



Health & Safety Policy

Version

Final

Author

Health & Safety Manager

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June 2026

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7 July 2026

Impact Assessment Completed

Yes

Date of Next Review

June 2027

Signed off by SLT

Ruth Tomlinson

Equality Impact Assessment Form

The completion of the Equality Impact Assessment [EIA] will help us to ensure that our policies, procedures and practices do not discriminate or disadvantage people and also improve or promote equality.

In relation to: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

1. Please explain if you identified any inequalities or possible discrimination in the policy, procedure or practice?

No discrimination or adverse differential impact identified. The policy applies equally to all. Two areas of positive differential application noted: (1) Disability - individual risk assessments and reasonable adjustments are required under Section 4.2 for disabled staff and learners. (2) Pregnancy and maternity - specific risk assessment duties under MHSWR 1999 Regulation 16 are addressed through the college's Risk Assessment policy.

2. If identified, how have you changed the policy, procedure or practice to remove or mitigate the inequality or discrimination?

The two areas identified above have been addressed within this policy as follows: (1) Disability - Section 4.2 (College Managers responsibilities) already requires individual hazard identification and risk assessment. This provision encompasses disability-related risks and the requirement for reasonable adjustments. No amendment to policy text is required; the existing framework is sufficient when applied correctly. (2) Pregnancy and maternity - the duty under MHSWR 1999 Regulation 16 is acknowledged within the policy scope. Individual risk assessments for new and expectant mothers are carried out under the college's Risk Assessment policy. No structural inequality or discrimination has been introduced or perpetuated by this policy.

3. Any follow up actions required?

1. Managers to be reminded at next H&S Committee meeting of their duty to carry out individual risk assessments for disabled staff and learners where hazards are identified, and to apply reasonable adjustments as required under the Equality Act 2010.

2. Health and Safety Manager to confirm that the New and Expectant Mothers risk assessment process under MHSWR 1999 Regulation 16 is published and accessible to all line managers via the Staff Portal. HR to be notified by the Health and Safety Manager when the process is confirmed live. Review due: June 2027.

Health and Safety Policy Statement

Shipley College is committed to providing a safe and healthy environment for our staff, learners, apprentices, contractors, visitors and anyone else who may be affected by what we do. We will do everything that is reasonably practicable to protect their health, safety and wellbeing through the way in which we manage our activities, premises and equipment.

The College recognises that health and safety is inseparable from safeguarding, estates management and effective education delivery. A safe environment is a prerequisite for learning, not an optional extra. Health and safety considerations will therefore be embedded into strategic planning, curriculum design, estates development, procurement, contractor management and day-to-day operations. These duties apply equally to College-controlled activities and to activities delivered through partners, placements or contracted services where the College retains responsibility.

The College accepts its duties as an employer, an education provider, and a duty holder in control of complex premises, including teaching and shared public spaces. Particular regard will be given to the protection of young people, vulnerable adults, those with additional needs, and others who may be at increased risk due to inexperience, unfamiliarity or reduced capacity.

The Corporation, Principal and Senior Leadership Team accept collective responsibility for health and safety performance across the College. They will provide visible leadership, clear direction and adequate resources, and will ensure that health and safety risks are identified, understood and managed in a proportionate and systematic manner. Health and safety performance will be subject to governance oversight and scrutiny.

The College will ensure that statutory duty holder responsibilities relating to buildings, electrical safety, fire safety, asbestos and contractor control are clearly defined, resourced and discharged. Estates and facilities activities will be planned, coordinated and monitored to ensure that risks arising from maintenance, refurbishment and construction work are effectively controlled.

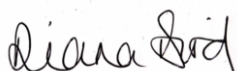
Managers at all levels are responsible for implementing this policy within their areas of control. This includes identifying hazards, assessing and controlling risks, ensuring staff competence, maintaining safe systems of work, managing contractors, and responding promptly to incidents, near misses and unsafe conditions. The Health and Safety Manager is responsible for providing competent professional advice, maintaining assurance systems, monitoring compliance and supporting continuous improvement.

All employees have a duty to take reasonable care of their own health and safety and that of others, to cooperate with the College on health and safety matters, to follow procedures and training provided, and to report hazards, defects, incidents and near misses without delay. Learners are expected to act responsibly, follow instructions, and not misuse equipment, facilities or safety controls.

The College will consult with employees and their representatives on matters affecting health and safety and will maintain effective arrangements for communication, monitoring, inspection, audit and review. Health and safety performance will be measured and reported through appropriate management and governance channels.

This policy statement is supported by detailed arrangements, procedures and risk assessments and will be reviewed at least annually, or sooner where significant organisational or operational change occurs.

Signed:



Diana Bird - Principal

Date:

26 February 2026

1. Purpose

This is the statement of general policy, responsibility and arrangements for the provision of health & safety at Shipley College as required under the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999.

2. Scope

This Policy applies to all College employees and learners, contractors and subcontractors working at the College, personnel on secondment to the College, volunteers and visitors to the College.

3. Responsibility

It is the responsibility of all College employees and learners, contractors working at the College, personnel on secondment to the College, volunteers and visitors to the College to comply with College policies and legal obligations.

4. Policy

The Corporation Members and Principal of Shipley College recognise and accept their duties and overall responsibilities under the Health & Safety at Work Act 1974 and supporting health & safety legislation and regulations. The College proactively pursues best practice in its provision and management of a healthy and safe working and learning environment, regarding legal requirements as defining the minimum standard required.

4.1. Statement of General Policy

In order to set and maintain high standards for health and safety in all College premises the College undertakes to provide:

- A healthy and safe working and learning environment in all College premises which manages the risks in the workplace.
- Information, instruction, training and supervision as is necessary to ensure the health and safety at work of all College employees and learners, contractors and subcontractors working at the College, personnel on secondment to the College, volunteers and visitors to the College.
- Effective two-way channels of communication regarding daily and periodic health and safety issues.
- Safe means of access and egress during routine and emergency situations.
- Plant, equipment, machinery and systems of work that are safe and without significant risk to health.
- Adequate personal protective equipment, facilities and welfare arrangements for those working in and using College premises.

4.2 Organisation and Responsibilities

The Corporation Members are responsible for strategic health and safety planning and the annual review of the College's health and safety performance.

The Principal is responsible for ensuring full implementation of the College Health & Safety Policy.

The Senior Leadership Team is responsible for ensuring that the requirements of this policy and subsequent arrangements are implemented and managed effectively, utilising staff and resources as appropriate.

College Managers are responsible for:

- Effectively managing health and safety and promoting safety awareness in all areas of work under their control.
- Maintaining health and safety as a standing agenda item for individual team meetings.
- Identifying, assessing and controlling significant hazards
- Arranging that risk assessments are completed, relevant, accessible, reviewed annually or after any significant incidents or changes, or as required, and used as a working document.
- Ensuring all staff under their control are made fully aware of the College Health and Safety Policy and additional relevant College policies and procedures, safe working practices etc. and the relevant legislation.
- Incorporating health & safety procedures in all induction training.
- Planning training and instruction in the safe use of equipment and machinery scheduled during induction, initially when new resources are introduced and regularly updated as required.
- Training staff in safe systems of work so that staff observe safe working practices and procedures including the correct use of all safety devices, safety equipment and personal protective equipment [PPE] provided, as appropriate for the work carried out.
- Maintaining an inventory of all plant and equipment in their area.
- Ensure all work equipment is maintained and suitable for the purpose for which it is intended, and in the environment of its intended use.
- Informing staff of the need to notify their manager immediately of any defects or damage to equipment. Line managers shall then assess whether the hazard is such that work / study should stop or can be continued within specific constraints and / or conditions.
- Reporting any defects in plant, equipment, materials or facilities, which may give rise to a health & safety hazard to the Premises Manager or nominated representative.
- Ensuring that all accidents, incidents and near misses are recorded using the College Accident & Incident Reporting System, and investigated immediately as appropriate. [See Accident & Incident Reporting Policy]
- Ensuring staff are aware of the first aid provision, emergency evacuation procedures and staff welfare facilities in all premises and / or areas they may work in.
- Monitoring good standards of general housekeeping are maintained at all times.
- Investigating complaints and / or suggestions relating to health & safety issues promptly in conjunction with the College Health & Safety Manager.
- Initiating corrective action on health and safety matters brought to their attention in conjunction with the College Health & Safety Manager where appropriate.
- Invoking disciplinary action for staff who fail to comply with College health and safety procedures, in accordance with the College Disciplinary Policy.
- Enlisting the help and advice of the College Health & Safety Manager and Health and Safety Committee where appropriate.

Additional Managerial Duties

All Managers shall have knowledge of:

- All College Health & Safety policies relevant to their role within the College and that of their sector / service.
- The First Aider[s] for their department / service.
- Emergency evacuation procedures and the location of all fire-fighting equipment in their work area.
- Staff welfare facilities in their work area.
- The Health & Safety equipment and personal protective clothing [PPE] required for the work carried out in their sector / service.

The Health and Safety Manager is responsible for:

- Advising the College's Leadership and Management Team on all matters of health and safety.
- Taking the lead in the College towards compliance with existing and new health and safety legislation and regulations.
- Carrying out the review of health and safety policies annually or following any significant change, incident, or legislative update.
- Facilitating and promoting the safety of employees, learners, volunteers, personnel on secondment, contractors and visitors while on the College premises, or undertaking duties in accordance with College requirements.
- Promoting a positive health and safety culture across the organisation.
- Acting as the College's designated competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, providing specialist health and safety assistance to the College.
- Establishing and maintaining procedures to be followed in the event of serious and imminent danger to persons at work, in accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999, including identification of competent persons authorised to implement evacuation procedures.

College employees and learners, contractors and subcontractors working at the College, personnel on secondment to the College, volunteers and visitors to the College are responsible for:

- Complying with Shipley College's Health and Safety Policy and procedures and cooperating with College managers.
- Participating in the training provided and carrying out instructions as directed.
- Taking reasonable care of their own health and safety and that of others that may be affected by their acts or omissions.
- Using all College equipment, materials and substances in accordance with the information, instruction and training given.
- Not deliberately misusing equipment that is provided for the purposes of health, safety and welfare.
- Reporting all health and safety issues, accidents, incidents, near misses, hazards and faults relating to health, safety and welfare as soon as is practical to do so.

The Health & Safety Committee

The Health and Safety Committee shall review the measures taken to ensure the health and safety at work of College employees and learners, contractors and subcontractors

working at the College, personnel on secondment to the College, volunteers and visitors to the College. It shall be responsible for advising the College management on:

1. The development of the College policy on health, safety and welfare matters.
2. The development and updating of safety rules and safe systems of work.
3. Conclusions and recommendations for corrective action arising from the examination of safety audit reports and from the consideration of reports and information provided by the Health & Safety Executive [HSE] and funding bodies.
4. Conclusions and recommended corrective action arising from its consideration of reports, trends and statistics relating to accidents, dangerous occurrences and notifiable diseases.
5. The provision and monitoring of the effectiveness of training in health and safety for all employees at College.
6. The effectiveness of communication in respect of health and safety matters;
7. The provision of links with the appropriate Inspectorates such as funding bodies and the enforcing authority of the HSE.
8. The arrangement of any health and safety inspections, in addition to those carried out by management and trade union representatives.

Membership of the Health & Safety Committee

- Vice Principal – Chair
- Health & Safety Manager - Secretary
- Premises Manager
- Victoria Hall Representative
- Human Resources Representative
- Trade Union Safety Representative
- Employee Safety Representatives x2

Standing invitees (non-voting)

- Student Wellbeing and Safeguarding Officer
- Staff Governor
- Askham Bryan College Staff Representative (non voting member)
- Student Representative (non voting member)

4.3 Arrangements for the Provision of Health & Safety

Arrangements for the provision of health & safety are detailed in the range of College policies which set down detailed procedures for all aspects of health & safety at work available on the Staff Portal and listed in section 6 below. Safe methods of work are subsequently developed from the principles set out in the College policies with regular workplace inspections carried out by facilities and health and safety colleagues.

5. Monitoring and reporting

Performance management is an essential part of the College Health and Safety Management System. Performance will be measured through both internal and external audit systems. There will be an annual report to the Corporation with termly reporting to the Health & Safety Committee pertaining to monitoring and performance indicators as established. The Health and Safety Committee will review audit procedures and results as applicable.

The key purposes of performance measurement are to:

- Determine whether health and safety development plans have been achieved.
- Check that risk controls have been implemented and are effective.
- Examine health and safety management system failures, including accidents, incidents, near misses and RIDDOR reportable incidents.
- Promote training, effective supervision and implement plans and risk controls;
- Provide information that can be used to review and, where necessary, improve aspects of the health and safety management system.
- Provide feedback to all parties.

6. Related Policies and Procedures

The College maintains a full schedule of the subordinate health & safety policies, arrangements and procedures that support this policy within the College Health & Safety Document Register, held under document control on the Staff Portal. The Register records each document together with its reference number, version and approval status, and is the controlled source for the supporting suite. The Register is reviewed and updated independently of this policy, so that the addition, revision or withdrawal of an individual document does not require reissue of this policy.