



**TRAFFORD &  
STOCKPORT  
COLLEGE GROUP**

# **Health and Safety Policy**

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<b>Consultation:</b>	TSCG Leadership Team and Health and Safety Committee
<b>Approval:</b>	Board of the Corporation
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## 1. Purpose

The purpose of the Health and Safety Policy and the Policy Statement is to provide structured safety guidance to Trafford & Stockport College Group leaders.

Trafford & Stockport College Group is committed to continuous improvement in health and safety performance and to attaining the highest possible practice standards to minimise and prevent risk.

To meet statutory compliance, we aim to:

- Commit to a Health & Safety Policy Statement with regard to health and safety for the organisation.
- Provide procedural details for the organisation and implementation of the Policy.
- Identify the arrangements for the allocation of functions to individuals and the responsibilities of those functions.

This Policy is a framework, and the details will be given in procedures, risk assessments and guidance.

## 2. Scope

Each College campus is responsible for complying with Trafford & Stockport College Group's legal requirements. Trafford & Stockport College Group requirements, set out in this document, are the minimum requirements applicable for all campuses and this policy applies to all internal and external customers including contractors, customers, employees, governors, students, visitors, and the local community and repeals all previous policies in relation to health and safety.

## 3. References

### 3.1 The Health and Safety Policy is underpinned by:

- Health and Safety at Work Act 1974 and associated specific statutory compliance thereafter.
- The Management of Health & Safety at Work Regulations 1999.
- Keeping Children Safe in Education 2023.

### 3.2 Associated Internal Regulations include:

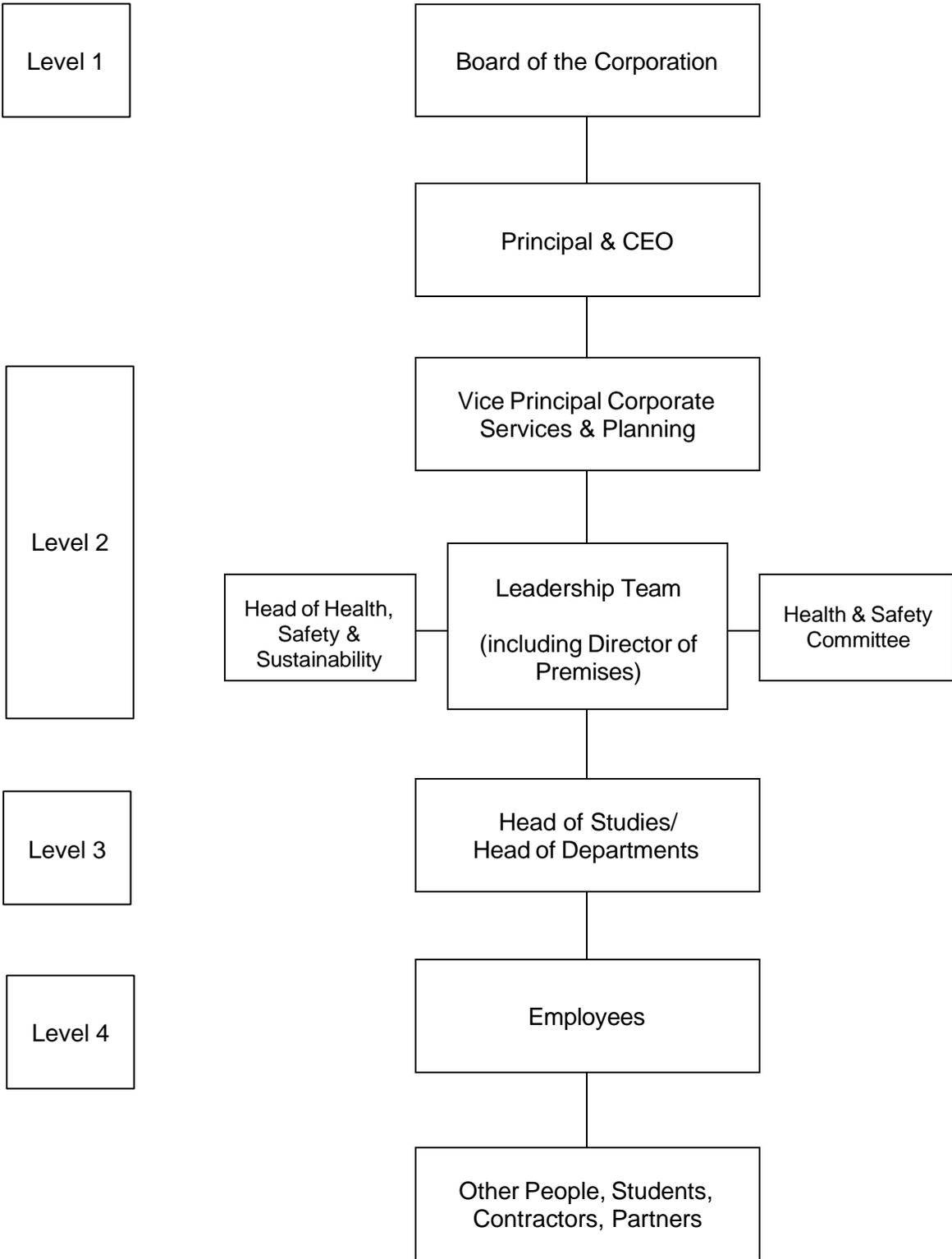
- Equality & Diversity Policy & procedures
- Online Learning protocols
- Complaints Procedure
- Visitors Protocol
- Codes of Conduct
- Data Protection Policy
- Health & Safety Procedures
- Safeguarding Policy

#### 4. Acronyms and Definitions

Acronym	Description	Definition
RACI	<b>Responsible</b> <b>Accountable</b> <b>Consulted</b> <b>Informed</b>	<b>Responsible:</b> those who do the work to achieve the task. <b>Accountable:</b> the one ultimately answerable for the correct and thorough completion of the task. In other words, an accountable must sign off (approve) work that responsible provides. <b>Consulted:</b> those whose opinions are sought, typically subject matter experts. <b>Informed:</b> those who are kept up to date on progress, often only on completion of the task.

#### 5. Roles and Responsibilities / RACI Matrix

Tasks / Activities	Head of Health, Safety & Sustainability	Director of Premises	VP – Corporate Services and Planning	Principal & CEO	HS Committee / Works Council	Human Resources	Director of Finance	Board of Governors	Head of Studies
Arrange for Policy Statement to be signed, archived and displayed as appropriate within each Campus	R	R	C	A	I	I	I	C/I	I



## **Board of Corporation**

The Board of the Corporation is the approving body for the Trafford and Stockport College Group and therefore has the ultimate responsibility for health and safety.

### **Level 1: Principal & CEO**

The Principal & CEO will:

- Be responsible to the Board for leadership of the Group in all its activities, including the management of health & safety.
- Satisfy the Board, in the implementation of the Health and Safety Policy.
- Appoint competent persons to assist in undertaking the measures to comply with legislation
- Allocate sufficient budget to ensure compliance with regulations and TSCG health & safety procedures

### **Level 2: Leadership Team**

The Vice Principal Corporate Services & Planning will:

- Promote and ensure the effective implementation of the Policy
- Ensure that there is an effective and regularly reviewed Health & Safety Policy for staff, students and visitors
- Ensure the Health & Safety Committee meetings are convened and encourage safety representatives to attend
- Ensure that Health & Safety training for staff is identified and that suitable and sufficient provisions are made to meet these needs

The Leadership Team will:

- Ensure compliance in the implementation of the Health and Safety Policy
- Be actively involved in encouraging and promoting a healthy and safe place to work and learn
- Ensure that they, and all staff under their control, are made aware of and understand their duties and responsibilities in respect of health & safety and that they are suitably and sufficiently trained to carry out such duties
- Make provision for suitable and sufficient resources, information, instruction, training and supervision to ensure the health and safety of persons under their control and others who may be affected
- Cooperate with all concerned to ensure that emergency evacuations are properly conducted

Some members of the Leadership Team may have personal duties, for example:

The Director of Premises will:

- Ensure the condition of the estate across the Group, making sure all facilities are maintained to a high standard
- Keeping abreast of changes in legislation that may affect the estate's operations
- Oversee the maintenance and repair of the premises to ensure a safe working environment
- Support in the identification of hazards across the Group and ensure they are fully assessed with appropriate control measures applied and effective monitoring procedures are in place

- Regularly review health & safety policies and procedures in relation to the estate's condition

### **Head of Health, Safety & Sustainability**

The Head of Health, Safety and Sustainability will:

- Provide advice, guidance and support to all levels of the organisation.
- Identify requirements contained in any legislation, codes of practice and guidance from the Health & Safety Executive and any other relevant enforcing authority/body.
- Produce and review procedures and guidance to assist managers and employees.
- Record and investigate, as necessary, all accidents, incidents, and dangerous occurrences. Reporting under RIDDOR is the responsibility of the Head of Health, Safety and Sustainability
- Monitor health and safety standards across the Group, taking appropriate action where necessary

### **Level 3: Heads of Studies / Heads of Departments**

Heads of Studies and Heads of Departments will:

- Take "day-to-day" responsibility for health and safety issues within their areas of responsibility.
- Ensure that suitable and sufficient risk assessments are completed and reviewed on an annual basis.
- Ensure all procedures and systems of work relevant to their areas of responsibility are followed at all times.
- Identify health and safety training needed within their areas of responsibility and arrange for such training to be undertaken.
- Ensure all accidents/incidents within their areas of responsibility are reported in the appropriate manner, and that any subsequent recommendations are implemented.
- Ensure suitable and adequate protective clothing and equipment is provided and worn when required.

### **Level 4: Employees**

All employees of Trafford & Stockport College Group, including evening, agency and community staff will:

- Take all reasonable care of their own health, safety and welfare and that of other people who may be affected by the work they do.
- Co-operate with the Group so that it can meet its legal duties.
- Not misuse, or interfere with, anything provided for health, safety and welfare.

This includes:

- Following all procedures, guidance and risk assessments
- Checking that their work environment and equipment is safe before use. Any defects must be reported to their line manager.
- Reporting all accidents, incidents and concerns to their line manager, and to the Head of Health, Safety & Sustainability if appropriate.
- Setting an example to students, colleagues and visitors.

## **Students**

All students must co-operate with employees to create a safe and healthy place to work and learn.

Students must:

- Not behave in any way likely to cause harm to either themselves or others.
- Follow safety procedures, e.g. wearing of personal protective equipment, evacuation procedures.
- Report any accidents, hazards or concerns to a member of staff.
- Not misuse or interfere with anything provided for health and safety.
- Not be under the influence of alcohol, drugs or other substances which could impact on their or other persons' health and safety.

## **Other People**

Any other person working at college campuses, including contractors, partner agencies, or individuals using college premises/facilities (e.g. external organisations hiring College spaces such as a training kitchen) has a duty to work with Trafford & Stockport College Group to ensure the college campuses are safe and healthy places for all.

They must:

- Provide all documentation requested by the Head of Health, Safety & Sustainability and the insurance company, where appropriate.
- Follow all relevant procedures, including emergencies and security.
- Take all necessary measures to ensure that their work activity does not adversely impact on the health, safety and welfare of any employee, student or visitor.

### **Note:**

Under the Health and Safety at Work Act 1974 everyone has a duty of care for themselves and others.

It is essential that all individuals play their part in ensuring the health and safety of all those who are affected by Trafford & Stockport College Group activities. Employees will therefore take steps to meet their responsibilities with particular attention to:

- Taking care of themselves and others, including students and visitors and others.
- Co-operating with the Members of the Corporation or the Principal & CEO on any matters necessary to ensure compliance with statutory duties.
- Observing safety instructions, internal procedures, codes of practice, regulations and safe systems of work.

## **6. Health and Safety Procedure**

### **Health & Safety Policy Statement**

The Health & Safety Policy Statement documents the commitment of Trafford & Stockport College Group to deliver a top-down approach to operate in a way that safeguards the health, safety, and welfare of employees, governors, students, visitors, the general public, contractors and the environment. (Appendix A).

### **Frequency of Statement Revision**

The Health & Safety Policy Statement will be signed annually at the start of each calendar year, or when there is a change in responsible persons (whichever occurs soonest), archived and publicised as appropriate:

The Head of Health, Safety & Sustainability will be responsible for arranging approval of the Policy, signed and dated, scanned to PDF and shared with the wider Trafford and Stockport College Group network.

### **Archival and Display**

All PDF copies of the signed Health & Safety Policy Statement will be archived on the Health and Safety SharePoint once completed and circulated to the wider Trafford & Stockport College Group.

The Policy Statement will be printed, laminated and displayed as appropriate within each College campus.

### **Changes and Exceptions**

Should you wish to request a change (addition / amendment / removal of any detail) to this procedure, or if you wish to formally request an exception to the guidance detailed above, please submit a request via email and send to the Head of Health, Safety & Sustainability, [natalie.thornborough@tscg.ac.uk](mailto:natalie.thornborough@tscg.ac.uk)

## Appendix A: Health & Safety Policy Statement

Trafford & Stockport College Group is committed to operating in a way that safeguards our people and the environment. This Policy Statement provides a framework for setting, monitoring, reviewing, and achieving our objectives, programmes and targets. This ongoing commitment to Health & Safety & Sustainability (ISO 45001 and ISO 14001) is embedded in our business practices and reflects our belief that our long-term success will be measured by a continued focus on good corporate citizenship for employees, students, visitors, contractors, and the communities we serve.

Our focus on Health and Safety is fundamental to achieving the highest standards of Health and Safety performance. To achieve excellent performance, Trafford & Stockport College Group is committed to the following:

<p style="text-align: center;"><b>Our Students</b></p> <p>We deliver our services by focusing on equality and safeguarding in a way that meets and/or exceeds our students' health &amp; safety expectations.</p>	<p style="text-align: center;"><b>Our Communities</b></p> <p>We are sensitive to community concerns about health &amp; safety &amp; sustainability issues.</p>
<p style="text-align: center;"><b>Our Employees</b></p> <p>We provide and maintain a safe working environment through a consultative and proactive approach to H&amp;S management.</p> <p>We establish H&amp;S incident management and response plans.</p> <p>We take appropriate corrective actions to prevent recurrences at specific locations as well as across the campuses.</p> <p>We provide training to employees to support compliance with this policy as well as our H&amp;S standards, programmes and management practices.</p>	<p style="text-align: center;"><b>Our Network</b></p> <p>We incorporate sustainability considerations into our decision-making processes.</p> <p>We establish, implement and validate Environmental, Health &amp; Safet (EHS) standards in alignment with government legislation and standards. We conduct yearly audits to verify compliance to the ISO 45001 and ISO 14001 certification standards.</p> <p>We drive continuous EHS performance improvement throughout the campuses and we share it across the Group.</p>
<p style="text-align: center;"><b>Regulatory Authorities</b></p> <p>We apply sound management practices and processes that ensure relevant regulatory requirements are met or exceeded.</p>	

The Leadership Team is responsible and held accountable for implementing this Policy Statement, allocating adequate resources to deliver EHS programmes at each College campus, ensuring legal compliance and for EHS performance in their areas or responsibility. They are expected to demonstrate behaviour that is consistent with a culture of world-class environmental performance.

Each one of us, including employees, students, contractors and visitors, are responsible for integrating sound EHS practices into everyday activities and acting in a manner that safeguards our environment and all people affected by our activities. We must work safely following EHS procedures and safety rules, challenge and report incidents, near misses and unsafe acts and not misuse or interfere with anything provided for EHS.

The Health & Safety Policy Statement will be reviewed and amended as necessary.

### Approval Declaration:

Signed:   
Principal & Chief Executive Officer - James Scott

Date: 02.10.2024

Signed:   
Chairperson of the Board of the Corporation - Graham Luccock

Date: 02.10.2024