



**Harrison College Ltd**

**Health and Safety Policy**

## **Health and Safety Policy Statement**

Harrison College is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all learners, staff, visitors, and contractors. We recognise our duty under the Health and Safety at Work etc. Act 1974 and related legislation, including responsibilities under the Management of Health and Safety at Work Regulations 1999, particularly in meeting the needs of children and young people and vulnerable adults with additional and complex needs.

This Policy applies to all its premises and all activities engaged in, both on and off site. The College will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work Act 1974 and associated legislation.

This policy sets out our responsibility as an employer to ensure strategic oversight of health and safety management, approve and monitor the implementation of this policy and all policies linked to Health and Safety management at Harrison college and to allocate adequate resources as applicable.

The accountable person for Health and Safety is the Principal, Gemma Peebles, who will delegate responsibility to nominated competent individuals and ensure health and safety training is provided to all staff. It is recognised that the control of Health and Safety is a management function with each level accountable to the one above and responsible for the one below.

The site Facilities Manager plays a critical hands-on operation role in ensuring the safe management of the facilities and buildings and reports directly into the Principal. The FM is Martin Fryer.

The Designated Safeguard Lead (DSL) will work closely with the Principal to ensure the health, safety and wellbeing of Harrison College Individuals. Gail Stonier is the DSL and Safeguarding Lead

Health and Safety performance will be subject to regular and routine monitoring, periodic audits and inspections, the results of which will be reviewed on a termly basis through reports to the Board of Directors in order to maintain and improve where necessary the required standards.

The College recognises that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Risks will be minimised by forward planning using competent, trained staff and resourced appropriately whilst working to attainable standards. We will therefore ensure risk assessments are in place and reviewed regularly

This policy will be subject to review on an annual basis, or after any event or incident necessitates its review, to ensure its provision continues to lead the development of standards of Health and Safety, which reflect the needs and aspirations of the College.

## **Organisation**

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this policy in the manner detailed in the arrangements. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of Health and Safety to individuals or groups.

### **The Directors**

The Directors have a responsibility to provide strategic oversight of health and safety compliance within the college and to approve and monitor this policy at least annually. They will do this by receiving termly reports to address the effectiveness and impact of relevant processes. This will include but are not limited to;

- Facilities and site management report
- Near miss reporting
- Accident reporting
- Risk registers
- Safeguarding report
- Internship and business partnership reports
- Teaching and learning culture reports
- Financial reports

The Directors require each member of staff, student and visitor to the College to exercise their individual responsibility under Health and Safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the College and its management processes.

### **Principal**

The Principal has overall strategic responsibility to the Directors for ensuring;

- the planning and implementation of the College's Health and Safety policy and associated management system is in place and embedded in all areas of the College's operations
- setting targets for improving the College's Health and Safety performance and reflected in the College Improvement plan and Areas for Development;
- that a suitable system of management is created to establish systems and process to satisfy the Health and Safety policy is complied with
- provision for health and safety arrangements, training and awareness extends to the employability and business development provision of Harrison College

In particular, the Principal is accountable for ensuring and maintaining operational processes are in place, monitored and reviewed annually, to include:

- in conjunction with the nominated persons of responsibility devise the Health and Safety policy and produce the College's general statement of intent.
- identify the means by which the policy will be planned, measured, audited and reviewed in the form of an annual plan.
- establish strategies/procedures to implement the policy and integrate these into the College's activities alongside the Safeguarding review and audit checks.
- ensure that all staff are capable and competent in their given roles through induction and provided with suitable and sufficient information, training and instruction.
- ensure that all staff understand, accept and are accountable for Health and Safety.
- establish organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist staff to carry out their duties and satisfy their responsibilities.

## **DSL**

Is primarily accountable for the safeguarding and protection of children, young people and vulnerable adults at the college, this responsibility encapsulates strategic responsibility for the health, safety, welfare and wellbeing of the staff and students at Harrison college. A main responsibility for the DSL is to report, attend and respond to multi-agency or external authoritative bodies on the health, safety and safeguarding of students and staff. The DSL will be accountable for providing strategic overview and reporting to the Directors or the Principal any health and safety non-compliance, near miss or accidents.

Main responsibilities include;

- promotion of an emotionally safe and physically safe learning environment.
- ensuring policies are aligned with safeguarding and health and safety statutory and legal obligations.
- liaising with external agencies such as Dr's, consultants, CAMHS, Police, Local Authority, LADO and social care workers.
- overseeing the management of individual EHCP's and support plans.
- ensure that safe practices around administering and storing medication, first aid provision and specific diagnoses and needs are in place and regularly reviewed and monitored.
- recognising and responding to signs of neglect, abuse, self harm and physical safety intervention protocols
- ensuring that specific, relevant and timely training, updates, and refresher training based on roles and responsibilities is provided annually or as the applicable statutory guidance stipulates.

Please see the college website for further detail on associated and linked policies and procedures.

## **Facilities Manager**

Will work closely with the Principal and has a critical responsibility in maintaining a safe and compliant physical environment. This role requires a high level of competence and knowledge of legal responsibilities and risk management procedures and the maintenance and upkeep of records and documentation reports to ensure compliance with legislation.

The overall premises health and safety is paramount. The site manager responsibilities will ensure;

- that emergency procedures are known, prepared for and associated resources are functional, accessible and in place.
- it is accessible and compliant as a building and facility including electrical systems, disposal of waste substances, fire exits, walkways, car parks, lighting and welfare facilities.
- daily site checks, weekly testing and routine maintenance is carried out and documented.
- creation of relevant risk assessments and update as required.
- ensure all associated processes and policies are implemented, reviewed and updated as necessary and at least annually.
- the safe arrangements of contractors and external visitors working on the site and will
  - have procedures in place to minimise any risks or hazards
  - communicate our expectations around safety obligations.
  - ensure the appropriate supervision is in place

The site manager will have responsibility for reporting any accidents, incidents, near misses or health and safety non-compliance to the Principal, and Directors as applicable. The use of CCTV systems will assist the lawful functioning of Harrison College's health and safety management systems. Specific training will be provided based on roles and responsibilities and resources allocated adequately to ensure these can be carried out within the statutory obligations placed upon Harrison College

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Please see the website for further detail on all policies and processes associated with the Health and Safety of the site and facilities management.

### **Staff:**

All members of Harrison college staff, volunteers, business mentors and contractors with any responsibility, whether related directly to teaching or any kind of support role, must ensure that they are fully conversant with all aspects of Health and Safety for their area.

All staff are required to ensure they:

- are familiar with the College's Health and Safety policy and associated policies and procedures.
- carry out their duties in accordance with the Health and Safety Policy.
- co-operate with management on matters of Health and Safety;
- take reasonable precautions to ensure their own safety and the safety of all persons within their charge.
- ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them (Risk Assessments and Manual Handling Risk Assessments);
- ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has been identified as a requirement;
- do not misuse, neglect or ignore anything provided for their safety.
- use plant, equipment and substances correctly and use the appropriate safety equipment.
- inform their appropriate line manager immediately of any defective equipment, safety hazard or damage in their area, and remove it from use if applicable.
- report all hazards, accidents and incidents, whether serious or not, to their line manager immediately and complete the required documentation.
- are aware of and comply with the system for disposal of any equipment, resource or other learning resource.

### **Students**

Through their transition activities, induction period and other vehicles of communication methods throughout the teaching and learning provision, students will be made aware of and will sign, where applicable, an agreement to show they understand their part in ensuring a safe environment for themselves and others.

Students are required to:

- take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions.
- co-operate with College staff in order that any statutory or other Health and Safety matter, etc., may be fully carried out.
- comply with all safety instructions issued by teaching and other staff with responsibilities for safety.
- follow all reasonable adjustments and interventions put in place to ensure their health and safety and that of others, as stipulated in their risk assessment or personal safety plan if applicable.
- report defects and dangers.
- behave in a safe and orderly manner at all times.
- not misuse any item provided by the College in the interests of Health and Safety;
- comply with all Personal Protective Equipment supplied to them and wear it when instructed.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the Health and Safety management system on a prioritised basis.

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## **Planning for Health and Safety:**

Planning is an essential part of the implementation of the College's Health and Safety policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, learners and others who may be affected by the operation of the College. The purpose of the plan is to ensure that Risk Assessment and Preventative Measure are in place, to include:

- suitable and sufficient management arrangements, risk control measures, and workplace precautions designed, developed and installed.
- the safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the College.

To ensure that the generic organisational hazards affecting the College are properly managed, and aligned, comprehensive risk assessments will be routinely carried out, and policies, procedures and guidelines produced for the safe management of the college provision are in place and available on our website, or on request.

The main areas covered by these arrangements to date are, but not limited to;

### **Learner and safeguarding:**

Risk Assessments for onsite and offsite activities and visits  
All educational off-site visits or residentials  
Internship and work preparation young worker assessments  
Lone working / Offsite working  
Personal Emergency and Evacuation plans / Care plans / One Pager Profiles  
Fire safety processes, precautions, management and recording processes  
Emergency and Accident procedures  
Reporting and Investigation processes  
First Aid, Medical, storage of medication and specialist equipment procedures  
Travelling in Safety Training assessment  
Online safety, filtering and monitoring processes

### **Site management to include**

CCTV  
Contractors working on-site  
Accessibility and Disability assessments  
Personal Protective Equipment  
Legionella  
Manual Handling, working at height  
Noise and Vibration  
Tools and work equipment assessments  
COSHH / RIDDOR

### **HR to include:**

New and Expectant mother assessments  
Recruitment, Right to Work  
DBS and vetting checks  
Privacy Notice and GDPR  
Data Protection

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas and some may have control measures that are tailored to the participating

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individuals physical, social, cognitive, emotional or sensory needs. These reasonable adjustments will be compliant with the associated Disability, Discrimination or Equality Acts. Further information is available on our website, or on request via the college email [info@harrisoncollege.co.uk](mailto:info@harrisoncollege.co.uk) or by ringing 01302 540495.

## Other

### Personal data and safer recruitment

Harrison College aims to ensure that all personal data collected about staff, students, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the UK [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

Safer recruitment and vetting checks play an integral part in maintaining a safe environment at Harrison College and during offsite visits and internships. Certain other issues relevant to the management of Health and Safety, such as the procedures for selection and recruitment, staff training, etc., can be found in other cross-College policies and procedures such as the DBS procedure.

### Student safety

KCSiE 2025 guidance and Working Together to Safeguard Children 2023 (2026) sets out our statutory obligations for the health and safety of our students. This and other associated DfE guidance are incorporated into our college policies and strictly adhered to. Further detail can be found in the Safeguarding and Child Protection Policy, Personal Development and Welfare Policy and SEND statement of intents. These and other policies are available on our website.

The College will hold information securely. To prevent unauthorised disclosure or access of personal information, it has strong organisational and technical security safeguards. The College follows stringent procedures to ensure it processes all personal information in line with the GDPR. Further detail can be found in our Data Protection Policy and Privacy notices.

### CCTV

We use CCTV in the interior of the College to ensure we remain safe, for lawful and legitimate purposes. There are notices displayed near the areas of the cameras in accordance with Article 13. The use of CCTV is for safeguarding reasons as well as security to maintain the safety of our students and staff community.

The reviewing of CCTV is used only in rare cases where it is necessary, and only in the designated areas where confidentiality can be maintained. The review of any material will be carried out by the designated people only. The capacity to record sound is switched off by default but is available on the playback facility when accessed for lawful and legitimate interests as stated in Article 6.

Examples of when CCTV playback may be viewed would be:

- An accusation of physical violence or aggression from a student or member of staff
- An accusation of gross misconduct from a student regarding a member of staff
- An accusation of an unlawful act, such as theft regarding a student or member of staff
- An incident where an intruder enters the building, and the recording is used in a criminal investigation

The designated person(s) for viewing CCTV monitoring are G Peebles (Principal) and G Stonier (Safeguarding DSL and Director). Incidents, near miss and safety concerns are reported and Directors review these as necessary. For further details please see the website or contact the college to request written copies.

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## Monitoring and Review

To ensure the effectiveness of the Health and Safety policy in providing and maintaining environments and systems of work which are safe and without risk to health, and where appropriate to the environment, the following procedures for monitoring have been established;

- Annually, College premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management system.
- Annually, College premises and its activities will be inspected to confirm that all staff are satisfying their operational responsibilities and duties.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any Health and Safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities and, where appropriate, the manager responsible or the Health and Safety Facilitator will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the College.
- The Directors, Principal and Designated Safeguarding Lead will ensure their strategic accountabilities are reported, monitored and operationally implemented through the delegated responsibilities given to other designated relevant staff within the college