

**SHCG POLICY REVIEW COVERSHEET**

**A few key tips;**

- Please use track changes throughout
- Please keep policy as high level as possible, avoid the use of personal names (use job titles), try to avoid adding in details of process or procedure. If in doubt focus on the College’s **general intent** rather than the specifics of what it might do in every eventuality (this is a procedure)
- Please ensure any procedural elements are appended to the main policy document and not contained in the main body. Procedures are considered ‘internal’ documents and would not necessarily be published /shared in the public domain.
- Please return this cover sheet and the policy (with track changes) to the Exec Admin Team.
- We are harmonising (in most cases) 3 policies into one, please try to ensure you’ve captured any specifics from individual College policies (that may be relevant) into the new Group policy.
- Continue to use the ‘old’ policy until you have been notified your review has been approved via SLT/Committee/Corporation. Public policies (website) will automatically be updated on your behalf and intranets will be updated via appropriate staff.

<b>NAME OF POLICY</b>	Health and Safety Policy
<b>PERSON REVIEWING</b>	Justin Etheridge
<b>TYPE OF REVIEW</b> <b>CYCLICAL:</b> It’s due ‘regular’ review. <b>LEGAL :</b> Change of law/statutory rules <b>INTERNAL :</b> Change of internal process/procedure/postholder <b>NEW:</b> Brand new policy	Cyclical
<ul style="list-style-type: none"> <li>• <b>BRIEF OVERVIEW OF CHANGES</b></li> <li>• Add here simple bullet points of the changes you have made – this should be enough for the Committee to approve the changes <u>without</u> seeing each page of the policy; e.g.</li> <li>• Various changes in line with KSCIE guidance Sept 204</li> <li>• Removal of gender specific pro-nouns</li> <li>• Updated terminology from HR to People &amp; Culture</li> </ul>	<ul style="list-style-type: none"> <li>• Job titles only</li> <li>• A wider review of the H&amp;S Responsibilities and H&amp;S Arrangements documents (that link to this policy) is being completed by New Group Lead H&amp;S Compliance Mark Hannibal</li> </ul>
<b>SPECIFIC ITEMS TO NOTE</b> Add in here any specific details that you think ELT or the approving Committee need to understand in order to approve the changes; <ul style="list-style-type: none"> <li>• This Y policy replaces the earlier policy called X.</li> </ul> <b>WHERE POSSIBLE PLEASE INCLUDE THE NAMES/LINKS TO EXISTING POLICIES THAT ARE BEING REPLACED</b>	There are no material changes to this policy

# HEALTH & SAFETY POLICY

<b>Audience:</b>	X-COLLEGE
<b>Requirement:</b>	ESSENTIAL
<b>Policy Owner:</b>	Chief Operating Officer/Chief People Officer
<b>Review Delegation:</b>	Corporation
<b>Review Cycle:</b>	Annual
<b>Last Review:</b>	November 2024
<b>Due for Review:</b>	November 2026

## SOUTH HAMPSHIRE COLLEGE GROUP

### HEALTH AND SAFETY POLICY

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## Health & Safety Statement

Pursuance: The Health and Safety at Work etc. Act 1974  
The Management of Health and Safety at Work Regulations 1999

South Hampshire College Group, through the Board of Corporation and the CEO, has responsibility placed upon it by The Health and Safety at Work etc. Act 1974, to provide and maintain safe and healthy working conditions, equipment and systems of work for all their employees, and to provide such information, training and supervision as they need for this purpose.

They also accept responsibility for the health, safety and welfare of other people who may be affected by our activities.

The South Hampshire College Group will require the support of all their employees in order to achieve the objectives of the safety policy. There will be employer / employee consultation on health and safety matters and individuals will be consulted before allocating particular health and safety functions.

The organisation and arrangements for implementing this policy are set out in the College Health and Safety Policy.

The South Hampshire College Group will ensure that all health and safety arrangements are appropriately implemented for staff and students involved in external work experience or work placement.

This Policy Statement and the South Hampshire College Group Health and Safety Policy will be regularly reviewed and revised, particularly as the business changes in nature and size.

Signed:



Andrew Kaye  
CEO

Signed:



Sandra Prail  
Chair

Date            04 December 2024

## **1.0 Statement of Principles**

This is the Health and Safety Policy Statement of South Hampshire College Group. It indicates the intention, organisation and arrangements regarding the safety and health at work of employees and others, whilst on the organisation's premises, undertaking College activities in the community or placed/working with other Companies/ Organisations, for the purposes of educational and occupational training.

This Policy also addresses the organisation's approach regarding the safety and health of learners/ students, the public, visitors and contractors on its premises and those premises not owned by South Hampshire College Group.

Specific assessment of risk and supporting operational policies and procedures set out the health and safety arrangements, which the College will implement. These seek to eliminate, or reduce to minimum practicable levels, any risk to staff, learners/students, visitors and external clients

The policy is aligned with key stakeholder's policies and procedures. This includes the Education and Skills Funding Agency (ESFA) and The European Social Fund (ESF).

### **1.1 Intent**

It is the policy of South Hampshire College Group 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, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation as appropriate. It is the responsibility and duty of all staff, learners/students and others to co-operate with the organisation and to conform and comply with the requirements of this policy and associated arrangements, procedures and Codes of Practice which apply.

## **2.0 Objectives**

In order to achieve compliance with the statement of policy, the organisation, has set the following objectives that apply to staff, learners/students, visitors, external clients and stakeholders where appropriate:

- 2.1 To set and maintain high standards for health and safety at all operational sites and with partners and external contracts.
- 2.2 To provide working environments, in all areas connected with the organisation that are safe, without significant risk to health and provide adequate facilities and arrangements for the welfare of those at work.
- 2.3 To provide means of access and egress that are safe and without risk.
- 2.4 To provide plant, equipment and systems of work that are safe and without significant risk to health.

- 2.5 To provide information, instruction, training and supervision as is necessary to ensure the health and safety at work, of staff, learners and others undertaking their working activities, operating equipment and handling materials.
- 2.6 To plan arrangements for ensuring safety and absence of significant risk to health in connection with the use, handling, storage and transportation of articles and substances.
- 2.7 To identify risks and set in place procedures to remove or reduce these risks.
- 2.8 To enter into joint consultation on health, safety and welfare at work with its staff through the Health and Safety Committee meeting at least three times a year, communicating this policy and relevant information on health and safety issues via induction, on-going training and through Health and Safety Committee representation. Sub-committees will report to the main organisation Health and Safety Committee.
- 2.9 To provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken in connection with the operations of the organisation.
- 2.10 To provide first aid facilities and training for nominated personnel responsible for the administering of first aid; and to implement accident, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) investigation and recording arrangements.
- 2.11 To have emergency procedures in place and nominated trained personnel to facilitate the evacuation or 'lockdown' of staff, learners/ students, visitors and contractors under such circumstances and to ensure hired premises have sufficient emergency procedures.
- 2.12 To monitor health and safety operations in all business undertakings.
- 2.13 To review, revise and add where necessary to this policy and operational procedures to ensure that current organisational arrangements, legislation and best practice are incorporated. Any such revisions or additions will be brought to the notice of staff and others to whom they apply.
- 2.14 The organisation also recognises its duty to conduct its undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment but who may be affected thereby are not exposed to risks to their health or safety.

### **3.0 Scope (including responsibilities)**

All employees, students, contractors, employers and governors have an equal responsibility for the Health and Safety of the South Hampshire College Group. It is the responsibility and duty of all staff, learners/students, governors and the public, visitors and contractors on South Hampshire College Group premises for the Health and Safety of each other and the environment they share. More specific details about individual responsibilities can be found here [HS procedures RESPONSIBILITES.docx](#)

#### **4.0 Arrangements to deliver this policy**

This policy will be delivered by:

- a. The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to the College which will be made available internally on the Intranet.
- b. Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility.
- c. The use of designated Health and Safety Management platform to provide management tools to both assist managers to implement the Health and Safety management system and to monitor their progress.
- d. The provision of appropriate health and safety training such as Health and Safety Awareness, Display Screen Equipment Assessment etc.
- e. The promotion of health, safety and welfare of all colleagues through campaigns, communications, seminars and questionnaire.
- f. Engaging our recognised trade union colleagues in effective consultation and actively supporting Safety Representatives in the fulfilment of their role

#### **5.0 Monitoring**

The effectiveness of the organisation's Health and Safety Policy will be monitored in the following way:

- 5.1 Accident/incident reporting and analysis: There are systems in place for reporting, recording and analysis of all accidents and incidents with a view to determining and reducing, as far as reasonably practicable, their causes.
- 5.2 Investigations will be conducted, where appropriate, in order to determine potential breaches of statutory obligations or internal policy/procedures. These identify, where deemed appropriate, additional preventative and protective measures.
- 5.3 Where the organisation is undertaking contracted work for another organisation, the accident reporting procedures will be clarified in the agreement with that organisation.

#### **Measuring performance:**

- 5.4 Inspections, risk assessments and health and safety audits will be carried out at the organisation's workplaces and the resulting action plans addressed by managers in conjunction with representative.
- 5.5 The Group Lead H&S Compliance will formally monitor the site health and safety inspections and risk assessments completed through an internal audit programme.

#### **Reviewing Performance:**

- 5.6 The COO will prepare an annual report (submitted to Governors) evaluating the health and safety performance of the organisation. The annual report will refer to the following areas:
  - Health and Safety performance for the previous year

- Measuring performance statistics
- Health and Safety learning and development
- Health and Safety planning for the coming year

## **Implementation**

- 5.7 The Policy describes a broad range of responsibilities across all levels of the college. The Policy will be delivered and followed at all levels and maintained to ensure that the College provides a safe environment. It is the responsibility of any staff who suspect for any reason, that the policies or procedures are no longer effective or are not being followed, to highlight this with their individual line managers and the Group Lead H&S Compliance for potential review.
- 5.8 The full delivery of a safe workplace is supplemented by carrying out of risk assessments specific to individual work areas generated within faculties/departments which will contain additional controls, procedures and instructions not detailed in this Policy.

## **Presentation and Review**

- 5.9 This Policy and any revisions will be drawn to the attention of every stakeholder, partnership and employee of the organisation
- 5.10 The contents of the documents produced under this policy will be brought to the attention of anyone for whom the contents are relevant.
- 5.11 This Policy and accompanying documentation will be reviewed and where necessary revised on an annual cycle unless an earlier review is prompted by changes in organisational structure, legislation or procedures.

## **6.0 Supplementary Policies and Guidance**

The organisation's Health and Safety Policy will be supplemented by a number of specific policies and related procedures which will be reviewed and updated as appropriate. All policies will be available on the intranet.

## Appendix A – Applicable Legislation

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

<b>The 'Umbrella Act'</b>
Health and Safety at Work etc. (HASAWA) 1974
<b>The HSE 'Six-Pack'</b>
Workplace (Health, Safety and Welfare) Regulations 1992[8]
Management of Health and Safety at Work Regulations 1999[5]
Provision and Use of Work Equipment Regulations (PUWER) 1998[6]
Manual Handling Operations Regulations 1992[7]
Personal Protective Equipment (PPE) at Work Regulations 1992[9]
Health and Safety (Display Screen Equipment) (DSE) Regulations 1992[10]
<b>Others</b>
Carriage of Dangerous Goods (CDG) and Use of Transportable Pressure Equipment Regulations
Chemicals (Hazard Information and Packaging for Supply) (CHIP) Regulations 2002
Confined Spaces Regulations 1997
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
Corporate Manslaughter and Corporate Homicide Act 2007
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
Disability Discrimination (employment) Regulations 1996
Electricity at Work Regulations 1989
Employers' Liability (Compulsory Insurance) Act 1969
Gas Safety (Installation and Use) Regulations 1998
Hazardous Waste (England and Wales) Regulations 2005
Health and Safety (Consultation with Employees) Regulations 1996
Health and Safety (First Aid) Regulations 1981
Health and Safety (Information for Employees) Regulations 2009
Health and Safety (Offences) Act 2008
Health and Safety Information for Employees Regulations 1989
Health and Safety (Signs and Signals) Regulations 1996
Health and Safety (Training for Employment) Regulations 1990
Legionnaires' disease: The control of Legionella bacteria in water systems ACOP (L8)
Health and Safety (Young Persons) Regulations 1997
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
Noise at Work Regulations 1989
Oil Storage Regulations 2001

Pressure Systems Safety Regulations 2000
Registration, Evaluation, Authorisation & restriction of Chemicals (REACH) Enforcement
Regulatory Reform (Fire Safety) Order 2005/ Regulatory Reform (Fire Safety) Subordinate
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
Safety Representatives and Safety Committees Regulations 1977
Safety Representatives and Safety Committee Regulations 1997
The Smoke-free (Premises and Enforcement) regulations 2006
The Smoke-free (signs) Regulations 2007
Work at Height Regulations 2005
Work in Compressed Air Regulations 1996
Working Time Regulations 1988
The Young Person's Safety Act (1995)
<b>Notable Approved Codes of Practice</b>
(L8) Legionnaires' disease, and the control of legionella bacteria in water systems
<b>Useful Technical Guidance</b>
HSG 274: Legionnaires' disease