



THE  
**TRAFFORD**  
**COLLEGE**  
GROUP

# **Health and Safety Policy**

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<b>Consultation:</b>	<b>TCG College Leadership Team and TCG Board of the Corporation</b>
<b>Approval:</b>	<b>Transition Board</b>
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## 1. Purpose

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

The Trafford 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 Charter 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 the Trafford College Group's legal requirements. The Trafford 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 2020.

### 3.2 Associated Internal Regulations include:

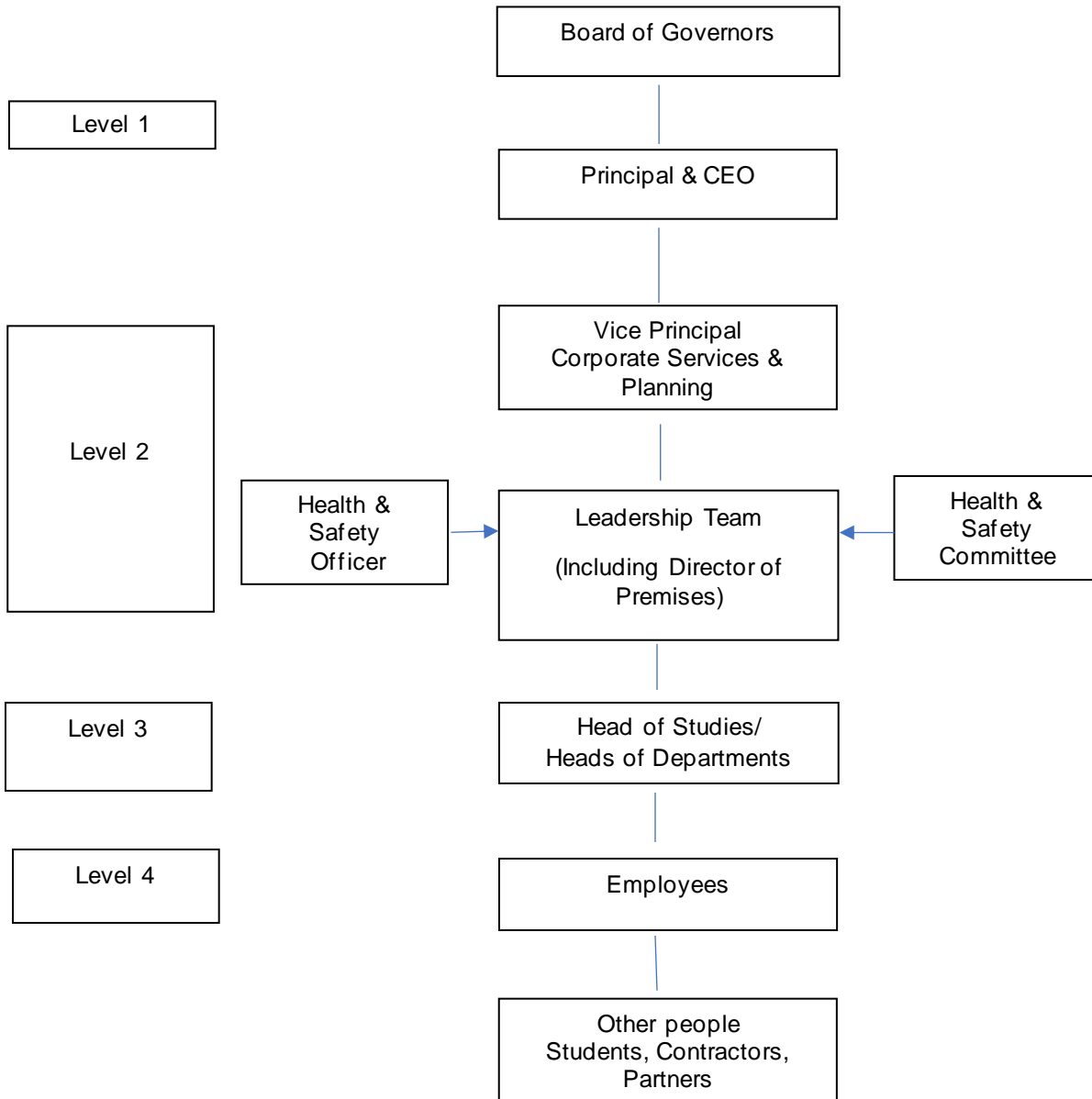
- Equality & Diversity Policy & procedures
- Online Learning protocols
- Complaints Procedure
- Visitors Protocol
- Codes of Conduct
- Data Protection Policy
- Health & Safety Procedures
- Safeguarding Policy

#### 4. Acronyms and Definitions

Acronym	Description	Definition
RACI	Responsible Accountable Consulted Informed	<p><b>Responsible:</b> those who do the work to achieve the task.</p> <p><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.</p> <p><b>Consulted:</b> those whose opinions are sought, typically subject matter experts.</p> <p><b>Informed:</b> those who are kept up to date on progress, often only on completion of the task.</p>

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

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



### **Board of Governors**

The Board of Governors is the approving Body of the Corporation, and therefore has the ultimate responsibility for health and safety.

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

The Principal & CEO will:

- Be responsible to the Board for the normal running of the College in all of its activities, including the management of health and safety.
- Authorise this Policy and shall satisfy the Board that it has been implemented.

## **Level 2: Leadership Team**

The Leadership Team will:

- Ensure this policy is carried out effectively.
- Provide adequate resources for health, safety and welfare.
- Be actively involved in encouraging and promoting a healthy and safe place to work and learn.

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

The Director of Premises is responsible for the condition of the estate and fire safety management and is also the Designated Duty Holder for Legionella.

## **Health and Safety Officer**

The Health & Safety Officer 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 Health & Safety Officer.
- Monitor health and safety standards across the College, 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 the Trafford College Group, including evening, agency and community staff will:

- Take all reasonable care of their own health, safety and welfare and other people who may be affected by the work they do.
- Co-operate with the College 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 Health & Safety Officer 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 in the College, including contractors, partner agencies, or individuals using College premises/facilities (e.g. external organisations hiring College space such as a training kitchen) has a duty to work with the Trafford College Group to ensure the College campuses are safe and healthy places for all.

They must:

- Provide all documentation requested by the Health and Safety Officer 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 the Trafford 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**

### **6.1 Health & Safety Policy Charter**

The Health & Safety Policy Charter documents the commitment of the Trafford 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 Charter Revision**

The Health & Safety Policy Charter 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 Health & Safety Officer will be responsible to arrange approval, signed and dated, scanned to PDF and shared with the wider Trafford College Group network.

#### **Archival and Display**

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

The Policy charter 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 Health & Safety Officer, [Natalie.Thornborough@tcg.ac.uk](mailto:Natalie.Thornborough@tcg.ac.uk)



## Appendix A: Health & Safety Policy Charter

The Trafford College Group is committed to operating in a way that safeguards our people and the environment. This Policy Charter provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets. This ongoing commitment to environmental and health and safety management (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, The Trafford 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 environmental and health and safety 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. We establish H&amp;S incident management and response plans. We take appropriate corrective actions to prevent recurrences at specific locations as well as across the campuses. 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 environmental considerations into our decision-making processes. We establish, implement and validate 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. 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 EHS 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 Charter, allocating adequate resources to deliver EHS programmes at each College campus, ensuring legal compliance and for EHS performance in their areas of 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 Charter will be reviewed and amended as necessary.

### Approval Declaration:

Signed:  
Principal & Chief Executive Officer - James Scott



Date: 27<sup>th</sup> April 2021

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



Date: 27<sup>th</sup> April 2021

Created: **April 2021**

Next Revision Planned: **April 2022**