



education
training
collective

Health and Safety Policy

Date approved:	July 2024	Review Date:	July 2026
Approved by:	FE Corporation		
Relevant to (please ☒):	☒ Bede	☒ Innersummit	☒ NETA ☒ RCC ☒ SRC ☒ Skills Academy
Signed (Lead Manager):	Edward Ohr		
Print Name:	Edward Ohr		

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1. Purpose

Health and Safety Policy Statement

This Health and Safety Policy is written as a requirement of Section 2 of the Health and Safety at Work Act 1974.

The Governing Body of the Education Training Collective (Etc.) acknowledges its responsibilities under the Health and Safety at Work Etc. Act 1974, associated legislation and regulations applicable to the scope of Etc undertakings, for ensuring the health, safety and welfare of their employees and others - learners, contractors and visitors - who may be affected by the facilities and activities of Etc.

With regard to the implementation of this Health and Safety Policy, the Governing Body acknowledges their ultimate responsibility for health and safety, and delegates its responsibility. The Health and Safety Officer is the employee assisting Etc. achieve legal compliance under the Health and Safety at Work Etc. Act 1974 .

Senior Post Holders, Senior Leadership Team, Budget Holders, and other nominated staff have been given health and safety duties for which they are accountable.

Etc believes all accidents, incidents and occupational ill health are preventable and Etc is committed to achieving this by:

- providing adequate resources for the management of health and safety
- ensuring all employees are competent to carry out their tasks
- ensuring individuals are made aware of and acknowledges their personal responsibility to take all reasonable precautions to ensure their own safety and the safety of themselves and others
- providing suitable and sufficient health and safety information, training, instruction and supervision
- ensuring learning takes place in a safe, healthy and supportive environment which meets the needs of learners
- encouraging all staff, learners, contractors and visitors to report hazards and to intervene in any bad practice witnessed
- systematically identifying hazards, assessing the risks and eliminating or controlling identified risks
- embedding and establishing rigorous and robust safety management systems which will be continuously reviewed to improve and maintain safety performance

This Policy, together with assessment findings prepared in pursuance of other statutory regulations, will be brought to the attention of all employees via line managers.

Etc. will ensure employees are consulted on matters that affect their health and safety.

The effectiveness of the Policy will be monitored through safety inspections, emergency procedures, accident reporting, risk assessment reviews and quality audits. The Policy will also be reviewed periodically, and at other times as may be deemed appropriate due to new equipment, hazards, process or regulations.



Grant Glendenning
Chief Executive and Group Principal

Date: 4 July 2024

2. Scope

All individuals employed by and working for Etc. regardless of role, have of responsibility for implementing and adhering to Etc's Health and Safety Policy as outlined below:

2.1. Individual Responsibilities

2.1.1. The Governing Body

The main functions of the Governing Body are:

- to seek assurance the health and safety management system is effective
- to include health and safety on its meeting agenda
- to review and / or request health and safety reports

2.1.2. Chief Executive and Group Principal

The **Chief Executive and Group Principal** has ultimate responsibility for ensuring a robust safety management system is implemented which ensure compliance with the Health and Safety at Work Etc. Act 1974 and subordinate legislation through this policy. The **Chief Executive and Group Principal** is accountable for:

- providing adequate resources for the management of Health and Safety to enable arrangements within the Health and Safety Policy to be implemented
- ensuring that appropriate insurance cover is maintained to satisfy both statutory and business needs
- supporting Senior Management Team, Budget Holders and employees in the implementation of all aspects of this Health and Safety Policy and supplementary safe systems of work
- ensuring regular inspections are carried out and submitting such inspection report to the Governing Body
- ensuring the communication of information on health and safety matters to appropriate people
- liaising with the Governing Body on policy issues and any problems in implementing the Health and Safety Policy
- ensuring that adequate facilities are provided for Trade Union Appointed Safety Representatives
- appointing in writing a 'competent person' to enable the Etc. to implement the measures required to comply with health and safety law

2.1.3. Chief Operating Officer

The **Chief Operating Officer** responds in the first instance to the **Chief Executive and Group**

Principal.

The Chief Operating Officer's is accountable for the following health and safety matters:

- monitoring the effectiveness and implementation of the health and safety policy
- communicating all health and safety matters to the **Chief Executive and Group Principal**
- forwarding to the Health and Safety Officer, all identified factors in relation to health and safety
- supporting the Health and Safety Officer in all aspects of health and safety

2.1.4. Other Senior Post Holders

Other Senior Post Holders respond in the first instance to the **Chief Executive and Group Principal**.

Other Senior Post Holders is accountable for the following health and safety matters:

- Supporting the Health and Safety Officer while discharging their duties
- Supporting Senior Post Holders, Senior Management Team and Budget Holders discharge health and safety accountabilities and responsibilities.

2.1.5. Group Director of Digital Transformation

The **Group Director of Digital Transformation** responds in the first instance to the **Chief Operating Officer**

The **Group Director of Digital Transformation** health and safety accountabilities and responsibilities include:

2.1.6. Other Senior Management Team Post Holders

Other Senior Management Team Post Holders respond in the first instance to the relevant **Senior Post Holder**.

Other Senior Management Team Post Holders includes but is not limited to:

- Deputy CEO
- Principal Directors
- Principals
- Assistant Principals

Other Senior Management Team Post Holders are accountable for the following health and

safety matters:

- Supporting the Health and Safety Officer while discharging their duties
- Supporting Senior Post Holders, Senior Management Team and Budget Holders discharge health and safety accountabilities and responsibilities.

2.1.7. Head of Estates

The **Head of Estates** responds in the first instance to the **Group Director of Digital Transformation**

The **Head of Estates'** health and safety accountabilities and responsibilities include:

- Chairing the Health and Safety Committee
- Overview of health and safety provision

2.1.8. Budget Holders

Budget Holders respond in the first instance to their appropriate member of the Senior Management Team, and with regards to health and safety have delegated responsibility for their area. Their responsibilities include:

- maintaining necessary competencies to discharge their responsibilities with respect to health, safety and welfare
- ensuring the effective implementation of arrangements detailed within this policy
- monitoring the effectiveness of this policy within operational areas which they are accountable and responsible for
- ensuring periodic safety inspections are undertaken with corrective actions identified , implemented recorded and reported to the Health and Safety Officer for verification
- ensuring that work spaces within operational areas which they are accountable and responsible for are safe (so far as is reasonably practicable).
- ensuring that external (off-campus) learning environments are assessed for health and safety suitability before first use, at least annually thereafter and written records submitted to the Health and Safety Officer for verification.
- undertaking or overseeing the undertaking of risk assessments as necessary e.g. including but not limited to General Risk Assessments, Manual Handling Risk Assessments, DSE Risk Assessments, COSHH Risk Assessments, PPE/C Risk Assessments.
- provide copies of all risk assessment to the Health and Safety Officer on completion
- communicating the findings of risk assessments, etc. for their area to all employees under their control
- identifying and listing all equipment requiring mandatory inspection and test, and making

this information available to the Health and Safety Officer in a timely manner

- ensuring all work equipment is safe prior to first use and that all defective work equipment and plant is removed from service and segregated
- complying with all health and safety procedures established by Etc.
- ensuring personal protective equipment and clothing (PPE/C) protective equipment is available and the use of PPE/C is enforced in line with risk assessment and/or best practice
- cooperating fully with the Health and Safety Officer and bringing to his attention any matters of concern in relation to health, safety and welfare

2.1.9. Other specific health and safety responsibilities

A range of other specific roles include health and safety roles responsibilities, which include but is not limited to:

- COSHH Assessors
- Duty Managers
- Fire Marshals
- Fire Wardens
- First Aiders
- Legionella Responsible Person(s)
- Off-Site Visit Leaders
- Radiation Protection Supervisor(s)
- Risk Assessors
- Work Experience Organisers

These roles are outlined in the appropriate appendices of this policy and / or other Etc. policies and procedures.

2.1.10. Health and Safety Officer

The Health and Safety Officer is the named 'competent person' for health and safety reporting in the first instance to the Head of Estates and is responsible for:

- ensuring that the objectives of this Health and Safety Policy and related policies and procedures are understood and implemented by Senior Postholders, Senior Management Team, Budget Holders and employees
- provide support, advice and guidance to:
 - **the Governing Body,**
 - **the Chief Executive and Group Principal**

- the **Chief Operating Officer**
 - the **Group Director of Digital Transformation**
 - the **Head of Estates**
 - **Deputy CEO**
 - **Principals**
 - **Assistant Principals**
 - **Budget Holders**
- in all matters relating to health, safety and welfare so as to assist in the statutory duties they are responsible and accountable for.
 - coordinating health and safety monitoring activities
 - advising on relevant health and safety training for employees, and coordinating such training in conjunction with the Director of Human Resources.
 - liaising with external bodies e.g. Health and Safety Executive (HSE), Environment Agency, local fire authority, local authority environmental health department Etc.
 - liaising with Budget Holders as necessary for the identification of work equipment subject to statutory examination and / or inspection
 - ensuring adequate records are maintained of statutory examinations and/ inspections
 - liaising with Budget Holders to ensure defects identified as a result of statutory examination / inspection are rectified
 - ensuring systems are implemented for reporting and recording accidents, injuries, incidents, medical incidents, occupational diseases and dangerous occurrences are recorded, investigated and reported to the relevant enforcing authority where necessary
 - ensuring that arrangements exist (via Budget Holders) for the effective communication to employees of matters relating to health, safety and welfare
 - preparing periodic written health and safety reports for Etc. Governing Body as and when requested

2.1.11. Employees

Employees of Etc. consist of senior and middle managers, lecturers, teaching assistants, technicians, clerical staff, support staff and facilities staff. All employees are responsible for:

- complying with the legal requirements of the Health and Safety Etc. at Work Act 1974 and all subordinate legislation and regulations
- complying with other primary legislation and subordinate legislation, regulations and orders relating to the environment, fire safety and food safety.
- taking reasonable care of their own safety and the safety of others who may be affected by their acts or omissions
- cooperating in all matters relating to health and safety management in the discharge of

Etc's legal duties under the Health and Safety at Work Act Etc. 1974 and subordinate legislation

- adhere to all safe working procedures and setting a good example for learners to follow
- reporting near misses, accidents, injuries, diseases and defective equipment
- understanding that they must not interfere with any item provided for the purpose of safety or health
- participating in inspections and the Health and Safety Committee, where applicable
- bringing any health and safety concerns to the relevant managers' attention

2.1.12. Learners

Learners are responsible for:

- cooperating with Etc. to maintain a safe work environment
- observing health and safety law and Etc. procedures
- dressing appropriately for study and other activities to be undertaken
- using correctly and not wilfully misusing, neglecting, damaging or interfering with equipment, materials and premises provided for the purpose of health, safety and welfare or for their own tuition or the tuition of others

4. References and related Documentation

The health and safety arrangements within this Policy are augmented by the attached appendices which are maintained by the Health and Safety Officer and amended as and when necessary.

5. Location and access

The Etc. Group Gateway Site – Group Information – Policies and Forms – Health and Safety
The Etc. Group Gateway site – Health and Safety - Policies and Procedures



Procedure:

Health and Safety Policy - Arrangements

ETC's health and safety arrangements are detailed in the appendices to the Health and Safety Policy.

An index of the appendices is below.

Appendices

1. Risk Assessment
2. Display Screen Equipment
3. Personal Protective Equipment
4. COSHH
 - 4.1. COSHH Addendum: Explosive & Poisons Pre-Cursors
5. Emergency Fire Action
6. Accidents and First Aid
7. Safety Inspections
8. Smoking and E-Cigarettes
9. Work Experience
10. Young Workers
11. Working at heights
12. Bomb threats

14. Sharps injuries and disposal
15. Internal Prohibition Notices
16. Manual Handling