



### Policy/Procedure/Guideline Review

<b>Policy/Procedure/Guideline:</b>	Health and Safety Policy
<b>Senior Leader Responsible:</b>	David Rothwell, Deputy Principal Finance and Resources
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<b>Approved By:</b>	Board of Corporation
<b>Date Approved:</b>	4 <sup>th</sup> June 2024 – SLT 8 <sup>th</sup> July 2024 Board
<b>Next Review Date:</b>	July 2026
<b>Publication:</b>	Staff Hub Nelson and Colne College Group Website – Statement of Intent Only LAL Website – Statement of Intent Only Nelson and Colne College Website – Statement of Intent Only Accrington and Rossendale College – Statement of Intent Only
<b>Changes Made:</b>	1.0 Incorporating subsidiaries 3.7 Title change to Assistant Principal – Adult and Technical Learning 3.9 Change to Responsibility – Vice Principal Sales & Partnerships/CIO 3.11 Change to Responsibility – Vice Principal Sales & Partnerships/CIO 3.12 Incorporating NCCPS Ltd

## 1.0 INTRODUCTION

To comply with criteria within the Health & Safety at Work Act 1974 all companies that employ five or more staff must have a written comprehensive Health & Safety policy. To fulfil this legal requirement this Health & Safety Policy Handbook contains the full policy for Nelson and Colne College Group (incorporating Nelson & Colne College, Lancashire Adult Learning, Accrington & Rossendale College and all subsidiary undertakings).

The College Principal & Chief Executive along with the Governing Board (collectively known as the Board of Corporation) acknowledge the importance of their responsibility to fulfil their obligations and legal duty owed to themselves, employees, learners and other persons who may be affected by their acts or omissions to take reasonable care for their health, safety and welfare.

The operation and effectiveness of the policy will rely on the commitment of all management levels who have been allocated specific responsibilities. They shall implement the policy as a working procedure, therefore their commitment is essential in the dissemination of information contained in this policy to all staff and additional stakeholders at the College.

Everyone within the College community has a responsibility to:

- Take care of themselves and others that may be affected by their activities including students, contractors and other visitors to the College sites.
- Co-operate with members of the Board of Corporation, the College Principal and Line Managers on all Health and Safety matters necessary to ensure statutory duties are complied with.
- Participate with every person within the organisation in the implementation of the recommendations made, in order to achieve and maintain the highest standards of compliance with Health and Safety legislation.
- Report all hazards, defects or concerns to their immediate manager or other appropriate person i.e. Health and Safety Manager or any member of the Health and Safety Committee including all accidents and incidents arising from College activities.
- Adhere to specific requirements as detailed within the Health and Safety Policy.

This Health & Safety Policy Handbook is intended to provide essential information to inform stakeholders of the policies and procedures of how the College will fulfil its legal obligations in relation to Health & Safety legislation including its:

- Statement of Intent
- Management structure and responsibilities
- Policy Arrangements
- Monitoring and Review
- Auditing of Policy

The Health & Safety Policy Handbook should also be read in conjunction with any departmental Code of Conduct, which contain detailed specialist Health and Safety Information relating to activities and processes within those areas.

## 2.0 STATEMENT OF INTENT

The Board of Corporation is committed to their corporate responsibility for all matters related to the management of Health and Safety. Their position is that legal compliance is a minimum acceptable standard and that the College will seek to improve our safety arrangements. They will seek assurance through the Management and Health and Safety Committee structure by periodic reports or specific studies that the College is providing a working environment where the Health and Safety of all staff, students, contractors and visitors is, so far as reasonably practicable, assured.

Their oversight and promotion of the safety arrangements will not only aim to ensure everyone using the Estate complies with the relevant legislation but takes positive action to prevent ill health, injury or loss. The College seeks to create and maintain a stimulating and vibrant working environment that promotes excellence in academic and supporting activity. It is a fundamental principle that such a working environment should be safe and without risks to health, and it is imperative that all parties follow the requirements of this policy. Students, on leaving the College, should have an attitude of mind which expects good Health and Safety practice to be normal procedure. This will only occur if College staff set high examples by personal example and by ensuring that safe practice is routine.

The Board of Corporation undertake to ensure adequate resources are provided to allow high standards of Health and Safety to be maintained. They will periodically commission reports or audits to review the safety management system and existing arrangements to promote the continuous improvement of Health and Safety performance.

Whether working or studying, Health and Safety is an area in which we all share a common interest and one in which we are all stakeholders. We all have a personal responsibility for our own Health and Safety and that of others. Health and Safety is a core management function and one which we will try to integrate into other

management tasks, particularly at the outset of any new activities – in this way safety will be built in from the start.

This policy together with sub policies, guidance and procedures published on the College Staff Extranet and elsewhere, comprise the arrangements for managing Health and Safety within the College.

The maintenance and continuing development of Health and Safety management systems are priorities for the College. Not only do we wish to reduce the risk of injuries and ill health but we also recognise that the effective management of Health and Safety can make a significant contribution to the performance of the College by helping minimise losses and liabilities.

The development throughout the College of a culture supportive of Health and Safety is essential for the achievement of adequate control over risks. We will take all reasonably practicable steps to promote and maintain a positive Health and Safety culture and throughout our Estate paying particular attention to the following objectives:

- To provide and maintain, provision for adequate facilities and welfare arrangements and so far, as is reasonably practicable, make arrangements for the safe use, handling, storage and transportation of articles, materials, substances and provide safe plant, machinery, equipment and systems of work based on sound risk management principles.
- To provide all staff, students and visitors with sufficient Information, Instruction, Training and Supervision that is relevant and appropriate to our activities so that they can work safely and efficiently.
- Conduct proactive suitable and sufficient risk assessment by a competent person to identify foreseeable hazards that could affect employees, students, visitors and so far as is reasonably practicable, eliminate or reduce the risks.
- Maintain an organisational management structure that will promote a positive Health and Safety culture which supports risk control at all levels within the College, particularly at senior management levels and to effectively control the activities of all outside contractors when on College sites.
- Work closely with appropriate external agencies, College networks and other governing bodies to ensure our continued adoption of best-practice solutions in Health and Safety management.
- Appoint competent persons to assist and advise the College in matters related to Health and Safety as appropriate.
- To maintain effective communications and consultation on Health and Safety issues in pursuit of our aims.
- To provide provision of appropriate first aid treatment for those injured whilst on College premises.

- To ensure that all accidents and incidents are appropriately dealt with, including informing the Health & Safety Executive of any instances where RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) applies.
- To ensure that emergency evacuations of premises are practiced on a termly basis and recorded and that safe access and egress is maintained from all sites and places of work.
- To constantly monitor, evaluate and audit the effectiveness of Health and Safety management, action plans and strategies and provide reports to the Board of Corporation, Senior Leadership Team and Health and Safety Committee.

As specified in the 'arrangements' section below, it will be the responsibility of the College Leadership Team to ensure that such arrangements are in place in the areas they control.

This Policy will be used as a practical working document and will be reviewed at least every two years, or as necessary, to ensure compliance, and will be fully communicated to staff and students via the College Staff Extranet and website.

**Signed:**



Principal and Chief Executive



Chair, Board of Corporation

**8<sup>th</sup> July 2024**