

Health & Safety Policy 2025/26

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1. Statement of Intent

The City of Portsmouth College is committed to meeting its responsibilities under the Health and Safety at Work, etc. Act. 1974, the Management of Health and Safety at Work Regulations 1999, and associated legislation.

Our aim is to achieve a working environment which is free from work-related accidents, incidents and ill health and to achieve excellence in occupational health and safety performance.

City of Portsmouth College makes a commitment to:

- Establish and maintain a safe and healthy working environment in all workplaces under our control.
- Plan, organise and continuously review working practices to safeguard everyone that could be affected by our designs and operations.
- Comply with all applicable legislation pertaining to occupational health and safety and other requirements.
- Eliminate or control hazards to reduce occupational health and safety risks.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Include the management of health and safety as a specific responsibility of managers at all levels.
- Provide sufficient information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Ensure that employees receive appropriate training and are competent to carry out their designated responsibilities.
- Provide adequate resources to implement this policy.
- Setting objectives and targets to continuously improve our occupational health and safety performance.
- Ensuring that health and safety is not compromised for other business objectives.

City of Portsmouth College is committed to achieving this policy through the application of an occupational Health and Safety Management System.

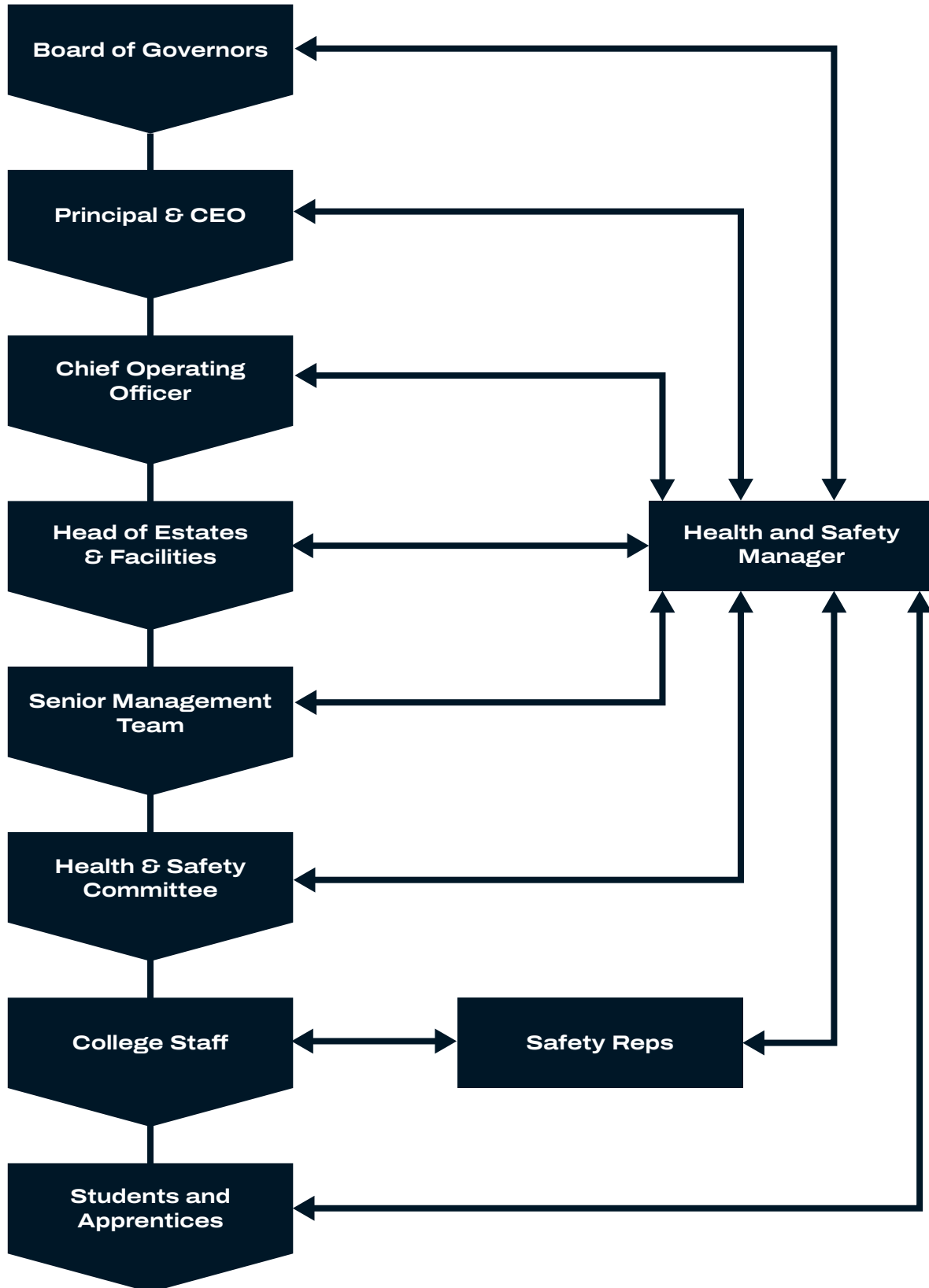
City of Portsmouth College, supported by management, will show leadership and commitment and bear the responsibility for establishing, implementing, integrating, and maintaining the Health and Safety Management System.

Through direction and support, each employee will have a proper understanding of the importance of the health and safety system function; their responsibility to comply with policy and procedure; and contribute to their effectiveness.

Katy Quinn
Principal and Chief Executive Officer (CEO)

Dated:

Organisation for Implementation of Policy



2. Organisation - Roles and Responsibilities

2.1 Board of Governors and the Finance & Resources Committee

All persons at board level have a legal responsibility to ensure that Health, Safety and Wellbeing is managed to the highest standards. The Board of Governors has an important strategic role to play in the management and decision-making of the College. This is to support the Chief Executive Officer and staff to provide the best possible education and educational opportunities for all students, through a clear mission and strategy for the College. Governors bring their experience and life skills to this task. The Board will also ensure the close monitoring of all aspects of health, safety and wellbeing throughout the College environment by:

- setting the strategic direction for the College;
- making corporate decisions in relation to the statutory functions of the Board of Governors;
- monitoring and evaluating College performance; and
- promoting self-evaluation to sustain College improvement.

The Finance & Resources Finance and Resources Committee shall advise on the adequacy and effectiveness of the Health and Safety Policy, ensuring arrangements are in place to review management systems and processes as required. The Finance & Resources Finance and Resources Committee will receive regular reports identifying any developments, improvements and arrangements to the College's existing health and safety control measures, whilst monitoring internal controls and governance processes with all consequential risk control measures and action plans reviewed, ensuring the Health and Safety Policy contributes, upholds, and continually develops safe learning and working environments for all.

2.2 Chief Executive Officer

The Chief Executive Officer has ultimate responsibility for the establishment, implementation and maintenance of the City of Portsmouth College (CoPC) Health & Safety Policy and, as such, is responsible for a strong and active commitment to a Health and Safety Policy statement which reflects their vision. They may delegate certain responsibilities of their authority through the Chief Operating Officer, Head of Estates & Facilities, Senior Management Team, College Managers, Health & Safety Manager and staff, but have specific duties to:

- Review and agree Health & Safety Policy.
- Establish and maintain the Policy Statement and for the overall achievement of its objectives.
- Ensure sufficient resources are made available for effective implementation of Policy and plans.
- Develop an organisation through which health and safety is appropriately managed.
- Ensure assessment monitoring and auditing of aspects of health and safety policy.

2.3 Chief Operating Officer

The Chief Operating Officer has operational responsibility for the establishment, implementation and maintenance of the CoPC Health & Safety Policy. The Chief Operating Officer has line management responsibility for Estates and Facilities and Health & Safety.

2.4 Head of Estates & Facilities

The Head of Estates & Facilities has responsibility for specific Health & Safety activities and is responsible to the Chief Operating Officer. They will champion Health & Safety at management meetings and have specific authority and responsibility to ensure:

- They report regularly on health and safety matters to Corporation, and will ensure that health, safety and wellbeing is a regular agenda item for the Senior Management Team.
- Department Heads at every level are aware of, and accept, their responsibilities.
- Health and safety matters are included on the agenda of managerial meetings.
- Resources are managed for the effective implementation of Policy.
- The Health & Safety Policy is reviewed and approved.
- A high standard of Fire Safety Management is maintained, acting on behalf of the Chief Executive Officer/Corporation as the 'Responsible Person' for Fire Safety arrangements.
- Operability of sites as 'Prepared Rest Centres,' to meet Portsmouth City Council's Major Civil Emergency Plan.
- Preparation of annual reports on progress, performance and implementation of Health and Safety Policy and planning.
- They act as the 'Responsible Person' for Fire Safety, by upholding a high standard of Fire Safety Management.

2.5 Senior Management Team

The College Senior Management Team shall ensure they adopt the College's Policy and integrate health and safety into core activities, whilst leading by example and supporting a positive culture throughout the College. In addition, they shall:

- Ensure 'ownership' for their Departments is assigned or delegated where applicable.
- Ensure College Managers receive a health and safety induction within their first month of employment.
- Ensure adequate financial and other resources are available to support and achieve the objectives of the Health & Safety Policy.
- Maintain health & safety performance, utilising safety inspections and audits within their areas.
- Ensure accidents, incidents, near misses and dangerous occurrences are monitored and act as a member of an accident investigation team as required.
- Ensure Health, Safety and Wellbeing is a regular agenda item on departmental management meetings.

2.6 College Health & Safety Manager

The College Health & Safety Manager shall be the competent person appointed under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, to assist in undertaking the required measures and prohibitions imposed upon the College by, or under, the relevant statutory provisions.

Reporting to the Head of Estates & Facilities, they shall have responsibilities for:

- Being the College's focal point for day-to-day references to Health & Safety, advising or indicating relevant sources of advice as needed.
- Developing the College Health & Safety management system, ensuring it meets current 'best practice' and advising management on all aspects of Health, Safety and Welfare.
- Co-ordinating the implementation of requirements recognised by the Health & Safety Executive (HSE) and to update information, communicating as appropriate.
- Assisting with preparation of reports to the Head of Estates & Facilities.
- Liaising with external regulatory authorities who are able to advise and offer expertise e.g. HSE, Portsmouth City Council and Hampshire County Council.
- Assisting and co-ordinating the carrying out of risk assessments, taking appropriate action on findings and monitoring effectiveness of control measures.
- Originating and participating in safety audits/inspections, and consulting when developing appropriate corrective action plans.
- Advising on the current accident/incident reporting procedures and leading during investigation of serious accidents.
- Advising on and/or delivering safety training when required.
- Regularly reviewing the College Emergency & Business Continuity Plans.
- Ensuring availability of procedures for the management of the following, with the list not being exhaustive or prioritised:

First Aid at Work

Gas Safety

Asbestos management

Contractor controls

Portable Appliance Testing

Pressure Systems

Environment Aspects & Impacts

Spill prevention and control

Noise management & protection

Document Management

Internal Audit

Accident reporting and statistics

Working at Height

Training awareness and competence

Lone Working

Emergency Light Testing

Electrical Inspection and Testing

Statutory Signs and Notices

Waste Management and minimisation

Fire prevention and mitigation

Pregnant workers and nursing mothers

Document Control

Building related legal requirements

2.7 Assistant Principals and Curriculum Managers

In addition to their responsibilities as College staff, Assistant Principals and Curriculum Managers and any staff member with line management responsibility for another staff member shall be responsible for the provision of safe working conditions for staff and students under their control and will:

- Ensure they and their managers have an induction and suitable training necessary to undertake work in a safe manner and fulfil their Health & Safety responsibilities.
- Ensure suitable and sufficient risk assessments and safe working procedures for their areas of responsibility are devised, maintained and reviewed with control measures recorded and actioned.
- Ensure regular and effective communications to disseminate health, safety and wellbeing related information, allowing for consultation with staff.
- Maintain high standards of housekeeping and Fire Safety within their areas.
- Appoint safety representatives to conduct safety inspections, with corrective actions taken or communicated through their managers or referred to the College Safety, Health & Environmental Committee.
- Ensure periodic checks of work equipment/facilities are undertaken to maintain safety standards.

2.8 College Managers (Business Support, Corporate, Cross College Heads)

In addition to their responsibilities as staff, College Managers/Heads are responsible for:

- Ensuring safe working practices are in place, adhered to and any suitable staff/student training is identified and organised.
- Bringing to the attention of Department Heads any matters requiring intervention as they cannot be dealt with satisfactorily at a local level.
- Ensuring staff under their control are advised of all health and safety matters relating to their work.

2.9 Facilities Manager

The Facilities Manager will, in addition to their responsibilities as a Business Services Department Head, advise on new building projects and the refurbishment of existing premises within the College and is accountable to the Head of Estates & Facilities. They shall:

- Maintain College properties, building systems/plant and grounds so that they are safe, welcoming and risks to health are controlled and minimised.
- Ensure that contractors provide suitable & sufficient risk assessments, method statements and other essential documents in advance of any work undertaken.
- Ensure any required permits to work are issued and restrict access to plant rooms to authorised personnel only.
- Provide health and safety inductions for organisations hiring site facilities and ensure compliance with the College Health and Safety Policy.

- Ensure hazard/risk information, including asbestos containing materials, is made known to staff carrying out repairs, alterations/refurbishment of College buildings and properties, to enable them to work safely.
- Oversee the health and safety performance of all Estates staff.

2.10 College Health & Safety Committee

The College, Health and Safety Manager, Head of Estates & Facilities and Facilities Manager are ex-officio members.

The Committee will meet at least once a term and be chaired by the Head of Estates & Facilities. Terms of Reference of the Committee are available, as are minutes and agendas of the meetings.

Functions of the Health & Safety Committee are to:

- Make recommendations to the Senior Management Team regarding the formulation and development of the Health & Safety Policy of the College.
- Promote a positive Health & Safety culture and to secure the effective implementation of the Policy.
- Monitor and review risk assessments and other issues involved in accident prevention.
- Advise, update and review safety rules and practices etc. affecting the College and its adherence to the Health & Safety Policy.
- Advise on training at all levels (i.e., College Managers, Heads, Safety Representative and Representatives of Employee Safety and other College staff).
- Consider hazard reports submitted by the Safety Representative and Representatives of Employee Safety, Student Union Representative, and other representatives.
- Review information, statistics and reports relating to Health, Safety & Welfare affecting staff, students and others who use College facilities.
- Discuss accident reports and investigations.
- Carry out inspections of a specific workplace by nominated Committee members, when necessary.
- Disseminate any relevant issues arising from meetings of outside Committee, of which the College has membership.
- Promulgate reports from the Health & Safety Executive.
- Provide minutes of the meetings to the Senior Management Team.
- Ensure staff have access to the minutes via the Intranet.
- Inform the Corporation periodically, through the Chief Executive Officer, of the work of the Committee, (reports to the Executive and annual report to the Corporation).

2.11 Safety Representatives / Employee Representatives of Staff Safety

Section 2(4) of the Health & Safety at Work Act states that recognised Trade Unions may appoint Safety Representatives from amongst the staff. Under Health & Safety (Consultation with Staff) Regulations 1996, the College will also consult with elected representatives of non-union staff on Health & Safety matters.

Safety Representatives and Representatives of Employee Safety will undertake the following activities:

- Carry out safety inspections of the workplace and keep records of all inspections.
- Provide safety inspection reports for discussion.
- Monitor the effectiveness of the employer's health and safety services.
- Highlight areas of health and safety concern for discussion at the College Health & Safety Committee.
- Participate in the investigation of potential hazards and dangerous occurrences at the workplace and participate in an accident team to examine the causes of accidents at the workplace.
- Receive verbal complaints and direct them to the appropriate person.
- Be informed of any accident/incident, make/sketch plans and take photographs as required.
- Ask, in accordance with Section 6 of the HSWA, for appropriate information to be made available, and be informed of any new introductions, work or location changes prior to implementation.

Note

Management at the College will consult Safety Representatives and Representatives of Employee Safety in good time with regard to:

- The introduction of any measure at the workplace which may substantially affect the Health & Safety of the staff the Safety Representative and Representatives of Employee Safety concerned represent.
- Any Health & Safety information required to be provided to the staff the SR/RES concerned represent, by or under, the relevant statutory provisions.
- The organisation and provision of Health & Safety training required under relevant provisions for the staff, the Safety Representative and Representatives of Employee Safety concerned represent.
- The Health & Safety consequences for the staff, the Safety Representative and Representatives of Employee Safety concerned represent, of the introduction (including the planning thereof) of new technologies into the workplace.

2.12 College Staff

All College staff are ultimately accountable for their health and safety at work and should take reasonable care not to endanger the health and safety of themselves and others affected by their acts or omissions. They shall also:

- Attend a Health & Safety induction within one month of commencing employment.
- Co-operate with the College in meeting all health, safety and wellbeing requirements.
- Report any accidents and incidents, including near misses, without delay.
- Participate in risk assessment and use safe working practice to reduce the occurrence of accidents and ill-health.
- Ensure students (new and returning) receive health and safety inductions at the start of programmes.
- Inform students about hazards/risks involved in their programmes.

- Use the correct work equipment for each task and ensure it is in good condition and suitable for the purpose.
- Not misuse, interfere with, or alter any items provided to manage health and safety, e.g. PPE
- Know how/who to consult on health and safety matters and student personal safety concerns.
- Ensure adherence to any College policies, procedures or work instructions concerning health, safety and wellbeing.

2.13 Students and Apprentices

Students and Apprentices will take reasonable care of their own and others health and safety, by adopting safe working practices and making proper use of facilities provided. A good standard of behaviour is expected at all times, irrespective of whether students are in class or elsewhere on College premises. Students and Apprentices will:

- Be introduced to hazard/risk awareness in programmes and use precautionary measures available to reduce the risks.
- Report on any accidents involving injury to themselves/others, near misses or damage to property.
- Obey Health & Safety instructions from teaching staff/staff holding safety responsibilities.
- Use work equipment correctly when properly authorised or supervised by teaching staff.
- Use personal protective equipment when issued for subject specific tasks
- Stop and inform teaching staff immediately if any task, activity or practice is becoming unsafe.
- Report defects or dangerous conditions observed on College premises to staff.
- Co-operate with staff, when required, in the investigation and prevention of accidents.
- Avoid reckless behaviour to prevent harm to themselves and/or others.
- Not intentionally interfere with or misuse any equipment that has been provided in the interests of health and safety e.g., fire extinguishers.
- Apply their health and safety responsibilities to work-based learning programmes and placements/work experience/work trials undertaken on Employers premises.

2.14 Occupational Health Advice

The College will take all reasonable steps to prevent any work-related ill-health and promote general health and wellbeing, but there are times when external medical provision is required to assist. Occupational Health Advice relating to the health and well-being of College staff will be obtained by the College from an external accredited medical provider. Key features of the service are:

- Conducting health clearance checks of new staff and undertaking 1:1 meetings with individuals as required.
- Advising Human Resources Business Partners on managing occupational health risks of existing staff, through relevant health surveillance.

- Participating in sickness/absence monitoring of staff, by undertaking return to work assessments with advice to HR Business Partners.
- Retaining relevant health and medical records in a safe and secure environment.

2.15 Public and Visitors

The College will do everything that is reasonably practicable to ensure persons not in their employment are not put at risk by any operation or activity undertaken as part of normal College business. The responsibility for any site visitors rests primarily with those staff whom invite/are involved with their guests while they remain on site, ensuring:

- Visitors report to College Receptions on arrival, wear a visitor's lanyard and badge at all times whilst on College premises and sign out at the end of their visit.
- Visitors are made aware of College Fire/Emergency Procedures.

2.16 Contractors

Contractors and self-employed persons must exchange formal health and safety information about their work (including risk assessments and method statements), with the staff responsible for engaging them.

Contractors or self-employed person's responsibilities are to:

- Co-operate with the College on all matters relating to health, safety, wellbeing, and safeguarding/vetting.
- Provide a copy of their current Health & Safety Policy (where applicable).
- Ensure relevant insurance documentation is up to date and available for scrutinising.
- Attend a health and safety induction before starting any works.
- Sign in/out daily with the Estates Team and wear a contractor badge at all times on College premises.
- Ensure their work does not detrimentally affect the health and safety of staff, students or anyone else.
- Use only the correct tools and equipment for the job and ensure plant/equipment is in good condition and suitable for the purpose.
- Confirm their electrical equipment has been tested and, if other than 110V, must bring this to the attention of the College.
- Use all personal protective equipment which may be specified for a task, and avoid improvisation when operating on College premises.
- Ensure correct access equipment is used at all times and in-keeping with the Working at Height Regulations.
- Inform the College of any hazardous materials and/or chemicals to be used and provide COSHH risk assessments.
- Report injury, accidents or near misses during works immediately to the Facilities Manager or the Caretaking Team Leader.
- Co-operate with the College in the investigation of accidents.
- Ensure waste materials are secure on College premises and safely disposed of by the contractor on completion of the work.

2.17 The Performance and Effectiveness of the Policy

The performance and effectiveness of the College Health & Safety Policy will be evaluated by input from the following means:

- Regular inspections, self-assessment, reviews and audits by the Health and Safety Manager, Facilities Manager, Safety Representatives and Representatives of Staff Safety.
- Audits by external safety/insurance representatives and site visits from regulating authorities e.g., HSE, Local Area Fire Brigade.
- Feedback and input from Health & Safety Committee Meetings.