

GOV08 – Health and Safety Policy

Policy Family:	Corporate Governance and Legal Framework
Reference Code:	GOV08 / CC-SHE 1.1 – 1.2
Issue Number:	9
Originator:	Safety, Health & Environment Manager
Responsible Manager:	Safety, Health & Environment Manager
Committee for Approval:	Health and Safety/Corporation Board
Approval Date:	December 2025
Issue Date:	December 2025
Review Due:	December 2027

Impact Assessment Status: 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.

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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.

The college has adopted a 'Safety First' branding in relation to health and safety and continually drives forward an improvement plan to enable a Safety First culture to be embedded across the whole group.

Scope

This policy and associated operating procedures apply to Chesterfield College Group, 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 of the 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) Introducing a 'Safety Shield' contract between the college and students/apprentices in high risk areas, which will be extended to employers where appropriate.
- c) 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.
- d) Ensuring that the use, handling, storage and transport of items and substances are carried out safely and that risks to health are controlled.
- e) 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.
- f) 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.

- g) 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.
- h) 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.
- i) 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.
- j) Consulting with and involving our staff and students in matters relating to their own health and safety.

We expect staff, students, contractors and non-employees to share this commitment by complying with our policies and procedures and to understand that they too have a legal and moral duty to ensure their own health and safety and that of those who may be affected by what we do. The College will drive improvements in health and safety performance by aiming for the safest possible environment for those attending our sites, therefore fully embedding our Safety First culture. If you cannot do something safely, avoid it and seek advice from the Safety, Health and Environment (SHE) Department. If you see someone carrying out an unsafe act, challenge them and make sure that you report it to your Line Manager.

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, students, contractors or non-employees.

I and the other members of the Senior Management Team are committed to this Policy and to the implementation and maintenance of the highest standards of Health, Safety and Welfare across the College Group businesses. We expect every member of Chesterfield College Group to share this commitment and to work together to achieve it.

J Richards

Signed: _____ Date: 06/11/2025

Principal / Chief Executive Officer

Organisation of Health and Safety

The organisation for health and safety parallels the general management structure of the College. Each level of management is responsible for those below and accountable to those above; to the extent that one has control, one has responsibility. This is so that responsibility for ensuring high standards of health and safety performance remains with those who design, arrange or direct the work of the College Group and to foster a thriving health and safety culture throughout the business.

The following sections describe the organisation of health and safety within the College Group:

Health and Safety Policy

Comprised of a statement of intent, the organisational responsibilities as set out in this document and arrangements consisting of other policies and procedures form part of the overall Health and Safety Policy.

The Principal and CEO

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 as a whole, 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.

Lead Health and Safety Governor

The college has appointed a Health and Safety lead governor who attends the Health and Safety Committee and reports back to the board of governors.

Health and Safety Committee

The College Group Health and Safety Committee 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)

The members of the College Management Team have direct 'day to day' responsibility for the health, safety and welfare of their areas of accountability. The 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 (SHE) Manager

The SHE Manager 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 Manager is to provide specialist advisory services to the College on all aspects of health, safety and occupational health, whilst also managing all operational tasks related to health, safety and environment within the department through to completion. They monitor the health and safety performance of the College, enforce legislative compliance and this Health and Safety Policy on behalf of the Principal and CEO, and provide advice and support to those responsible for implementing health and safety. The Safety, Health and Environment Manager has a direct line of responsibility to the Assistant Principal Student Experience and Wellbeing.

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 and apply the arrangements of the Safety Shield contract if learning or working in identified high risk areas.

Visitors and Contractors

All visitors and contractors receive relevant safeguarding and fire risk arrangements information at the point of signing in. They are hosted by the appropriate member of staff and are encouraged to conduct themselves in a way so as not to endanger their health and safety or that of any other person. They are expected to make themselves visible as an approved visitor by displaying their visitor lanyard whilst on site. Contractors follow their own specific risk assessments relevant to any work carried out onsite, which is overseen by the Director of Facilities and Estates or the SHE Manager.

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.

An annual health and safety report is provided to the Board and termly reports are provided to the Health and Safety Committee.

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

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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (Flexible and Hybrid Working) Regulations 2025
- 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
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022
- 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 a high volume of procedures, which I can be found [here](#).