

Health and Safety Policy

Effective date: 1st September 2025
Review date: before 31st August 2026

STATEMENT OF INTENT

At Worcester Sixth Form College, through the way we work and behave, all our staff, students, and stakeholders, will be protected, as far as is reasonably practicable, from the risks of occupational injury or ill health.

It is our intent to show an ongoing and determined commitment to improving health and safety throughout the College. We endeavour to ensure the health, safety and wellbeing of all our staff, students and all those who may be affected by our activities, and we will comply with health and safety legislation.

This policy seeks to reflect our commitment to ensuring that health and safety is paramount to the College, and we will set out to achieve this in 4 key areas.

1. AWARENESS

All our people have an awareness and understanding of the health and safety hazards and risks that affect our organization and our mission.

- We will provide adequate resources to ensure all our staff, students and stakeholders are aware of this policy and are committed to its effective implementation.
- We will have active, open communication and consultation between all our staff, students and stakeholders with health and safety integrated into our communications wherever appropriate.
- We will identify our workplace hazards, informing our staff, students and stakeholders of these as appropriate and the control measures in place to reduce the level of risk.
- We will arrange for external audits and a fire risk assessment to be conducted to identify hazards that may have previously gone unnoticed.
- We will provide staff with regular training alongside an annual health and safety update delivered at the start of each academic year.

2. COMPETENCE

All our people have the competence to undertake their work with minimum risks to health and safety.

- We will define the capabilities needed to carry out specific work safely and healthily.
- We will provide adequate training, information and instruction to allow proficiency and competency to be developed in a controlled way.
- We will seek help, advice and supervision as required to ensure correct competencies and health and safety behaviour.
- We will review and refresh competencies as needs change or where health and safety behaviour show it is required.

3. COMPLIANCE

Our work activities achieve compliance with legislation, and our staff, students and stakeholders are empowered to take action to minimise health and safety risks.

- We will have a schedule of statutory inspections to confirm that work equipment and buildings are in a safe condition.
- We will report and investigate accidents, incidents and near misses to drive improvement in our management of health and safety. Full root cause analysis will take place and lessons learned from such events will be used to take corrective action to prevent recurrences.
- We will actively and openly review and report on our health and safety performance against published objectives and targets.
- We will conduct health surveillance as appropriate to satisfy health and safety legislation.

4. EXCELLENCE

Worcester Sixth Form College is recognised for excellence in education and aspires to achieve excellence in the way it manages health and safety.

- We will have a systematic approach to managing health and safety to allow for effective planning, implementation, measurement and review.
- We will constantly develop, promote and share health and safety good practice both internally and externally.
- We will encourage our staff, students and stakeholders to contribute to a positive health and safety culture and to challenge and champion fellow employees on health and safety standards.



Signed:

Edward Senior, Principal

This policy should be read in conjunction with the Trust's Health and Safety Policy and other health and safety related policies, a list of which can be found in Appendix 1.

AIMS AND OBJECTIVES

To foster a positive approach to health and safety, Worcester Sixth Form College will undertake to develop and implement the following measures:

- All of the College's activities will be performed in such a way as to ensure, so far as is reasonably practicable, the health and safety of all users of the College. Users of the College include staff, governors, students, visitors, contractors, members of the general public and all other individuals or groups who work in or visit the College.
- Ensure that where equipment, machinery or hazardous materials, etc are used or where staff are concerned with the handling, storage and transport of such equipment and materials, safe working practices are established and adhered to in order to minimise risk. This will include the provision of safety equipment and personal protective equipment as required.
- Ensure, with effective policies and procedures, that the risk of accident and all forms of violence are minimised and any occurrences are properly recorded and examined, with relevant action taken to reduce or prevent a recurrence.
- Provide adequate training, information and supervision for employees at all levels to ensure that they can meet their responsibilities within this policy.
- To establish meaningful arrangements for discussion on health and safety issues and, through consultation with representatives, promote health and safety.
- To establish effective procedures to inspect, monitor and audit the effectiveness of this policy and make recommendations for any improvements and revisions as necessary.
- Ensure that any health and safety grievances or disciplinary matters are dealt with using the College's established employment procedures.

RESPONSIBILITIES

It is the responsibility of the Principal, in conjunction with the Local Governing Body, to ensure that all reasonably practicable measures are taken to comply with health and safety legislation.

Principal

The Principal is accountable to the Chief Executive Officer of the Trust and the Local Governing Body of the College for the implementation of the Health and Safety Policy. They will also discharge the Local Governing Body's overall duty as delegated by the Trust. The discharge of these duties will be through Senior Leaders, Heads of Department and Line Managers.

The Principal has overall responsibility for health and safety, and in particular for:

- Ensuring that adequate resources are available to implement the policy.
- Ensuring that health and safety performance is regularly reviewed at board level.
- Monitoring the effectiveness of the Health and Safety Policy.
- Reviewing and updating the Health and Safety Policy and its supporting arrangements and communicating any changes to all.
- Ensuring that all other requirements are met under current health and safety legislation.

Local Governing Body

The Local Governing Body will be responsible for maintaining high standards of health and safety for the benefit of all staff, students and visitors to the College. In particular, they will:

- Collectively and individually exercise their role in providing health and safety leadership, ensuring that the College complies with legislation and follows best practice in the management of health and safety.
- Ensure that adequate resources are available to fulfil health and safety compliance requirements.
- Ensure that users of the College are not exposed to unnecessary risks and that significant risks are adequately controlled.
- Ensure that monitoring procedures are in place for health and safety, either through direct observation or discussion.
- Fully scrutinise the annual health and safety report of the College and address any concerns.
- Regularly report to the Board of Trustees on health and safety matters.

The Senior Leadership Team

The Senior Leadership Team will be responsible for:

- Supporting the implementation of the College Health and Safety Policy and associated procedures.
- Ensuring that there are appropriate documented structures for the discussion of health and safety matters.
- Ensuring that areas of particular concern, which cannot be solved at this level, are communicated effectively to the Health and Safety Officer.
- Supporting and participating in the established system of communication in respect of health and safety.
- Investigating, and acting where necessary, in respect of any health and safety issue highlighted.
- Investigating all accidents and incidents that occur in their areas of responsibility.
- Ensuring that adequate resources are available to implement the Health and Safety Policy.
- Fulfil the role of fire marshal as and when required.

Heads of Department and Line Managers

Heads of Department and Line Managers are responsible for the implantation of this policy, so far as is reasonably practicable, within their department or area of responsibility.

As a rule, Heads of Department and Line Managers direct responsibility for health and safety is determined by the extent to which they have authority to take action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

Heads of Department and Line Managers will be responsible for:

- Effective implementation of College policy in the department or area of work for which they have responsibility.
- Contributing to the development and implementation of specific areas of policy and legislation that apply to their department or area of work, ensuring they are translated into practical terms to enable the work to be carried out.
- Undertaking risk assessments for all aspects of their departments' work for which significant hazards are identified and providing a copy for the Premises and Estates Manager.
- Ensuring all staff for whom they are responsible have adequate training, information and supervision to undertake their work safely.
- Reporting all accidents, incidents and hazards in an appropriate and timely manner.

Premises and Estates Manager

The Premises and Estates Manager will act as the College's Health and Safety Officer and is responsible for coordinating numerous health and safety activities; they will also act as the primary source of health and safety advice within the College. The Premises and Estates Manager will be responsible for:

- Coordinating all aspects of the College's Health and Safety Policy.
- Ensuring that all statutory and College policy requirements are met.
- Ensuring that all staff receive adequate training, information and supervision to perform their duties safely, with minimal risk to themselves and others.
- Ensuring that risk assessments are completed for all activities for which significant hazards are identified.
- Ensuring arrangements are in place for dealing with health and safety matters such as:
 - The distribution of health and safety information to all
 - First Aid
 - Accident reporting and investigation as appropriate
 - Fire and emergency evacuation procedures, including the fire risk register
- Ensuring any health and safety issues raised by staff are dealt with in an appropriate and timely manner.
- Ensuring that the College Health and Safety Manual is reviewed regularly and kept up to date.
 - Ensuring all lettings comply with College safeguarding policies, health and safety regulations, and insurance requirements.
 - Checking that external users have appropriate documentation including, but not limited to, employers' liability insurance, DBS checks where applicable and correct qualifications.
 - Ensuring that external hirers are briefed on their health and safety responsibilities and the College health and safety arrangements regarding fire evacuation, first aid and security.
 - Ensuring that risk assessments for events have been completed as appropriate.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under an approved training course. It is the responsibility of all first aiders to maintain a valid certificate of competence.

First Aiders will:

- Act in accordance with their training at all times.
- Always ensure their own safety.
- Summon further medical help and general assistance where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.

Human Resources Department

The Human Resources Department will be responsible for:

- Keeping a record of medical conditions disclosed by individual staff, which will be passed on to the First Aid Coordinator if deemed necessary.
- Ensuring that all new or expectant mothers receive a risk assessment and that this is discussed with the relevant line manager.
- Prompting the Health and Safety Officer to deliver health and safety induction training to all new staff.
- Ensuring that new staff have access to a copy of the Health and Safety Policy.
- Organising and managing staff appointments relating to health surveillance and/or medical screening.

Learning Support Department

The Learning Support Department will be responsible for:

- Producing student specific risk assessments relating to high needs learners.
- Producing student specific risk assessments where additional care is required outside of what is generally provided.
- Ensuring that a Personal Emergency Evacuation Plan is agreed with any student where either a disability and/or mobility issues mean they are unable to use the stairs during an evacuation.

Staff

All staff at the College have a responsibility in respect of health and safety, and in particular they will:

- Always observe the Health and Safety Policy.
- Take reasonable care for the health and safety of themselves and anybody who may be affected by what they do or fail to do.
- Always co-operate with the Senior Leadership Team in the implantation of and adherence to health and safety policy and procedures.
- Be familiar with local emergency procedures such as fire evacuation, lockdown (Run/Hide/Tell) and first aid arrangements.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Refrain from any activity that may endanger themselves or others or which contravenes the prescribed practices and procedures developed in support of this policy.
- Participate in any required training that enables them to undertake their work in a safer manner.
- Report any health and safety issues or concerns, including accidents, near misses and damage, to their line manager or supervisor and complete the appropriate accident reporting procedures.
- Assist with the completion of the risk assessment programme.

Students

All students at the College are required to:

- Take reasonable care to ensure the health and safety of themselves and others who may be affected by what they do or fail to do whilst on the premises.
- Co-operate with all leaders, teaching staff and support staff on health and safety issues.
- Ensure that they are familiar with, and act in accordance with, any procedures or instructions issued to them or brought to their attention in some other way.
- Act in accordance with any safety training which they have received.
- Make full and proper use of any personal protective equipment provided for their use in accordance with any instructions given or training received. Any loss of equipment or any obvious defect should be reported immediately to the person responsible for the activity.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Report any accident involving themselves, no matter how insignificant, by contacting the person responsible for the activity or a member of staff.
- Report to a member of staff any situation which they consider may represent a health and safety risk and not use any equipment which appears to them to be unsafe.

Visitors

Whilst on the premises, staff hosting visitors must ensure that their guests observe the Colleges' health and safety procedures and the following:

- All visitors must sign in and out at Reception.
- All visitors must familiarise themselves with and abide by any site-specific health, safety and safeguarding information that is included within a visitor information leaflet or similar document.
- All visitors must be accompanied by a member of staff unless relevant DBS checks have been completed and evidenced.
- Visitors are only allowed access to those areas they are authorised to enter.
- Should an alarm be raised for fire, the member of staff responsible for the visitor will accompany them to the fire assembly point and remain with them.
- Any incident which occurs resulting in injury to the visitor, will be recorded in the Accident Book and an investigation carried out as soon as possible.
- Any injury to a visitor that is serious or fatal must be reported to the enforcing authority in addition to following the college's accident reporting procedures.

Contractors

Any contractor undertaking work for, or on behalf of the College, must:

- Observe the College Health and Safety Policy and any instructions given by members of staff enforcing the policy.
- Familiarise themselves with and abide by any site-specific health, safety and safeguarding information.
- Not be permitted to work on the College premises, or on behalf of the College, unless covered by the relevant insurance against risk, evidence of which may be requested.
- Significant contractors will be asked to supply evidence of employers' liability insurance and their health and safety policy if necessary.

Health and Safety Committee

The Health and Safety Committee will provide an opportunity for colleagues to discuss College specific health and safety issues. Typical topics covered, but not limited to, include:

- Identifying and prioritising safety issues.
- Identifying training requirements for staff.
- Reviewing safety records, including accidents, incidents and near misses.
- Agreeing changes in working practices, if required.
- Reviewing the implications of any changes in health and safety legislation.
- Regularly reviewing and revising risk assessments as appropriate.

The Committee will normally meet once per term and representatives are drawn from a cross-section of the College's staff giving a wide range of knowledge/expertise about the activities undertaken within College.

The Terms of Reference for the committee can be found in Appendix 2 and are subject to annual review.

Radiation Protection Supervisor

The Radiation Protection Supervisor has a duty to oversee the implementation of the radiation safety arrangements on a day-to-day basis, ensuring that exposures are as low as reasonably practicable. They will have specific responsibility for:

- Ensuring that all activities involving ionising radiation comply with the College's policy, risk assessments the Ionising Radiations Regulations.
- Supervising work involving ionising radiation, ensuring that procedures are followed correctly and that necessary precautions are taken to restrict exposure.
- Providing training and local advice on safe working practices and the use of radiation protection equipment.
- Monitoring radiation levels and ensuring compliance with dose limits.
- Being knowledgeable about emergency procedures and what to do in case of a radiation safety incident.
- Assisting in the investigation of any radiation safety incidents or near misses if necessary.
- Maintaining records of radiation sources, monitoring results, and other relevant documentation.
- Reporting on radiation safety matters to the Health and Safety Committee if necessary.

ARRANGEMENTS

Worcester Sixth Form College is committed to maintaining high standards of health and safety and to support this commitment, there is an established framework of health and safety arrangements.

These include clearly defined responsibilities, risk management procedures, training, consultation, and ongoing monitoring. These core arrangements are complemented by a series of separate policies and procedures that address specific activities and areas of risk such as fire safety, first aid, lone working, manual handling, and educational visits. These documents are included in the College's Health and Safety Manual and are also available as stand-alone documents.

EMERGENCY ARRANGEMENTS

Worcester Sixth Form College is committed to ensuring effective preparation for and response to emergencies to protect the health and safety of students, staff, visitors, contractors and other users of the college.

The following emergency arrangements are in place:

- Clear emergency procedures have been established for critical incident, fire, bomb threats, lockdown (Run/Hide/Tell), first aid and medical emergencies.
 - These procedures readily accessible and included in induction training for staff and students.
- There is a documented evacuation plan with designated assembly points.
- Evacuation routes are clearly marked, and emergency exits remain unobstructed at all times.
- Fire alarms and detection systems are installed, maintained, and regularly tested.
- Fire drills are conducted at least once per term to ensure familiarity with evacuation procedures.
- Fire marshals are appointed and trained to assist with safe evacuation.
- Trained first aiders are available during operational hours, and first aid kits are maintained and accessible throughout the premises.
- An accident reporting and investigation procedure is in place.
- Regular emergency drills are held to test readiness and identify improvements.
- Emergency procedures are reviewed annually and after any drill or significant incident, with feedback used to improve future emergency responses.

MONITORING AND REVIEW

Worcester Sixth Form College is committed to continuously improving its health and safety performance through regular monitoring and systematic review of all health and safety arrangements. These processes ensure compliance with legal requirements and promote a proactive safety culture.

This policy will be formally reviewed annually, and additional reviews may be triggered by:

- Significant changes to relevant health and safety legislation or guidance.
- Introduction of new processes, equipment, or technologies.
- Changes to the organisational structure or management responsibilities.
- Relocation, refurbishment, or significant alterations to buildings or facilities.
- Findings from inspections, audits, or risk assessments indicating deficiencies.
- Following a serious accident, incident, or near miss.
- Staff or student feedback highlighting safety concerns.
- Recommendations from external regulators, insurers, or consultants.

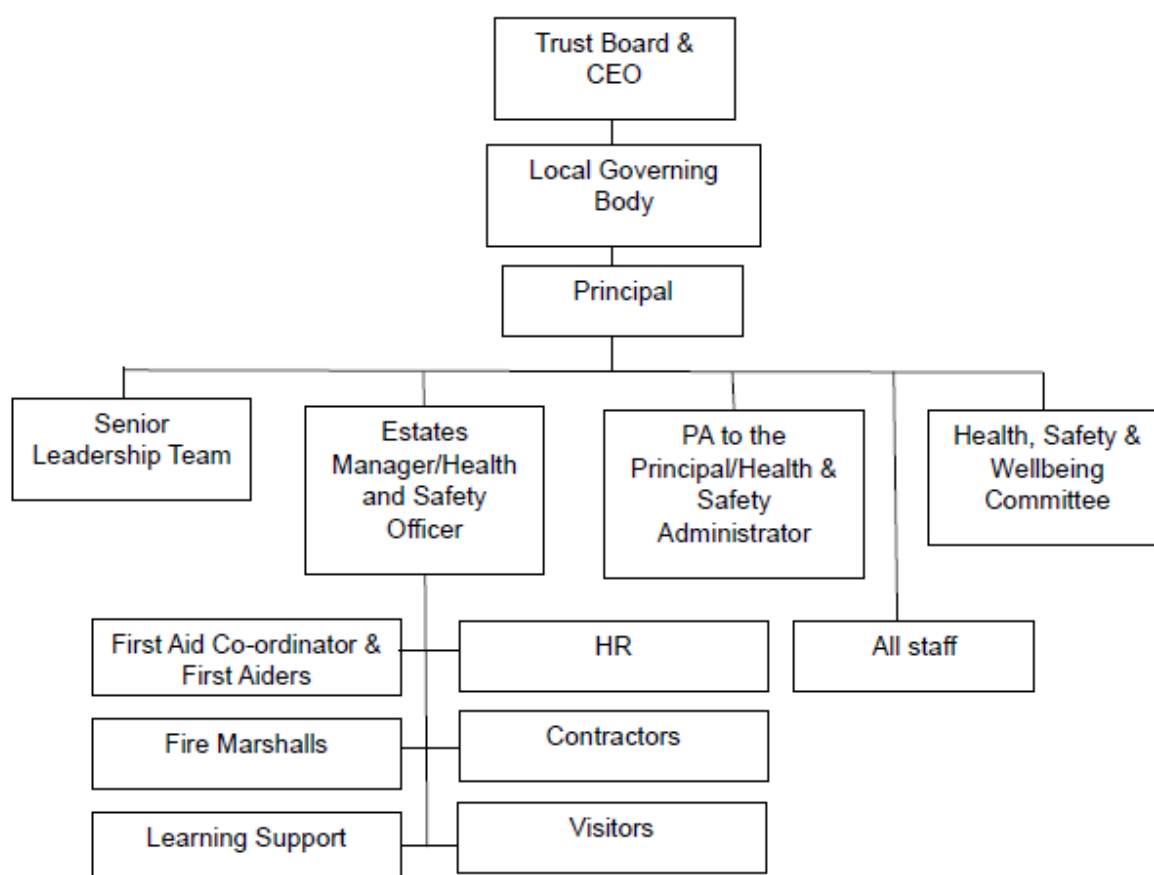
Document Control

Date of review	Reviewed by	Date agreed	Amendments
July 2025	Charlie Lewis		Document reviewed and updated so it aligns with the Trusts' overarching Health and Safety Policy.

Distribution List

Policy is available in the Repository and copies available from reception on request.

College Organisation Chart showing reporting lines for health and safety



Appendix 1

Health and safety related policies, procedures and guidance that need to be read in conjunction with this policy are detailed below. Further advice, guidance and the College Health and Safety Manual can be found in the Repository.

Heart of Mercia

Guidance for Heart of Mercia Staff on Safer Working Practices

Heart of Mercia Health and Safety Policy

Heart of Mercia Safeguarding and Child Protection Policy

College Specific

Accident (to include RIDDOR reporting), Incident and Near Miss Policy and Procedures

Administering Medications Policy

Asbestos Policy

Children on Site Policy

Contractors: Procedure and Working Practices

Control of Substances Hazardous to Health (COSHH) Policy

Display Screen Equipment Policy

Driving Vehicles on College Business

Electricity at Work Policy and Procedures

Fire Safety Policy

First Aid and Supporting Students with Medical Conditions Policy

Legionella Policy

Lone Working Policy

Management of Violence and Aggression at Work

Manual Handling Policy

New or Expectant Mothers Policy

Noise at Work Policy

Permit to Work Policy

Personal Protective Equipment Policy

Risk Assessments Policy

Snow and Ice Policy

Working at Heights Policy

Working Environment Policy

Work Equipment Policy

Young Persons at Work Policy

Appendix 2

Health and Safety Committee – Terms of Reference

Objectives

The role of the Committee is to ensure that:

- The College's policies, procedures and legal obligations are met, and
- The health and safety of all users of the College is promoted. Users of the College include staff, governors, students, visitors, contractors, members of the general public and all other individuals or groups or work in or visit the College.

Terms of Reference

- To consider and advise on College policies for health and safety, including monitoring and review, to ensure their continued effectiveness.
- To monitor and review upcoming legislation and assess its implications to ensure compliance.
- To promote health and safety training for all staff.
- To record and investigate reportable accidents as stated in RIDDOR 2013.
- To carry out and evaluate health and safety audits and building inspections needed to confirm good practice.
- Ensure the appointment of safety representatives from across the college to create a wide range of knowledge/expertise about the activities undertaken within college.
- To discuss health and safety concerns to ensure college management identify and implement the correct action to achieve compliance.
- To monitor progress of non-conformance, corrective and preventative actions.
- To promote and maintain effective risk management strategies.

Membership

The membership of the Committee will include, but is not limited to:

- Principal
- Premises and Estates Manager
- First Aid Coordinator
- Human Resources Officer
- Educational Visits Coordinator
- Curriculum department representatives as identified to include PE/sports and the sciences

Meeting Schedule

Meetings will take place once a term or as necessary should an urgent health and safety issue be raised.

Terms of Reference Review

The Committee Terms of Reference will be reviewed annually.