may be affected, including students, and visitors.</li> <li>• Ensure curriculum staff consultation involves all appropriate stakeholders, including trade union and student representatives.</li> <li>• Identify and agree suitable competency and development training is in place for their curriculum areas and ensure that induction and training arrangements include relevant and sufficient health and safety information for all new starters and regular staff refresher training is monitored to ensure training objectives are being met.</li> <li>• To ensure sufficient health and safety resources are in place for their curriculum areas (competent personnel, with enough time and facilities, PPE, materials and equipment).</li> <li>• Ensure all curriculum activities are appropriately risk assessed and controls are fully implemented, with responsibilities delegated for the completion of suitable risk assessments.</li> <li>• To ensure that staff and students are following the health and safety procedures and systems provided.</li> <li>• Have a regular meeting with a competent advisor to include; <ul style="list-style-type: none"> <li>- analysis of safety information data to identify emerging trends in the faculty / campus such as accidents.</li> <li>- discussion of any proposals with implications for health and safety, e.g. projects, new equipment or courses</li> <li>- advice on any health and safety matter</li> </ul> </li> <li>• To raise and when appropriate escalate any Health, Safety and Welfare risks or concerns.</li> <li>• Consider the health and safety impact of new curriculum projects at planning and contract stages.</li> <li>• Ensure that before purchasing curriculum equipment the health and safety requirements / implications, set up, use, maintenance and servicing are considered.</li> <li>• Attend safety inspections of their campus at appropriate intervals.</li> <li>• Review health and safety performance of the campus and collaboratively action improvements required to address gaps / poor compliance performance.</li> <li>• Take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.</li> <li>• In liaison with Facilities Operations Managers ensure compliance of planned preventative maintenance programme for servicing and statutory testing of curriculum equipment, as required for local</li> </ul>

	<p>exhaust ventilation, pressure systems and lifting equipment is in place.</p> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p>
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Management tier	Key responsibilities
<p><b>Director of Estates &amp; Capital Projects</b></p> <p>Has delegated and direct responsibilities for the oversight and implementation for health &amp; safety matters relating to the college portfolio and the estates &amp; facilities provision. Is accountable for the estates &amp; facilities provision.</p>	<ul style="list-style-type: none"> <li>Align the college portfolio with the health and safety plan and college's strategy and communicate the plan and arrangements as applicable.</li> <li>Ensure sufficient departmental health and safety resources are in place, (competent personnel, with enough time, resources and facilities).</li> <li>To have oversight and to monitor the health and safety performance and compliance across the college and ensure that all process and provision provided for health and safety is suitable and sufficient.</li> </ul> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p>

Management Tier	Key responsibilities
<p><b>Health &amp; Safety Department</b></p> <p>As the 'health &amp; safety advisors' to the college, they have responsibly to assist, monitor health and safety compliance and advise the college in all aspects of health and safety management.</p>	<ul style="list-style-type: none"> <li>Monitor via audits and inspections the health and safety performance across the college and where it is felt necessary recommend new health and safety measures and standards or revise existing ones.</li> <li>To provide day to day assistance and guidance to senior staff so that they may address matters which have health and safety implications.</li> <li>To report to the Health and Safety Committee of the college's health and safety performance and KPI's and any other significant risks.</li> <li>Progress actions resulting from the health and safety committee and consider recommendations resulting from workplace inspections and determine the implementation of those recommendation.</li> <li>Create and review relevant health and safety policy, procedures and guidance regarding changes to legislation, and oversee the conducting of risk assessments and their annual reviews or reviews following accidents.</li> <li>Support and guide the wider college team on all health and safety related matters.</li> <li>Ensure that all relevant incidents are reported to the appropriate agencies, including RIDDOR.</li> <li>Act as liaison point for any communication from enforcement agencies, including HSE, Fire &amp; Rescue Service, Environmental Health, DEFRA etc.</li> </ul> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p>
<p><b>Head of Estates &amp; Facilities</b></p> <p>Has overall responsibility for the day-to-day work of the</p>	<ul style="list-style-type: none"> <li>Have oversight of the day-to-day matters which have health and Safety, security, premises, or accessibility implications.</li> <li>Monitor and manage health and safety performance of the Estates &amp; Facilities functions to ensure that there are no additional or residual risks remaining from Estates and Facilities activities and operations.</li> </ul>

<p>Estates &amp; Facilities portfolio and provision in relation to health and safety and security requirements.</p>	<ul style="list-style-type: none"> <li>• Liaise with the People Services Team where staff need referral to, and assistance from, Occupational Health, including health surveillance as required.</li> </ul> <p style="border: 1px solid black; padding: 2px; text-align: center;">To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p>
<p><b>Facilities Operation Managers</b></p> <p>Has responsibility for the day-to-day support to the Assistant principals and heads of Departments in relation the Campus health and safety requirements</p>	<ul style="list-style-type: none"> <li>• Are responsible for the compliance of premises (the campuses under their jurisdiction).</li> <li>• Ensure matters which have health and safety, security, premises, accessibility or non-compliance implications are managed to ensure the risk of harm is reduced so far as reasonably practicable.</li> <li>• Ensure that risk assessments for building related and estates activities are suitable and sufficient.</li> <li>• Ensure that suitable and sufficient risk assessments are in place for campus activities with liaison with the Assistant Principals to ensure they have their activities risk assessments are in place.</li> <li>• To assist the Assistant Principal with matters relating to Health, Safety &amp; welfare of the curriculum activities within their campus.</li> <li>• Ensure that they and their contractors working on campus are following the control of contractor's procedure.</li> <li>• To ensure that maintenance activities, building related defects, remedial works resulting from a service visit, other activity are appropriately managed and resolved suitably in a timely manner. And all exceptions are reported to their line manager.</li> <li>• Plan and ensure staff under their direct control attend skill, knowledge, or refresher health and safety training.</li> <li>• Ensure that staff under their direct control have suitable and sufficient PPE, equipment, and materials to enable them to carry out their activities safely.</li> <li>• Ensure that all documentation relating to compliance to the built environment is maintained, up to date and stored appropriately.</li> </ul> <p style="border: 1px solid black; padding: 2px; text-align: center;">To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p>

<b>Management Tier</b>	<b>Key Responsibilities</b>
<p><b>DIR for Professional Services areas</b></p> <p>This group have direct responsibility and accountability for the delivery of the Health &amp; Safety Policy within their areas of control.</p>	<ul style="list-style-type: none"> <li>• To ensure that systems and process in place for health and safety matters are implemented and monitored to ensure that staff, students, and any other persons do not come to harm in areas under their direct control.</li> <li>• Plan, assess, manage, implement, and monitor health and safety arrangements to ensure the health and safety of all persons who may be affected, including students, contractors and visitors.</li> <li>• Ensure staff consultation involves all appropriate stakeholders, including trade union and student representatives.</li> <li>• Identify and agree suitable competency and development training is in place for their areas and ensure that induction and training arrangements include relevant and sufficient health and safety information for all new starters and regular staff refresher training is monitored to ensure training objectives are being met.</li> <li>• To ensure sufficient health and safety resources are in place for their areas (competent personnel, with enough time and facilities, PPE, materials and equipment).</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all activities under their control are appropriately risk assessed and controls are fully implemented, with responsibilities delegated for the completion of suitable risk assessments.</li> <li>• To ensure that staff are following the health and safety procedures and systems provided.</li> <li>• Have a regular meeting with a competent advisor to include;             <ul style="list-style-type: none"> <li>- analysis of safety information data to identify emerging trends in their areas such as accidents, ill health.</li> <li>- discussion of any proposals with implications for health and safety, e.g. projects, new policies etc</li> <li>- advice on any health and safety matter</li> </ul> </li> <li>• To raise and when appropriate escalate any Health, Safety and Welfare risks or concerns.</li> <li>• Consider the health and safety impact of new projects at planning and contract stages.</li> <li>• Ensure that before purchasing equipment the health and safety requirements / implications, set up, use, maintenance and servicing are considered and discussed with the Health and Safety Manager</li> <li>• Review personal health and safety performance and that of direct reports.</li> <li>• Take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.</li> <li>• In liaison with Facilities Operations Managers ensure compliance of planned preventative maintenance programme for servicing and statutory testing of their equipment, as required for local exhaust ventilation, pressure systems and lifting equipment is in place.</li> </ul>
	To undertake the applicable specific responsibilities as defined in the H&S Procedures

Management tier	Key responsibilities
<p><b>Heads of Faculty, Assistant Heads and Curriculum Department Managers.</b></p> <p>Has delegated responsibilities from the Assistant Principals for the implementation and monitoring day to day matters relating to health and safety within their area of direct control.</p>	<ul style="list-style-type: none"> <li>• Address day to day health and safety Matters as they arise.</li> <li>• Ensure all activities are appropriately risk assessed, and controls are fully implemented,</li> <li>• Ensure risk assessment are reviewed annually or following any changes or in the event of an accident to ensure that the controls to reduce the severity or reoccurrence are suitable and sufficient.</li> <li>• Plan and ensure staff under their direct control have attended appropriate health and safety training.</li> <li>• Ensure that staff and students have been communicated with regarding risk assessments so that they are aware of the hazards and controls required to minimise harm.</li> <li>• Ensure that staff and students under their direct control have suitable and sufficient PPE, equipment and materials to enable them to carry out their activities safely.</li> <li>• Ensure that they and their contractors, (employed by the curriculum team), working on campus are following the control of contractor's procedure.</li> <li>• To ensure that all maintenance activities for curriculum equipment are carried out in accordance with statute and recommendations.</li> <li>• To ensure that all curriculum equipment is safe to use.</li> </ul>

	<ul style="list-style-type: none"> <li>• Make suitable arrangements with the People Services Team for any health surveillance required by their staff.</li> <li>• Liaise with the People Services Team where staff need referral to, and assistance from, Occupational Health.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p> </div>
<p><b>Curriculum Managers and Area Managers (including managers and directors of professional services teams)</b></p> <p>Has delegated responsibilities from the Assistant Principal or their Head or Faculty / Dept for the implementation of the day-to-day matters relating to health and safety within their area of direct control.</p>	<ul style="list-style-type: none"> <li>• Address day to day health and safety Matters as they arise.</li> <li>• To appropriately risk assesses all activities and put in place the control measures to mitigate against safety risks.</li> <li>• Ensure that staff and students have been communicated with the risk assessments so that they are aware of the hazards and controls required to minimise harm.</li> <li>• Ensure that activities are undertaken in accordance with risk assessments.</li> <li>• Plan and ensure staff under their direct control attend skill, knowledge, or refresher health and safety training.</li> <li>• Ensure that staff and students under their direct control have suitable and sufficient PPE, equipment, and materials to enable them to carry out their activities safely.</li> <li>• Ensure that they and their contractors working on campus are following the control of contractor's procedure.</li> <li>• To ensure that maintenance activities, building related defects, remedial works resulting from a service visit, other activity are appropriately managed and resolved suitably in a timely manner. And all exceptions are reported to their line manager</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p> </div>

Management tier	Key responsibilities
<p><b>People Services Team</b></p> <p>Has responsibility for the management and implementation of the processes that ensure the safety and welfare of college employees.</p>	<ul style="list-style-type: none"> <li>• Ensure that no part of this policy is in direct conflict with any of the college's employment, equal opportunities, or disciplinary procedures through the executive director of people services.</li> <li>• Arrange for occupational health services or assistance as required to implement any part of this policy through the people services team.</li> <li>• Arrange for examination by a competent medical practitioner and any appropriate health surveillance whenever required by this policy through the people services team.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p> </div>
<p><b>All Staff</b></p> <p>Has health and safety responsibility for themselves and others, ensuring that they and students are following safe processes and procedures.</p>	<ul style="list-style-type: none"> <li>• Promote local understanding of health and safety policy and procedure.</li> <li>• To report concerns about health or safety matters to their manager.</li> <li>• Attend skill, knowledge, or refresher health and safety training. Deliver this training to students where appropriate, based on faculty and department training objectives and competency framework.</li> <li>• Work in accordance with the risk assessments produced for their activities.</li> <li>• Plan resources and ensure all staff and students understand what is expected of them.</li> <li>• Ensure staff, students and visitors are aware of and follow all relevant safe systems.</li> <li>• Ensure students, visitors and their contractors are provided with relevant health and safety information.</li> <li>• Develop clear and concise procedures and include key safety information in them.</li> <li>• Implement aspects of the health and safety plan locally.</li> <li>• Ensure that colleagues and students have received induction training as well as relevant training appropriate to their role.</li> <li>• Raise issues of non-conformance through local management.</li> <li>• Be proactive in local workplace inspections and contribute to creating a safer working environment.</li> <li>• Provide feedback on health and safety issues.</li> <li>• Be involved in accident, incident, and near miss investigations.</li> <li>• Report accidents, Incidents and near misses using the online reporting system on Staffnet.</li> <li>• Ensure risk assessments have been carried out, are up to date, recorded, and that control measures are effectively implemented and understood.</li> <li>• Ensure actions arising from audits and inspections have been completed or monitor progress.</li> <li>• Regularly ensure compliance to health and safety objectives.</li> <li>• Provide feedback on local health and safety performance to line management and celebrate achievements.</li> <li>• Review accidents and incidents and ensure lessons learnt from investigations are embedded into revised procedures.</li> <li>• Contribute to local annual health and safety review, where requested by line management.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p> </div>

<b>Management tier</b>	<b>Key responsibilities</b>
<p><b>Students</b></p> <p>Have health and safety responsibility for themselves and others, ensuring that they and students are following safe processes and procedures.</p>	<ul style="list-style-type: none"> <li>• To take all reasonable care to ensure that their actions do not endanger themselves or others.</li> <li>• To report health and safety concerns to their teachers or another member of staff.</li> <li>• Not to use any equipment or materials they consider to be unsafe and should report it immediately to the person supervising the student or students.</li> <li>• Ensure that they are familiar with the relevant health and safety information and safe operation procedures in their curriculum area.</li> <li>• To attend any training and inductions and guidance related to health and safety.</li> <li>• To follow any health and safety procedures, training and guidance provided to them so that they can remain safe at college.</li> <li>• To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare provision.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p> </div>
<p><b>Persons With Disabilities or Difficulties</b></p> <p>Have additional responsibilities to ensure their safety whilst at college.</p>	<ul style="list-style-type: none"> <li>• Work with their line manager or tutor to complete a person specific risk assessment and/or personal emergency evacuation plan (PEEP) to identify any additional requirements or reasonable adjustments to keep them safe, including any emergency evacuation.</li> <li>• To use / follow the special arrangements provided in relation to health and safety considering their disabilities or ill health difficulties following the completion of a risk assessment or Personal Emergency Evacuation Plan.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>To undertake the applicable specific responsibilities as defined in the H&amp;S Procedures</p> </div>
<p><b>External Employers, Contractors &amp; Sub-Contractors</b></p> <p>This applies to all external parties providing a service to, or on behalf of, the College.</p>	<ul style="list-style-type: none"> <li>• To act safely in accordance with all applicable legislation, guidance, standards, codes of practice and Nottingham College's procedures.</li> <li>• To provide suitable evidence of their insurance cover, qualifications and membership of professional/trade bodies (e.g. Gas Safe).</li> <li>• To comply with the requirements of the Contractor Management Procedure.</li> </ul>
<p><b>Visitors and Members of the Public</b></p> <p>Has health and safety responsibility for themselves and others, ensuring that they are following safe processes and procedures.</p>	<ul style="list-style-type: none"> <li>• To co-operate in the application of safe working procedures of the college.</li> <li>• To conduct themselves at all times in a safe and proper manner</li> <li>• To comply with the college health and safety instructions given verbally or in writing.</li> <li>• To respect all college equipment and devices that are provided for health and safety purposes</li> </ul>

## 6. PROCEDURES & ARRANGEMENTS

The H&S Procedure documents listed below, can be found on the College intranet (StaffNet) Health and Safety Pages. [Health & Safety - Procedures - All Documents \(sharepoint.com\)](https://sharepoint.com)

<b>Subject</b>	<b>Procedures</b>	<b>Department responsible</b>
Control of Contractors	Control of Contractors	Estates & Facilities
	Permits To Work	Estates & Facilities
Emergency Response	Adverse Weather	Estates & Facilities
	Incident Management & Business Continuity	ELT
	Accident Incidents, Near Miss & First Aid	Health & Safety
	Fire Prevention & Evacuations	Health & Safety
	Lockdowns	Estates & Facilities
	Bomb Threat & Suspicious Packages	Estates & Facilities
	Person Emergency Evacuation Procedure (PEEP)	Health & Safety
	Security	Estates & Facilities
	Lift Entrapment & Release	Estates & Facilities
Employees and Students	Disabled Persons	Health & Safety
	Educational Trips & Visits (including external events)	Safeguarding
	Expectant & New Mothers	Health & Safety
	Lone or Solitary Workers	Health & Safety
	Manual Handling	Health & Safety
	Occupational Diseases & BBVs	Health & Safety
	Outdoor and Peripatetic Workers	Health & Safety
	Personal Protective Equipment (PPE)	Health & Safety
	Smoking & Vaping	Estates & Facilities
	Working with Display Screen Equipment (DSE)	Health & Safety
	Work Related Stress	People services
	Work Placements, Work Experience & Apprenticeships	Apprenticeships
	Young and Inexperienced Persons / Vulnerable Adults	Health & Safety
	Violence and Abuse at Work	Estates & Facilities
	Visitor Procedure	Estates & facilities
Hazardous Substances & Materials	Asbestos Management	Health & Safety
	COSHH & DSEAR	Health & Safety
	Flammable Substances	Health & Safety
	Hazardous Waste & Disposal	Health & Safety
	Radiation	Health & Safety
Health & Safety Training, Inductions & Guidance	Staff Training & Inductions	Training
	Line Manager Training	Training
	Student Training & Inductions	Training
	CPD & Staff Competencies	Training
Staff Consultation	Staff consultation	Health & Safety
Workplace Equipment	Driving for work / College Vehicles	Estates & facilities
	Plant & Equipment Safety	Estates & facilities
	Waste Control & Disposal	Estates & facilities
	Welfare provision	Health & Safety
Workplace Safety	Audits and Inspections	Health & Safety
	Building Condition inspections	Estates & facilities
	Confined Space	Health & Safety
	Extreme Heat Plan & Guidance	Health & Safety
	Food Safety	Estates & facilities

	Legionella Management	Estates & facilities
	Noise, Dust & Vibration	Health & Safety
	Working at Height	Health & Safety
	Young, Inexperience Persons or Vulnerable Adults	Health & Safety

## 7. KEY RELEVANT LEGISLATION

[Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](#)

[The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](#)

[The Control of Artificial Optical Radiation at Work Regulations 2010 \(legislation.gov.uk\)](#)

[The Confined Spaces Regulations 1997 \(legislation.gov.uk\)](#)

[The Control of Noise at Work Regulations 2005 \(legislation.gov.uk\)](#)

[The Control of Vibration at Work Regulations 2005 \(legislation.gov.uk\)](#)

[The Electricity at Work Regulations 1989 \(legislation.gov.uk\)](#)

[The Health and Safety \(Consultation with Employees\) Regulations 1996 \(legislation.gov.uk\)](#)

[The Health and Safety \(First Aid\) Regulations 1981 \(legislation.gov.uk\)](#)

[The Health and Safety \(Safety Signs and Signals\) Regulations 1996 \(legislation.gov.uk\)](#)

[The Lifting Operations and Lifting Equipment Regulations 1998 \(legislation.gov.uk\)](#)

[The Manual Handling Operations Regulations 1992 \(legislation.gov.uk\)](#)

[The Personal Protective Equipment at Work Regulations 1992 \(legislation.gov.uk\)](#)

[The Pressure Systems Safety Regulations 2000 \(legislation.gov.uk\)](#)

[The Provision and Use of Work Equipment Regulations 1998 \(legislation.gov.uk\)](#)

[The Regulatory Reform \(Fire Safety\) Order 2005](#)

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 \(legislation.gov.uk\)](#)

[The Safety Representatives and Safety Committees Regulations 1977 \(legislation.gov.uk\)](#)

[The Work at Height \(Amendment\) Regulations 2007 \(legislation.gov.uk\)](#)

[The Workplace \(Health, Safety and Welfare\) Regulations 1992 \(legislation.gov.uk\)](#)