



Health and Safety Policy

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Author:	Pauline Williams
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Responsible Committee:	Operations Committee
Approved by & date:	CMT – July 2026
External reference points:	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); Control of Substances Hazardous to Health Regulations 2002 (COSHH); Health and Safety (Display Screen Equipment) Regulations 1992; Fire Safety Act 2021; Health and Safety (Consultation with Employees) Regulations 1996; Health and Safety (First Aid) Regulations 1981; HSE Policy Guidance (hse.gov.uk)
Linked policies:	HSE 4.0 Health and Safety Policy Statement; HSE 4.2 Fire Safety and Emergency Procedures Policy; HSE 4.3 Estates, Facilities and Sustainability Policy; GA 3.2 Risk Management Framework
Audience:	All staff, students and visitors

1. Purpose

This policy sets out UK College of Business and Computing's (UKCBC or the College) approach to managing health and safety across its premises and activities. It establishes the principles, responsibilities and arrangements that govern how the College protects the health, safety and welfare of all staff, students, contractors and visitors.

This policy gives operational effect to the commitments made in the HSE 4.0 Health and Safety Policy Statement and must be read alongside it.

The College meets its obligations under the Health and Safety at Work etc. Act 1974 and all associated legislation by ensuring that health and safety is managed systematically, that risks are identified and controlled and that all staff and students understand their responsibilities.

2. Scope

This policy applies to:

- all employees of the College, including full-time, part-time, temporary and contracted staff;
- all students enrolled at the College while on College premises or participating in College activities;
- contractors, visitors and other third parties while on College premises or engaged in College-related activities.

This policy applies to the College's UK campus and to all activities undertaken on behalf of the College at any location, including off-site visits and external placements.

3. Definitions

Term	Definition
Competent Person	An individual with sufficient training, experience and knowledge to carry out health and safety functions effectively, as required by the Management of Health and Safety at Work Regulations 1999.
Hazard	Anything with the potential to cause harm, including substances, equipment, work methods or environmental conditions.
Risk	The likelihood that a hazard will cause harm, combined with the severity of that harm.
Risk Assessment	A systematic process of identifying hazards, evaluating the risks they present and determining appropriate control measures.
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, which require employers to report certain workplace accidents, occupational diseases and dangerous occurrences to the Health and Safety Executive (HSE).
COSHH	The Control of Substances Hazardous to Health Regulations 2002, which require employers to control exposure to hazardous substances to prevent ill health.
Near Miss	An unplanned event that did not result in injury or damage but had the potential to do so.
Incident	Any unplanned event that results in, or could have resulted in, injury, ill health, damage or loss.
DSE	Display Screen Equipment; screens, monitors and associated equipment used in work activities, governed by the Health and Safety (Display Screen Equipment) Regulations 1992.

4. Policy Statement

The College is committed to providing a safe and healthy working and learning environment for all staff, students, contractors and visitors. Health and safety is a line management responsibility and a collective obligation shared by everyone at the College.

The College will:

- comply with all applicable health and safety legislation and approved codes of practice;
- identify and assess risks systematically and implement controls that eliminate or reduce them so far as is reasonably practicable;
- provide appropriate information, instruction, training and supervision to enable all staff and students to work and study safely;
- maintain premises, equipment and systems of work in a safe condition;
- consult with staff on health and safety matters that affect them;
- investigate all accidents, incidents and near misses and take corrective action to prevent recurrence;
- monitor and review health and safety performance and set objectives for continuous improvement;
- ensure that health and safety responsibilities are clearly assigned and that those with specific duties are competent to carry them out; and
- review this policy at least every two years or sooner if required by changes in legislation, operations or risk profile.

The College will not accept conduct that knowingly places staff, students or others at risk. Serious or wilful breaches of this policy may result in disciplinary action.

5. Roles and Responsibilities

Health and safety is a shared responsibility. The following roles carry specific obligations under this policy.

Role	Responsibilities
Chief Executive Officer (CEO)	Holds overall employer accountability for health and safety under the Health and Safety at Work etc. Act 1974. Signs the Health and Safety Policy Statement on behalf of the College and 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 are allocated. Receives and reviews regular health and safety reports from the Director of Operations, Innovation & Commercial Success. Monitors the College's health and safety performance and approves this policy.
Director of Operations, Innovation & Commercial Success	Holds lead accountability for health and safety on behalf of the College. Ensures legal compliance. Appoints a competent person to advise on health and safety matters. Receives reports from the Estates Manager and escalates significant matters to the Operations Committee. Signs the Health and Safety Policy Statement.
Estates Manager	Acts as the College's competent person for health and safety, reporting directly to the Director of Operations, Innovation & Commercial Success. Co-ordinates health and safety activity across the College. Undertakes and reviews risk assessments. Maintains the accident and incident log. Manages RIDDOR reporting obligations. Supports fire safety and emergency procedures. Advises on COSHH compliance and DSE arrangements.
Line Managers and Heads of Department	Manage health and safety within their areas of responsibility. Ensure staff under their management receive appropriate induction and training. Conduct or support risk assessments relevant to their area. Report hazards, accidents and incidents to the Estates Manager promptly.

Academic Staff	Maintain safe conditions in all teaching and learning activities. Brief students on evacuation procedures and first aid arrangements at the start of each semester and when in a new location. Ensure students in their charge are aware of relevant hazards. Report hazards and incidents to their line manager without delay.
All Staff	Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. Follow safe systems of work and comply with all health and safety instructions, procedures and rules. Report hazards, near misses and incidents to their line manager or the Estates Manager. Co-operate with the College in meeting its statutory health and safety obligations. Not intentionally misuse or interfere with anything provided for health and safety purposes.
Students	Take personal responsibility for their own health and safety and that of those around them. Co-operate with staff on all health and safety matters. Follow College rules, procedures and instructions relating to health and safety. Report hazards, near misses or concerns to a member of staff without delay. Not bring hazardous substances onto College premises without written authorisation from the College.
Contractors and Visitors	Comply with all health and safety requirements communicated to them by the College. Report hazards or incidents to the Estates Manager or reception immediately.

6. Health and Safety Arrangements

The College gives effect to this policy through the practical arrangements set out in this section. These arrangements describe how the College manages specific health and safety obligations.

6.1 Risk Assessment

The Estates Manager must ensure that risk assessments are carried out for all significant hazards and activities across the College. Risk assessments must be:

- suitable and sufficient, identifying the nature of the hazard, the persons at risk and the controls in place;
- reviewed regularly and whenever there is a significant change to activities, premises or personnel;
- recorded and made available to relevant staff; and
- acted upon, with identified control measures implemented without undue delay.

Line managers must co-operate with the Estates Manager in carrying out risk assessments relevant to their areas of responsibility.

6.2 Accident, Incident and Near Miss Reporting

The College maintains an accident and incident log at the reception desk. All accidents, incidents and near misses that occur on College premises or during College activities must be recorded in the log by the most senior member of staff present at the time, or by the individual involved where appropriate.

The Estates Manager is responsible for:

- reviewing the log regularly and identifying patterns or recurring issues;
- investigating significant accidents and incidents and implementing corrective action; and
- meeting all RIDDOR reporting obligations, including reporting specified injuries, over-seven-day injuries, occupational diseases and dangerous occurrences to the Health and Safety Executive within the required statutory timescales.

The Estates Manager must develop and maintain a formal accident and incident reporting procedure, approved by the Director of Operations, Innovation & Commercial Success. Until that procedure is in place, the reception log serves as the College's primary recording mechanism.

6.3 Fire Safety and Emergency Procedures

The College maintains documented evacuation procedures for all premises. These must be reviewed at least annually by the Estates Manager and whenever there is a change to the layout, use or occupancy of College buildings.

All staff must:

- familiarise themselves with the evacuation procedure, the location of fire exits, assembly points, fire alarm call points and fire-fighting equipment in every area where they work;
- brief all persons in their charge on evacuation procedures at the start of each new semester and whenever working in a new location; and
- not obstruct fire exits, escape routes or fire safety equipment at any time.

Fire safety arrangements form part of the HSE 4.2 Fire Safety and Emergency Procedures Policy, which must be read alongside this policy.

6.4 Health and Safety Training

The College must ensure that all staff receive health and safety induction training before or as soon as practicable after commencing employment. Induction training must cover:

- the College's health and safety policy and the individual's responsibilities under it;
- evacuation procedures and emergency arrangements;
- first aid arrangements and the location of first aid facilities;
- how to report hazards, accidents and incidents; and
- any hazards specific to the individual's role or working environment.

The Estates Manager must identify training needs for roles with specific health and safety responsibilities and ensure that appropriate training is provided and recorded. Refresher training must be provided where required by changes in legislation, working practices or risk profile.

6.5 First Aid

The College meets its obligations under the Health and Safety (First Aid) Regulations 1981 by ensuring that adequate and appropriate first aid provision is in place at all times. This includes:

- a sufficient number of trained First Aiders or, at minimum, appointed persons who can take charge in an emergency until professional medical assistance is available;
- appropriately stocked and maintained first aid kits, accessible across all areas of the College premises; and
- clear communication to all staff and students of first aid arrangements, including the location of first aid equipment and the identity of the current First Aiders or appointed persons by role.

The Estates Manager is responsible for maintaining first aid arrangements, ensuring that First Aiders or appointed persons are trained and their qualifications kept current, and that first aid provision is reviewed whenever there is a significant change to College premises, activities or staffing levels.

6.6 Hazardous Substances (COSHH)

The College manages exposure to hazardous substances in accordance with COSHH regulations. The Estates Manager must ensure that COSHH assessments are carried out for all substances used or stored on College premises that present a risk to health, including cleaning products and similar materials. Staff must not use hazardous substances without first being informed of the risks and the controls in place.

6.7 Display Screen Equipment (DSE)

The College supports staff who regularly use display screen equipment in carrying out DSE self-assessments. The Estates Manager must ensure that arrangements are in place for assessments to be completed and that identified risks are addressed. Staff must report any discomfort or concerns arising from their workstation to their line manager.

6.8 Contractor Management

The College must ensure that contractors working on its premises are competent to carry out their work safely and are informed of relevant health and safety requirements before commencing work. The Estates Manager is responsible for co-ordinating contractor health and safety arrangements, including ensuring that appropriate permits to work are in place where required.

6.9 Student Safety on College Activities

Academic staff who lead students on off-site activities, including field trips and site visits, must ensure that a risk assessment is carried out and approved by the relevant line manager before the activity takes place. Staff must brief students on relevant safety arrangements and emergency procedures prior to departure.

6.10 Workplace Inspections

The Estates Manager must carry out regular inspections of College premises to identify hazards, assess the condition of equipment and facilities, and verify that control measures are in place and effective. Inspection findings must be reported to the Director of Operations, Innovation & Commercial Success and any remedial actions recorded and tracked to completion.

7. What This Means for You

This section summarises the key expectations of this policy for different groups.

7.1 Staff

You must take reasonable care of your own health and safety and that of others around you. You must follow the College's safety procedures, attend relevant training and report any hazards, accidents or near misses to your line manager or the Estates Manager without delay. Serious or wilful breaches of this policy may result in disciplinary action.

7.2 Students

You must co-operate with staff on health and safety matters, follow College rules and procedures and report any safety concerns to a member of staff immediately. You must not bring hazardous substances onto College premises without written authorisation.

7.3 Managers

You are responsible for health and safety within your area. You must ensure your team is trained, that risk assessments are in place and that hazards and incidents are reported and addressed promptly.

8. Monitoring and Review

The Estates Manager will monitor the College's health and safety performance on an ongoing basis and report to the Director of Operations, Innovation & Commercial Success at least termly. Reports must include a summary of accidents and incidents, the status of risk assessments, any outstanding remedial actions and any RIDDOR notifications made.

The Director of Operations, Innovation & Commercial Success will report on health and safety performance to the Operations Committee at least annually, or more frequently if required by significant incidents or emerging risks.

Health and safety risks are recorded and managed in accordance with the GA 3.2 Risk Management Framework.

This policy must be reviewed at least every two years, or earlier if required by:

- changes in applicable legislation or approved codes of practice;
- significant accidents, incidents or near misses;
- material changes to College premises, activities or staffing; or
- recommendations arising from inspections, audits or external review.

The Policy Owner is responsible for initiating review in accordance with Policy Review and Approval Framework and GA 3.1 Policy Preparation and Version Control Guidance.

9. Linked Policies and External References

9.1 Linked Policies

- HSE 4.0 Health and Safety Policy Statement
- HSE 4.2 Fire Safety and Emergency Procedures Policy
- HSE 4.3 Estates, Facilities and Sustainability Policy
- GA 3.2 Risk Management Framework

9.2 External References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Fire Safety Act 2021
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (First Aid) Regulations 1981
- HSE Policy Guidance ([hse.gov.uk](https://www.hse.gov.uk))

10. Version History

Version	Date	Author	Summary of Changes	Approved By
2.5	March 2023	JT	Previous version reviewed by JT; approved by HOE	HOE
3.0	July 2026	Pauline Williams	Full redraft to GA 3.1 standard; restructured to include definitions, role-based responsibilities table, ten arrangements sub-sections and version; policy number HSE 4.1 assigned; linked to HSE 4.0 Policy Statement	To be completed upon approval