



# Health and Safety Policy Statement

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|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Document title:</b>            | Health and Safety Policy Statement                                                                                         |
| <b>Document reference:</b>        | HSE 4.0                                                                                                                    |
| <b>Version no. &amp; date:</b>    | Version 1.0 – July 2026                                                                                                    |
| <b>Author:</b>                    | Pauline Williams                                                                                                           |
| <b>Last review date:</b>          | –                                                                                                                          |
| <b>Next review due:</b>           | July 2028                                                                                                                  |
| <b>Responsible Committee:</b>     | Operations Committee                                                                                                       |
| <b>Approved by &amp; date:</b>    | To be completed upon approval                                                                                              |
| <b>External reference points:</b> | Health and Safety at Work etc. Act 1974<br>Management of Health and Safety at Work Regulations 1999<br>HSE Policy Guidance |
| <b>Linked policies:</b>           | HSE 4.1 Health and Safety Policy<br>HSE 4.2 Fire Safety Policy; GA 3.2 Risk Management Framework                           |
| <b>Audience:</b>                  | All staff, students and visitors                                                                                           |

## 1. Statement of Intent

UK College of Business and Computing (UKCBC or the College) is committed to providing and maintaining a safe and healthy environment for all staff, students, contractors and visitors across all its premises and activities. The College recognises that effective health and safety management is a fundamental organisational responsibility and an essential component of its overall governance framework.

The College will take all reasonable and practicable steps to protect the health, safety and welfare of everyone who works, studies or visits its sites. This commitment applies equally to all campuses and locations at which the College operates.

In meeting this commitment, the College will:

- comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable health and safety legislation;
- identify and assess risks to health and safety systematically and put in place appropriate controls to eliminate or reduce those risks so far as is reasonably practicable;
- provide sufficient resources, including time, equipment, training and expertise, to manage health and safety effectively;
- ensure that all staff receive appropriate health and safety induction, training and information relevant to their role;
- provide and maintain safe equipment, premises and systems of work;
- ensure the safe handling, storage and use of substances;
- provide information, instruction and training in a way that is accessible to staff, including staff whose first language is not English;
- actively manage and supervise health and safety arrangements across College activities;
- ensure access to competent health and safety advice;

- cooperate and coordinate with landlords, managing agents, contractors and other employers where premises are shared, leased, jointly occupied or affected by third-party works; and
- communicate health and safety duties, rules and arrangements through induction, training, staff communications and relevant College platforms.
- consult with staff and, where appropriate, students on health and safety matters that affect them;
- investigate all accidents, incidents and near misses, identify root causes, and implement corrective action to prevent recurrence;
- monitor and review health and safety performance regularly, and set improvement objectives where appropriate;
- ensure that health and safety responsibilities are clearly assigned and that those with specific responsibilities are competent to discharge them; and
- review this statement and the associated Health and Safety Policy at least every two years, or sooner if required by changes in legislation, operations or risk profile.

The Director of Operations, Innovation & Commercial Success, holds lead accountability for health and safety on behalf of the College. All members of the Operations Committee share collective responsibility for ensuring that health and safety is managed effectively and that this statement is upheld across all areas of College activity.

Every member of staff and every student have a personal responsibility to take reasonable care of their own health and safety and the health and safety of others, and to co-operate with the College in meeting its statutory obligations.

## 2. Responsibilities for Health and Safety

The HSE 4.1 Health and Safety Policy, sets out the full allocation of health and safety responsibilities across the College. The key roles are summarised below.

| Role                                                    | Summary of Responsibility                                                                                                                                                                                               |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chief Executive Officer (CEO)                           | Holds overall employer accountability for health and safety and signs the Health and Safety Policy Statement on behalf of the College. Ensures that health and safety is treated as a senior leadership responsibility. |
| Operations Committee                                    | Holds ultimate institutional responsibility for health and safety governance; ensures adequate resources; receives and reviews regular health and safety reports.                                                       |
| Director of Operations, Innovation & Commercial Success | Leads institutional health and safety performance; ensures legal compliance; appoints a competent health and safety adviser; signs this statement.                                                                      |
| Estates Manager (Competent Person)                      | Provides competent advice across all health and safety matters; co-ordinates health and safety activity; supports risk assessment and incident investigation.                                                           |
| Line Managers and Heads of Department                   | Manage health and safety within their areas; ensure staff are informed, trained and equipped; report hazards and incidents.                                                                                             |
| Academic Staff                                          | Maintain safe environments in teaching and learning activities; brief students on evacuation procedures; report hazards promptly.                                                                                       |
| All Staff                                               | Take reasonable care of their own and others' health and safety; follow safe systems of work; report hazards, near misses and incidents.                                                                                |
| Students                                                | Take personal responsibility for their own health and safety; co-operate with staff; follow College rules and procedures.                                                                                               |

## Health and Safety Governance and Responsibility



**NOTE:** This chart represents the Health and Safety governance and responsibility structure only as set out in HSE 4.1 Health and Safety Policy section 5. It does not replace the College's full organisational reporting structure.

The practical arrangements through which the College gives effect to this statement are set out in full in HSE 4.1 Health and Safety Policy and its associated procedures.

### 3. Review of This Statement

The Director of Operations, Innovation & Commercial Success will review this statement at least every year, or earlier if required by changes in legislation, significant incidents, or material changes to the College's activities or premises. The reviewed and signed statement will be shared with all staff, made available to students and published on the College's internal SharePoint in accordance with the Policy Review and Approval Framework.

## 4. Authorisation

This statement is issued on behalf of UK College of Business and Computing and takes effect from the date of signature below.

|                    |                                                         |
|--------------------|---------------------------------------------------------|
| <b>Signed:</b>     | <i>Stuart Coussins</i>                                  |
| <b>Name:</b>       | Stuart Coussins                                         |
| <b>Job Title:</b>  | Director of Operations, Innovation & Commercial Success |
| <b>Date:</b>       | July 2026                                               |
| <b>Review due:</b> | July 2027                                               |

## 5. Version History

| Version | Date      | Author           | Summary of Changes | Approved By                   |
|---------|-----------|------------------|--------------------|-------------------------------|
| 1.0     | July 2026 | Pauline Williams | Initial version    | To be completed upon approved |