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ISSUE DATE	June 2005
AUTHOR	A Barnard
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N° OF FORMS	0
REVIEWED	Jun 2025
REVIEWED BY	D Burns
CHECK BY	June 2026



Quality Assurance Policies & Procedures

HEALTH AND SAFETY POLICY

1. Statement of Intent

Hartlepool College of Further Education's Stockton Street campus opened in September 2011. The college was designed and built around sixteen key principles, chief among which was for the college to have a world class approach to health and safety. This guiding principle is still relevant today – it underpins the college's overall mission '*Excellence in Further and Higher Education to transform students' lives*' and it drives the college's ambitions in terms of health and safety across all its sites. The college regards the promotion of health and safety measures as a mutual objective for both students and employees at all levels of the organisation and is committed to ensuring high standards of health and safety. The college is committed to the development of high standards of health, safety and welfare at work and will actively promote this through its operations. With this in mind, it is the policy of Hartlepool College of Further Education 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 Act 1974 and all other allied relevant legislation as appropriate. It is the responsibility and duty of all staff, students and others to co-operate with the college and to conform and comply with the requirements of this policy and the associated arrangements/procedures which apply.

2. Objectives

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

- a. Set and maintain high standards for health and safety at all operational sites and with partners and external contracts.
- b. Provide a working environment, in all areas connected with the college that is safe, without significant risk to health and adequate facilities and arrangements for the welfare of those at work.
- c. Ensure means of access and egress that are safe and without risk.
- d. Ensure plant, equipment and systems of work that are safe and without significant risk to health.
- e. Provide information, instruction, training and supervision as is necessary to ensure staff are aware of their responsibilities and the health and safety at work of staff, learners and others undertaking their working activities, operating equipment and handling materials.
- f. Arrange for ensuring safety and absence of significant risk to health in connection with the use, handling, storage and transportation of articles and substances.
- g. Identify risks and set in place procedures to remove or reduce these risks.

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- h. Enter into joint consultation on health, safety and welfare at work with its staff through the Health, Safety and Wellbeing Committee and Health, Safety and Wellbeing Consultative Committee meetings at least once per term, three times a year, communicating this policy and relevant information on health, safety and wellbeing issues via induction and on-going training.
- i. Provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken in connection with the operations of the college.
- j. 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.
- k. Have in place emergency procedures and nominated trained personnel to facilitate the evacuation of staff, learners/students, visitors and contractors under such circumstances, to ensure sufficient emergency procedures.
- l. Monitor health and safety operations in all college undertakings.
- m. 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.
- n. Recognise 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. Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

3.1 Governors

- 3.1.1 The Governing Body is ultimately responsible for complying with Health and Safety legislation including the H&S Policy. Members of the Board are committed to the importance of effective policies, procedures and training being established with appropriate review mechanisms being in place to ensure the effective management of health and safety throughout the college and its undertakings.
- 3.1.2 The Board will receive an annual report and regular updates on health and safety performance through reports to the Finance and General Purposes Committee.

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3.2 The Principal

- 3.2.1 The Principal has executive responsibility for ensuring that the relevant organisational arrangements and resources are made available to enable the policy to be implemented and monitored within the organisation - through Senior Managers and the appointed Health & Safety Officer.
- 3.2.2 The Principal is responsible for ensuring that health, safety and welfare are properly assigned and that this responsibility is accepted at each level of management.

3.3 Vice Principals

All Vice Principals are responsible for:

- 3.3.1 Ensuring that health and safety issues are incorporated into the planning of operations, through liaison with the Facilities Manager and the Health & Safety Officer. Thus, ensuring effective risk management as an integral part of the business strategy.
- 3.3.2 Ensuring that college staffing meets current operational needs, and that staff are appropriately resourced with accommodation and equipment and, through their line managers, are suitably trained to carry out their duties effectively.
- 3.3.3 Implementing health and safety management systems which ensure the assessment of risk and the effective planning, organisation, control, and review of the preventative measures required to eliminate reduce or control risks.
- 3.3.4 Bringing to the attention of line management that the responsibility for health, safety and welfare is shared and that they are accountable for the health, safety and welfare of employees, learners/students and others affected by their actions.
- 3.3.5 Ensuring that contracts with suppliers, contractors and/or delivery sub-contractors are adequately managed relative to health and safety in line with established health and safety policies and procedures.
- 3.3.6 Reviewing organisational/school/divisional performance to ensure that operational procedures demonstrate good safety management arrangements - bringing to the attention of the Facilities Manager and Health & Safety Officer any further areas for detailed assessment of risk.
- 3.3.7 Conducting periodic inspections, including 5S, with the Facilities Manager, Health & Safety Officer and/or Safety Representatives.
- 3.3.8 Ensuring the health and safety function is part of the agenda of the College Leadership Committee meetings where issues relating to health and safety are tabled.

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3.4 Facilities Manager

The Facilities Manager is responsible for:

- 3.4.1 A safe college working environment and to be directly responsible for 2a, b, c, d, f and k highlighted above.
- 3.4.2 Servicing/testing all equipment as required under relevant legislation.
- 3.4.3 Complying with the requirements of the health and safety policies.
- 3.4.4 Complying with relevant legislation for areas of control.
- 3.4.5 Ensuring health and safety provisions are extended to all buildings owned or leased by the college.
- 3.4.6 Managing contractors in accordance with college procedures and relevant legislation.
- 3.4.7 Working with the Health & Safety Officer to ensure that their area of responsibility is subject to risk assessment and regular inspection.
- 3.4.8 That any unsafe equipment is adequately isolated and identified when alerted to it and to ensure that all obsolete equipment is removed from the work areas.
- 3.4.9 Keeping all work areas in a safe, clean, tidy and environmentally friendly condition.
- 3.4.10 Working with the Health & Safety Officer to ensure all Facilities employees are provided with adequate information, instruction, training and supervision in relation to health and safety and their activity.
- 3.4.11 Providing effective cover for and to be responsible for role of the Health & Safety Officer in their absence.

3.5 The Health & Safety Officer

The post holder will hold appropriate safety qualifications and experience in occupational safety and health. The post-holder is responsible to the Principal. The duties are to promote a strong health and safety culture leading by example, displaying initiative and encouraging participation in improving standards of health and safety. Specifically, the Health & Safety Officer is responsible for:

- 3.5.1 Working with each operational head (academic and support) to devise an annual operational health and safety improvement plan, to monitor these plans and report to the Health and Safety/College Leadership Committees as requested.
- 3.5.2 Visiting all operational sites on a regular basis to evaluate safety management performance.

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- 3.5.3 Ensuring all new staff regardless of the type of contract, undertake the appropriate health and safety induction and that HR records are current, accurate and complete.
- 3.5.4 Developing, coordinating and implementing cross-college health and safety training, including refresher training, related to specific job roles and to report on take-up and compliance to the Health and Safety/College Leadership Committees as requested.
- 3.5.5 Ensuring that all risk assessments are comprehensive and fit for purpose providing a multi-year audit plan with regular reports to the Health and Safety/College Leadership Committees as requested.
- 3.5.6 Working with the Principal to ensure information for the Health, Safety and Wellbeing Committee and Governors' Estates Committee is provided in an accurate, complete and timely manner.
- 3.5.7 Providing advice and guidance to all staff related to health and safety matters.
- 3.5.8 Maintaining effective health and safety records which are accurate, complete, and current at all times.
- 3.5.9 Ensuring that all procedures identified in the arrangements section of this policy are current, comprehensive, and fit for purpose, and providing a multi-year audit plan with regular reports to the Health, Safety and Wellbeing /College Leadership Committees as requested.
- 3.5.10 Keeping abreast of health and safety legislative changes/developments and ensure the College Leadership Committee is informed.
- 3.5.11 Leading and advising on the investigation of incidents, accidents or ill health involving employees, learners/students or premises under the organisation's management arrangements, subcontracted arrangements and involving participants on funded programmes.
- 3.5.12 Liaising with representatives of the enforcement authorities acting as a central point of contact for HSE (Health and Safety Executive) and other enforcing agencies relative to health and safety issues.
- 3.5.13 Liaising with representatives of external training providers as a central point of contact for health and safety audits.
- 3.5.14 The implementation of the college's 5S operations across all areas of the college and provide reports as requested.

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3.6 Line Management

All line managers are responsible for:

- 3.6.1 The practical implementation of the health and safety policy through the supervision and performance of their staff.
- 3.6.2 Ensuring that the operations under their control are conducted in line with this policy and supporting arrangements – the subsidiary policies.
- 3.6.3 Working with the Health & Safety Officer to ensure that their area of responsibility is subject to risk assessment and regular inspection.
- 3.6.4 Ensuring that their staff are competent for their role, are provided with adequate equipment and are issued with necessary materials to undertake their work activities.
- 3.6.5 Ensuring health and safety is an agenda item and addressed in formal school/division/area meetings, and includes making staff aware of the college's health and safety policies relevant to the area
- 3.6.6 Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring, where appropriate, that a full investigation by the Health & Safety Officer is carried out and appropriate remedial action taken, where necessary
- 3.6.7 Making sure all new staff and students have the appropriate health and safety induction as identified in the relevant policy. Furthermore, ensuring all staff and students receive the appropriate training and updating as advised by the Health & Safety Officer.
- 3.6.8 Developing an annual health and safety improvement plan (See appendix 1) for his/her school/division/area and working with the Health & Safety Officer to ensure the actions identified to aid Health and Safety improvement are effectively monitored to timely closure.

3.7 First Aiders

All first aiders are responsible for:

- 3.7.1 Maintaining first aid provision within their locality.
- 3.7.2 Assisting casualties in non-serious and serious incidents on college grounds (and on trips as required), in line with the health and safety approved training course and refresher training.
- 3.7.3 Following college guidance as noted in the arrangements section of the policy.
- 3.7.4 Assisting with the annual audit of first aid provision as requested by the Health & Safety Officer.

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3.8 Fire Wardens

- 3.8.1 The college will appoint a number of fire wardens within designated areas to assist the Facilities Manager/Health & Safety Officer, in ensuring that all persons safely evacuate the building upon hearing the fire alarm. The college will provide suitable training and refresher training when necessary. All fire wardens must make themselves familiar with the procedures set out within the emergency response procedure.

3.9 Head of Employer Services

- 3.9.1 The Head of Employer Services is responsible for ensuring that Work Based learning providers comply fully with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as contained in QAPP 3.7a (Work Based Learning: Apprenticeships).

3.10 The Skills Academy Technician

- 3.10.1 The Skill Academy Technician ensures that all staff and students wear appropriate personal protective equipment for their respective disciplines and pay due attention to all relevant legislative requirements, regulations and codes of practice in this policy.

3.11 Individual Staff

All staff are responsible for:

- 3.11.1 Co-operating in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions outlined in this policy and supporting policies/procedures. In particular, staff must wear the mandatory PPE as required and ensure their students do so, too.
- 3.11.2 Refraining from doing anything that constitutes a danger to themselves or others.
- 3.11.3 Immediately bringing to the attention of their line management any situations or practices that are noted which may lead to injuries or ill health through the appropriate reporting arrangements.
- 3.11.4 Ensuring that any equipment issued or available to them, or for which they are responsible, is visually checked prior to use, used correctly and properly stored. Any patent defect or defect identified during use must result in equipment being taken out of service - marked appropriately and notified to line manager and the Health & Safety Officer.
- 3.11.5 Being responsible for good housekeeping within the area they are working.
- 3.11.6 Reporting all accidents, incidents, dangerous occurrences and near misses, in accordance with college policy.

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- 3.11.7 Notifying line managers of any ill health or other factor(s) likely to affect their safety at work or that of any other party covered by this policy.
- 3.11.8 Assisting with identifying hazards and ensuring controls put in place to control risks are used correctly.
- 3.11.9 Taking part in mandatory health and safety induction and training as required.
- 3.11.10 Being aware that any failure of the above will lead to investigation and potentially disciplinary action.

3.12 Learners and visitors

- 3.12.1 Students and authorised visitors will adhere to the college's health and safety procedures and follow any instructions including the wearing of appropriate PPE.

3.13 Contractors

- 3.13.1 All contractors working on the college's premises will undergo selection for competency in accordance with the college's contractor procurement procedure.
- 3.13.2 All contractors will provide relevant health and safety documentation which will ensure that their work is carried out in a safe manner, eliminating, or reduce to the lowest practicable level, risks arising from their activities which may affect themselves, their employees, personnel and others.
- 3.13.3 All delivery sub-contractors will provide relevant health and safety documentation as part of any due diligence processes, which will ensure that any provision will give assurances that adequate arrangements exist for learner health, safety and welfare.
- 3.13.4 Health and safety will be monitored throughout any contracting arrangements.

4. Committees

It is through the following committees that health and safety reports are received, issues discussed, and policies reviewed.

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4.1 Governors

- 4.1.1 The Governing Body is ultimately responsible for complying with Health and Safety legislation including the H&S Policy. Members of the Board are committed to the importance of effective policies, procedures and training being established with appropriate review mechanisms being in place to ensure the effective management of health and safety throughout the college and its undertakings.
- 4.1.2 The Board will receive an annual report and regular updates on health and safety performance through reports to the Finance and General Purposes Committee.

4.2 The College Leadership Committee

- 4.2.1 This is the main college committee, and it meets on a monthly basis. Health and safety is an agenda item and opportunities also exist for other health and safety related issues – such as health and safety education – to be addressed.

4.3 Health, Safety and Wellbeing Committee

- 4.3.1 The Health and Safety Committee consists of the Executive, and academic cross-college staff. The Committee has the power to co-opt additional permanent members or temporary members for special purposes.
- 4.3.2 The main responsibilities and duties of the Health, Safety and Wellbeing Committee include to:
- 4.3.2.1 promote and monitor the highest health and safety standards as demonstrated by observation and report
 - 4.3.2.2 maintain a focus on continuing improvement of health and safety standards, and the promotion of a vigorous health and safety culture
 - 4.3.2.3 promote the widest possible involvement in the development of a safe working environment
 - 4.3.2.4 advise the Principal on the formulation, approval and implementation of this policy
 - 4.3.2.5 actively participate in any ad hoc Health and Safety Sub-teams that are required to look at and make recommendations to the Safety Committee in the interests of Health and Safety
 - 4.3.2.6 be responsible for reporting any Health and Safety hazards within their School or elsewhere to the appropriate member of the Executive
 - 4.3.2.7 Review this policy each year.

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4.4 Health, Safety and Wellbeing Consultative Committee

- 4.4.1 The Health, Safety and Wellbeing Consultative Committee shall be a forum for operational staff to debate health and safety issues. It shall consist of the Health & Safety Officer (Chair), Facilities Manager and Heads of School/Division (or their representatives).
- 4.4.2 The main responsibilities and duties of the Health, Safety and Wellbeing Consultative Committee include:
 - 4.4.2.1 Dissemination of changes of legislation and relevant updates
 - 4.4.2.2 Reporting any Health and Safety hazards within their School or elsewhere to the Health & Safety Officer
 - 4.4.2.3 Enabling cross College staff to discuss identified health and safety issues and receive feedback on a regular basis
 - 4.4.2.4 To make suggestions on how to continually improve health and safety performance
 - 4.4.2.5 Monitoring accident and incident performance.

5. Communication and Training

- 5.1 College Policy is to introduce all newly recruited staff, and students engaged on College premises to the safety management arrangements as soon as is practicable after their appointment/enrolment. In terms of staff, The HR Manager along with the Health & Safety Officer and line managers are responsible for ensuring that all staff have undertaken induction training – incorporating the health and safety component. For students, this is the Head of Schools responsibility.
- 5.2 Line Managers will ensure that staff are familiar with the appropriate premises and that any necessary equipment is issued, further training needs identified and met. Line Managers will also provide specific emergency procedure information for the sites specific to the individual's place of work if different from the establishment where the induction is being delivered.
- 5.3 Where employees or students of the college work at premises other than those under college control, further safety induction will be provided, by those who exercise that control. In these circumstances college employees and students must co-operate with the "host employer" in the implementation of its health and safety measures.
- 5.4 A copy of the health and safety policy is posted on the college intranet along with further H&S guidance material. Attention is drawn to revisions through email; all Line Managers have a responsibility to ensure their staff have taken note of these through subsequent team meetings.

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5.5 The identity of trained first aiders and fire wardens are shared via email and posted on notice boards within operational premises and an email will be distributed weekly informing staff of the relevant first aider on duty.

5.6 The college aims to provide adequate information; instruction and training to ensure staff are fully aware of issues relating to safety and health and are competent in the systems of work in use. Line Managers and individual staff have the primary responsibility for ensuring the training needs are identified and met and to work with the Health & Safety Officer to ensure the relevant training is provided and documented.

6 Policy Review

6.1 The effectiveness of general policy statement and other specific policies in use throughout the college will be regularly reviewed and revised as and when necessary, by the Health & Safety Officer. An annual review will go to the Health and Safety Committee and Governors Finance & General Purposes Committee.

7. Arrangements

7.1 The following arrangements will be implemented where necessary and will be expanded and developed to meet specific requirements. This should be done in consultation with the Health & Safety Officer and through the policies highlighted above.

5.1 Access and egress

5.1.1 Fire Prevention

5.1.2 Arrangements for Emergency Evacuations and Fire Warden Duties

5.1.3 Personal Emergency Evacuation Plan

5.2 Incident and Near Miss Reporting Guidelines

5.2.1 First Aid

5.3 Arrangements for Risk Assessment

5.3.1 Lone Working

5.3.2 COSHH

5.3.3 Dealt with It

5.4 Selection and Control of Contractors

5.4.1 Safe Work Permits

5.5 Health and Safety Training

5.5.1 Health and Safety Advice

5.6 Health and Safety Inspections

5.6.1 Machinery Safety & Inspections

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- 5.7 Personal Protective Equipment
- 5.7.1 Display Screen Equipment
- 5.8 Legionella
- 5.8.1 Blood Born Pathogens
- 5.9 Electricity at Work
- 5.10 Working at Height
- 5.11 Manual Handling
- 5.12 Fork Life Truck Operations
- 5.13 Gas Cylinders
- 5.14 Asbestos
- 5.15 Temperature
- 5.16 Smoking Policy
- 5.17 Epidemics, Pandemics, and Public Health Concerns