

# The Chesterfield College Group

## Health & Safety Policy



<b>Family:</b>	Corporate Governance and Legal Frameworks
<b>Reference Code:</b>	GOV08 / CC-SHE 1.1 – 1.2
<b>Manager Responsible:</b>	Safety, Health, and Environment Manager
<b>Committee for Approval:</b>	Health and Safety / Corporation Board
<b>Approval Date:</b>	July 2023
<b>Issue Date:</b>	July 2023
<b>Review Date:</b>	July 2025

<b>Impact Assessment status</b>	In preparing the Policy, any potential disproportionate impact it might have upon individuals with protected characteristics, as defined in the Equality Act 2010, have been carefully considered. It is the conclusion of the College Group that the Policy does not adversely impact on individuals with any of the protected characteristics.
<b>Issue Number</b>	8
<b>Issue Date</b>	July 2023
<b>Review Date</b>	July 2025
<b>Originator</b>	Safety, Health, and Environment Manager
<b>Responsibility</b>	Principal and CEO

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## Aim

The Chesterfield College Group (and all the businesses that come under that title) is committed to making health and safety the highest priority in every aspect and activity.

## Scope

This policy and associated operating procedures apply to Chesterfield College, which includes Learning Unlimited, and to our subsidiary companies; Training Services 2000 Ltd (LU Derby), Learning Unlimited ATA Ltd, Recruit Unlimited Ltd and Chesterfield College Enterprises Ltd.

The Health and Safety Policy system is intended to cover all Chesterfield College Group businesses and locations and is generated to offer guidance to all departments, staff, students, suppliers, and contractors.

## Policy Statements

### General Principles

We are dedicated to ensuring the health and safety of all persons who may be affected by our activities by:

- a) Providing, managing, and maintaining a suitable and sufficient environment and facilities for the welfare of staff and students which are, so far as is reasonably practicable, safe and in which risks to health are controlled.
- b) Providing, managing, and maintaining plant and equipment so that it is, so far as is reasonably practicable, safe and that risks to health are controlled.
- c) Ensuring that the use, handling, storage and transport of items and substances are carried out safely and that risks to health are controlled.
- d) Assessing the hazards and risks in the College environment through risk assessment and implementing systems that are safe and where risks to health are controlled.
- e) Providing the necessary organisation, expertise, and resource, including communication and consultation, planning, monitoring, inspection, and auditing procedures to ensure that there is effective management of health and safety throughout the College.
- f) Ensuring that our staff and any contractors we use are competent, trained and authorised to carry out their tasks and have in place a suitable and sufficient risk assessment and safe system of work.
- g) Providing the information, instruction, training, and supervision at all levels necessary to ensure that our staff and students are aware of the hazards at their workplace, together with the appropriate measures to be taken to protect against these hazards.
- h) Keeping up to date with best practice in relation to health and safety and as a minimum complying with all relevant legislation and authoritative guidance.



The Principal and CEO bears ultimate legal responsibility for the safety of staff, students and other people affected by the College Group activities. The Principal and CEO entrusts the Senior Management Team and College Management Team with the provision of management for health and safety.

Responsibility for the provision of management of health and safety within Chesterfield College Group lies with the Principal and CEO, who is responsible for ensuring that this Policy is implemented effectively. The Principal and CEO will ensure that the safety management of the College complies with this Policy, both in general and as regards specific safety legislation. This will be achieved through the development of appropriate procedures, adequately resourced, in support of the general statement of this policy and the fostering of a culture that demands a high standard of safety performance from all members of staff.

### **Health and Safety Board**

The College Group Health and Safety Board is the central consultative forum for the discussion of safety matters between the College Group as the employer and its employees.

### **Senior Management Team (SMT)**

Each member of the Senior Management Team has responsibility for particular areas of College Group policy; strategic decision-making must be made in full consideration of the impact on health and safety. The responsibility for health and safety is an intrinsic part of these management responsibilities and continues the cascade of health and safety responsibility through to its eventual implementation within the College. The Principal and CEO has the direct line of responsibility within the Senior Management Team for health and safety.

### **College Management Team (CMT)**

Members of the College Management Team have direct 'day to day' responsibility for the health, safety, and welfare of their areas of accountability. Responsibility for health and safety is an intrinsic part of management and continues the cascade of health and safety through to its eventual implementation within the College. The Assistant Principal People and Culture has responsibility for overseeing the 'management' of health and safety within the College Group through this team.

### **Safety, Health and Environment Department (SHE)**

The Safety, Health and Environment department is the "competent person" appointed by the College Group under the Management of Health and Safety at Work Regulations 1999. The role of the Safety, Health and Environment department is to provide specialist advisory services to the College on all aspects of health, safety, and occupational health, to monitor the health and safety performance of the College, to enforce legislative compliance and this Health and Safety Policy on behalf of the Principal and CEO and to provide advice and support to those responsible for implementing health and safety. The Safety, Health and Environment department has a direct line of responsibility to the Assistant Principal People and Culture.

### **Specific Organisational Responsibilities**

Specific responsibilities are detailed in the individual procedures that form the arrangements of this Health and Safety Policy, as detailed in the Chesterfield College Group Safety, Health and Environment Manual.

### **Chesterfield College Group Employees**

All staff are legally required to conduct themselves at all times so as not to endanger their health and safety or that of any other person who may be affected by their acts or omissions. They must comply with all health and safety requirements and follow the procedures, rules, and guidance from their managers. They must report any health and safety concerns they have to their manager or the Safety, Health and Environment department.

### **Chesterfield College Group Students**

All students are required to conduct themselves at all times so as not to endanger their health and safety or that of any other person who may be affected by their acts or omissions. They must comply with all health and safety requirements and follow procedures, rules, and guidance from College staff. They must report any health and safety concerns they have to their tutors or the Safety, Health and Environment department.

## **Communication Flow**

In addition to the communication flow stated in the responsibilities above, the Policy is displayed in the Safety, Health and Environment Manual on the staff intranet.

All new starters are made aware at induction of the Manual, how to locate it and read the required contents for their roles.

Any new revisions are highlighted through cross College communication.

## **Monitoring**

The established Health and Safety system will be audited on a regular basis to ensure compliance and to seek out areas for improvement. Non-conformances (NC) will generate an action plan to ascertain the corrective actions required.

The Health and Safety system is also periodically audited by external organisations with any appropriate NC's identified for action by the College Group.

The Policy will be reviewed every two years or in line with changes in Health and Safety legislation.

## **Associated Information and Guidance**

Where there are no existing College policies or guidance, the College expects our staff, students, and contractors to meet the highest relevant standards and to comply with relevant legislation.

The College Health and Safety Policy is largely determined by the following legislation:

- Health and Safety at Work etc. Act 1974
- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005

- Electricity at Work Regulations 1989
- Approved Code of Practice and Guidance for Legionella (L8)
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Pressure Systems Safety Regulations 2000
- Dangerous Substance and Explosive Atmospheres Regulations 2002
- Hazardous Waste (England and Wales) Regulations 2016
- Health and Safety (First Aid) Regulations 2013 (amended)
- Control of Lead at Work Regulations 2002
- Lifting Operations and Lifting Equipment Regulations 1998
- Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2015
- Health and Safety Information for Employees Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (amended)
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Control of Asbestos Regulations 2012
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and Safety (Offences) Act 2008
- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety (Safety Signs and Signals) Regulations 1996

## Procedures

The College Group Safety, Health and Environment Manual documents the various health and safety arrangements and procedures established under Chesterfield College Group. Its purpose is to assist in the identification and control of workplace hazards and thereby promote a safe and healthy environment for employees, students, visitors, and contractors.

The information and procedures documented within the College Group Safety, Health and Environment Manual have been developed specifically for Chesterfield College Group in accordance with current legislation and form part of the College Group Health and Safety Policy.

The Manual holds in excess of 130 procedures.

All procedures can be found [here](#).