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Health and Safety Policy

| Approval: | Title: | Signed: | Date: |
|------------------|--------------------------------------|---|---------|
| Issued: | Head of Health, Safety & Environment |  | 5.5.26 |
| Approved: | Principal/CEO |  | 19.6.26 |

| Revision Status: | | | | | | |
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| DCN: | HS-MM | HS-MM | HS-MM | HS-MM | HS-MM | |
| Revision: | 09 | 10 | 11 | 12 | 13 | |

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Section A Amendment Register

| Date | Issue | Details of Amendment |
|------------|------------|--|
| 13/03/2012 | Version 1 | Introduction of Health & Safety Management Manual (Replaces H&S Policy 1-5) |
| 28/03/2013 | Version 2 | Hyperlinks enabled and list of contents updated |
| 13/03/2014 | Version 3 | Changes to reflect changes to Head of Curriculum & Programme Area Managers |
| 26/04/2016 | Version 4 | Removal of Capita, update of Organisational Charts and general review |
| 06/01/2017 | Version 5 | Change of Directors and Directorate |
| 05/09/17 | Version 6 | Change of Principal |
| 25/03/2019 | Version 7 | Change to ISO 45001 |
| 04/06/2020 | Version 8 | Change of Principal, Update of Minor Changes to Organisation charts and review. added Pandemic Illness Guidance. (not issued) |
| 01/10/2020 | Version 9 | Change of College leadership structure, update of minor Changes and review, added Pandemic Illness Guidance |
| 26/11/2021 | Version 10 | Change of job Titles & Review |
| 10/03/2023 | Version 11 | Change Job Titles following Management Restructure |
| 02/09/2025 | Version 12 | Chief Operating Officer assigned as strategic lead for health and safety Standardisation of job titles throughout the document Updated to ensure responsibilities are clearly defined. |
| 05/05/2026 | Version 13 | Job title/department titles changed Purpose section amended, Objectives section amended - KPI's added, Monitoring, Review and Accountability & Evidence and Inspection sections added |
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Scope

The scope of the health and safety management system applies to the premises and activities of Boston College and all persons on the premises including contractors and students.

Purpose

This section sets out the college's measurable health and safety objectives and key performance indicators. These support the college's commitment to providing a safe, supportive learning environment and contribute to high standards in behaviour and attitudes, leadership and management, and personal development, in line with Ofsted expectations and the Health and Safety at Work etc. Act 1974.

References

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety (First Aid) Regulations 1981
- The Control of Substances Hazardous to Health Regulations 2002 (CoSHH)
- The Safety Representatives and Safety Committees Regulations 1977
- The Food Safety Act 1990

Policy Statement

Boston College has expressed their commitment to provide a safe place of work and to strive to continually improve through the publication of the health and safety Policy Statement which is approved by the principal responsible for health and safety and reviewed on a regular basis.

This Policy Statement is made by the Principal of the College, on behalf of the Corporation to define, endorse and demonstrate commitment to Health and Safety. The operation of this policy and associated procedures will be monitored and reviewed annually or where changes occur in relevant legislation, College procedures or in the event of a reportable incident.

Management and supervisory staff have responsibilities for the implementation of the policy and must ensure that Health and Safety issues are given adequate consideration in the planning and day-to-day supervision of all work.



Lynette Leith - Principal

Signed on behalf of Boston College

Date: 19.6.26

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Introduction

The College has adopted an Occupational Health and Safety Management System to ensure that our legal and moral obligations to ensure the health, safety and welfare of all those affected by the College's activities are fulfilled.

We are committed to achieving and maintaining compliance with ISO 45001:2018, the recognised standard of health and safety management and striving for continuous improvement always.

The Executive Leadership Team will demonstrate leadership and commitment to all persons in the College, as well as to other interested parties such as contractors and customers.

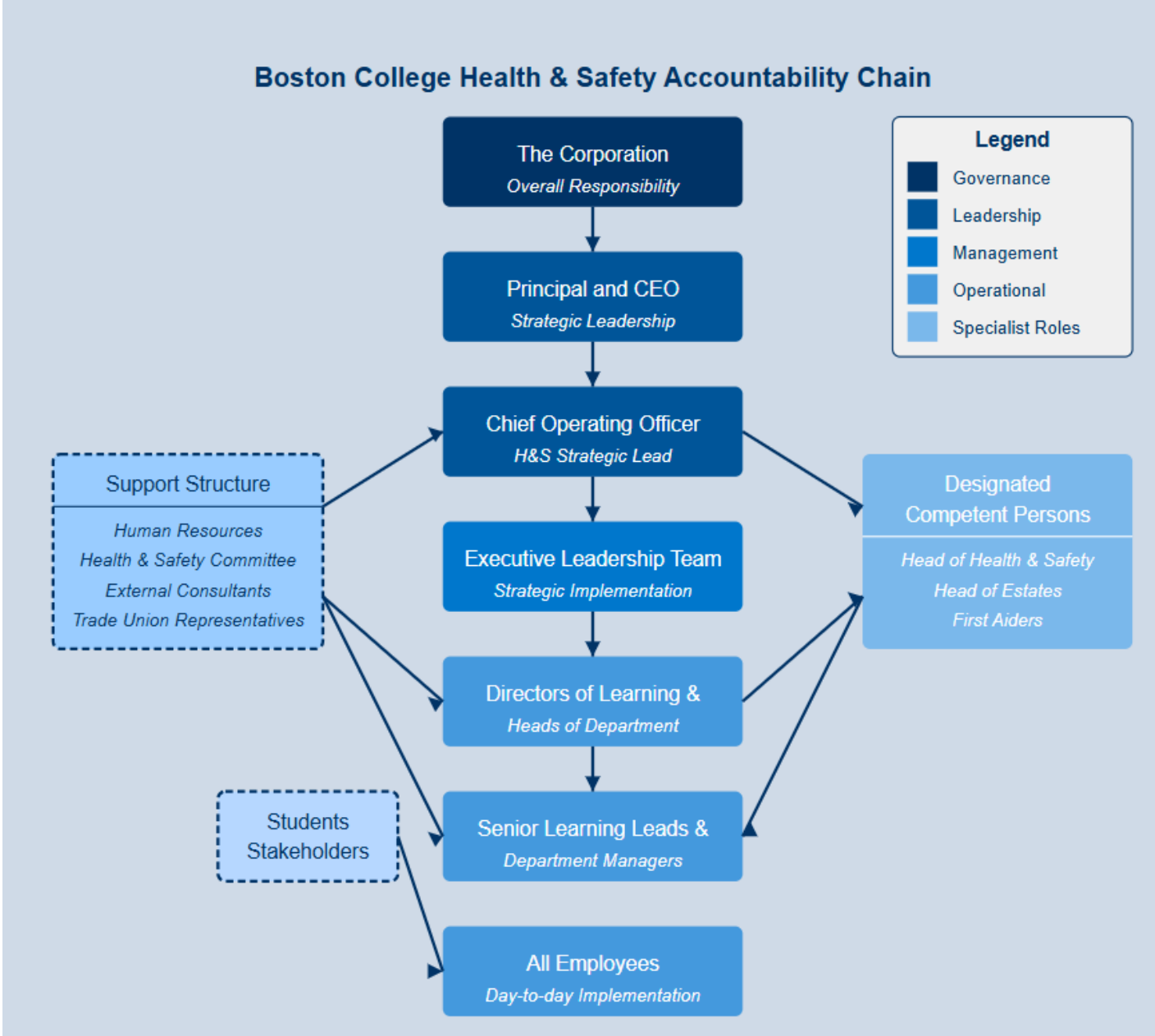
The following sets out the detail of the College health and safety management arrangements which will enable us to meet our objectives. It is unique to our activities and can only be achieved with the full cooperation of our staff and students.



Debbie Holland
Chief Operating Officer

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Health and Safety Organisational Responsibilities



The Corporation

The Corporation have overall responsibility for health and safety and in particular for:

- ensuring that adequate resources are available to implement the health and safety policy.
- ensuring health and safety performance is regularly reviewed at board level.

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The Principal and CEO

The Principal has responsibility for health and safety and for:

- Ensuring the implementation of this Health and Safety Policy is effected within the college and is the officer responsible for keeping the Board informed about significant health and safety issues.
- Providing the required level of leadership and objectivity for ensuring provision of adequate financial and other resources to meet statutory obligations and any corporate requirement relating to health and safety.
- assigning a member of the executive leadership team to lead on health and safety issues (Chief Operating Officer)

Chief Operating Officer

Assigned by the Principal and CEO as strategic lead for health and safety issues, the Chief Operating Officer has responsibility for:

- supporting the Principal and CEO in meeting statutory obligations by ensuring provision of adequate financial and other resources to meet health and safety requirements.
- Ensuring that the Principal and Health and Safety committee are kept informed of all health and safety issues.
- The COO will undertake direct line management responsibility for the Head of Estates and Head of Health and Safety.
- Ensuring that the college is provided with adequate insurance to meet its employee, third party and property liabilities and the necessary procedures are in place to ensure the Partners and Contractors carry appropriate and adequate cover.
- Ensuring the Statutory Notices, the Health and Safety Policy, Insurance Certificate and the names of Appointed First Aiders are displayed or available as required throughout the college.
- Ensuring that Fire Risk Assessments are carried out by competent persons, that the fire precautions and provisions remain adequate and robust and is the name Responsible Person appointed under the Regulatory Reform (Fire Safety) Order 2005.
- Determining health and safety objectives and assign clear responsibilities for meeting them.
- Allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.

Executive Leadership Team

The Executive Leadership Team of Boston College is responsible for:

- Ensuring that health and safety responsibilities are clearly communicated to staff.
- Ensuring that all departments within their areas of responsibility have in place a suitable and sufficient health and safety management system and are proactive in promoting and monitoring implementation of the Health and Safety Policy within their sphere of operation.
- Ensuring the Health and Safety Committee is kept informed of all health and safety issues.
- Ensuring the Health and Safety Policy is effectively disseminated and implemented within their areas and that all staff are aware and carry out their duties and responsibilities.

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- Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the College's health and safety policy and strategy.

Directors of Learning and Heads of Department

The Directors of Learning and Heads of Department are responsible for:

- Providing the primary link between staff and its students, ensuring that health and safety information forms part of student induction and that students are aware of their health and safety responsibilities.
- Ensuring that the student voice is valued and recognised, ensuring that student feedback on health and safety matters is considered and acted upon as appropriate.
- supporting the implementation of the College's health and safety policy.
- co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance.
- ensuring that all members of their team are aware of their responsibilities and have received appropriate training.
- ensure that effective risk assessments are completed, and appropriate measures taken to eliminate, reduce or otherwise control risks to an acceptable level.
- ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g. team meetings, etc.
- ensuring that areas of particular concern, which cannot be solved at their level, are communicated effectively to the executive leadership team.
- supporting and participation in the established system of communication in respect of health and safety within the College.
- investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees.
- investigating all accidents that occur in their areas of responsibility.

Senior Learning Leads and Department Managers

Each Senior Learning Lead and Department Manager is responsible for the effective management of health and safety within their own area or function. This includes:

- carrying out regular documented safety inspections that highlight unsafe conditions and acts.
- ensuring that safe systems of work are implemented.
- Conduct and approve Risk Assessments, including those required for the use of hazardous substances under the COSHH Regulations, on activities within their department ensuring that the methods and systems of work are safe. Also that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- Prepare and maintain a scheme which identifies work equipment requiring statutory inspection by competent persons and ensuring that the equipment is easily identifiable and available for inspection on the date required.
- ensuring that the arrangements for fire evacuation and first aid provision are effectively implemented in their areas of work.
- enforcing personal protective equipment requirements.
- ensuring that staff are adequately trained for the tasks they perform.
- identifying and reporting health and safety related problems.
- identifying training needs.

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- investigating and reporting on accidents and incidents.
- participating in the risk assessment programme.
- setting a good example on health and safety matters.
- consult with and allow participation of staff in Health & Safety decisions.

All Employees

All employees have responsibilities in respect of health and safety. They will:

- co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures.
- take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work.
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.
- report all health and safety concerns to line managers.
- assist with the completion of the risk assessment programme.
- participate in discussions as required freely.

Designated Competent Persons

Head of Health, Safety & Environment

The Head of Health, Safety & Environment is responsible for advising on health and safety management within the College. These responsibilities specifically include:

- Assisting Executive Leadership in the development and implementation of the health and safety strategy.
- Providing advice and guidance on health and safety matters, be the College's competent person.
- Chairing the college's Health and Safety Committee. The Committee is a statutory body consisting of management and staff representatives. It has the function of assisting and advising the principal on the measures taken to ensure the Health and Safety at work of staff, students and visitors, and keeping these under review.
- Ensuring that effective arrangements exist for consultation with staff on matters relating to their health and safety:
- Monitoring the performance of health and safety management arrangements and providing information to the Executive Leadership Team.
- Assisting with the investigation of serious accidents, incidents and complaints regarding health and safety matters.
- liaising with the Health and Safety Executive, Boston College's insurers and other external bodies.
- identifying the implications of changes in legislation or HSE guidance.
- preparing and submitting progress reports on an annual health and safety action programme.
- sourcing additional specialist health and safety assistance when necessary.
- Co-ordinate arrangements for First Aid.
- Carry out Fire Risk assessments every two years with review annually.
- Carry out staff training as required.
- Conduct Health & Safety audits as required.

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Head of Estates

The Head of Estates is responsible for the provision and maintenance of College premises and facilities. These responsibilities specifically include:

- Ensuring that the safety aspects of all buildings, grounds, plant and machinery under their control are maintained, inspected and tested in accordance with legislation and college procedures maintaining appropriate records.
- Ensuring that all construction work under their control complies with all relevant legislation.
- Coordinating the arrangements for Fire Safety.
- Maintaining and providing information on matters relating to the health and safety of College premises

People Services

- Ensuring that employees are made aware of their health and safety responsibilities as part of the Corporate Induction process.
- Will agree a frame for staff training and development on health and safety.
- Maintain health and safety records, e.g. staff development and training, etc.

First Aiders

First Aiders are responsible for aiding any members of staff, learners, visitors or contractors who may be injured or become unwell while on College premises, specifically they shall

- Assess and treat casualties to the level of the training and competence
- Plan for casualties to be transferred to hospital or home where necessary
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.

Health and Safety Committee

The Health and Safety Committee will provide an opportunity for appointed and other representatives to confer with College leadership on health and safety issues. Typically, the topics covered by the Committee are:

- identify and prioritise safety issues.
- identify training requirements for employees.
- review safety records including accidents and incidents.
- agree changes in working practices, if required.
- review the implications of any changes in Health and Safety Legislation.

Committee representatives are selected from a wide cross-section of Boston College's operations and therefore have a wide practical knowledge of the processes and activities undertaken within Boston College.

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Planning

Hazard Identification, Risk Assessment and Determining Controls

The Occupational Health and Safety Risk Assessment Policy Procedure is implemented for the ongoing identification of hazards, assessment of risk and determination of suitable and sufficient controls by the application of the following ethos:

- Elimination
- Substitution
- Engineering Controls
- Signage, Warnings and or Administration Controls
- Personal Protective Equipment

Legal and Other Requirements

The College will adhere to Occupational Health and Safety legal and other requirements that are applicable to our operations, activities and the aspects resulting from our operations.

The Legal Register will also identify other legal requirements that Boston College may subscribe if imposed on us by customers, local authority, parent organisation and public authorities etc.

The legal register shall be maintained and updated as required and as a minimum twice yearly. Management Review meetings will also review and update the Legal Register. The College will communicate relevant information on legal and other requirements to persons working under our control and other interested parties.

Objectives and KPIs

Objective 1: Promote a safe and positive learning environment through the reduction of accidents and incidents

Intent:

To ensure that learners and staff work in an environment where risks are minimised, and where safe behaviours are consistently promoted and understood.

KPIs:

- A minimum 10% year-on-year reduction in recorded accidents
- A minimum 20% increase in near-miss reporting, demonstrating a proactive safety culture
- 100% of accidents investigated within 5 working days
- 100% compliance with statutory reporting requirements under RIDDOR

Impact:

Leaders can demonstrate that learners feel safe, understand how to manage risk, and develop positive attitudes towards health and safety in education and training environments.

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Objective 2: Ensure effective implementation of risk management across all provision

Intent:

To ensure that leaders and managers establish and maintain effective systems for identifying, assessing, and controlling risks across all curriculum areas.

KPIs:

- 100% of departments maintain up-to-date risk assessments, reviewed at least annually
- 100% completion of planned health and safety audits
- A minimum 95% compliance score achieved in internal audits
- 100% of high-risk actions addressed within agreed timescales

Impact:

Leaders can demonstrate strong oversight and accountability, ensuring that health and safety arrangements are consistently applied and that learning environments are well managed and fit for purpose.

Objective 3: Develop staff and learner competence in health and safety

Intent:

To ensure that all staff and learners have the knowledge, skills, and behaviours required to work safely, particularly within high-risk vocational environments.

KPIs:

- 100% completion of mandatory health and safety training by staff within required timeframes
- 100% of learners receive appropriate health and safety induction prior to engaging in practical activities
- 100% completion of required refresher training

Impact:

Learners demonstrate safe working practices, understand risks within their areas of study, and are well prepared for progression into employment or further training.

Monitoring, Review and Accountability

- Performance against KPIs is reviewed termly by H&S Committee and senior leaders and reported to governors
- The Head of Health, Safety and Environment produces an annual report evaluating performance and identifying areas for improvement
- Outcomes inform continuous improvement planning and policy review

Evidence for Inspection

Evidence used to demonstrate impact includes:

- Incident and near-miss data and analysis
- Audit reports and completed action plans
- Staff and learner training records
- Risk assessments and review documentation

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Implementation and Operation

Resources, Roles, Responsibilities, Accountability and Authority

The roles, responsibilities and authorities of personnel who manage, perform and verify activities influencing the Occupational Health and Safety risks of the College's activities, facilities and processes have been defined, documented and communicated in order to facilitate Occupational Health and Safety Management.

Executive Leadership Team shall take ultimate responsibility for the Occupational Health and Safety and the Occupational Health and Safety Management System.

Training, Awareness and Competence

Health and Safety training shall be undertaken to ensure all staff are competent to carry out their roles. Records of training are retained and maintained. The training considers differing levels of, responsibility, ability, language skills and literacy and risk

Communication Participation and Consultation

Communication

The College will communicate with our students, employees and other interested parties as described within our communication procedure. The Procedure establishes implements and maintains for:

- Internal communication
- Communication with contractors and other visitors to the workplace
- Receiving and responding to relevant communications from external parties

Participation and Consultation

The College has established a procedure to encourage employee participation by empowerment of the workforce in Occupational Health and Safety matters by involvement in hazard identification and the determination of controls.

This procedure includes communication with contractors and other interested parties.

Documentation

The Occupational Health and Safety Management System is designed with integration of our other Management Systems in relation to the College's operations providing guidance on where to locate the relevant detailed information.

Control of Documents

The College will maintain and control Management System documentation and data to ensure that documentation is controlled, reviewed and approved documents are issued for use in accordance with the procedure.

Document control also ensures that all obsolete documents are removed from the system to safeguard against unintended use.

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Operational Control

Operational control focuses on areas of the College's activities associated with the identified hazard where the implementation of controls is necessary to manage Occupational Health and Safety risks.

A documented procedure exists controlling operations and activities relevant to the College's undertaking.

Emergency Preparedness and Response

The College has prepared emergency response procedures specific to our activities. This procedure details guidance, how to respond to and manage Occupational Health and Safety emergency situations that may arise as a result of the College's activities. Foreseeable emergencies shall be identified within the risk assessment process.

Checking and Corrective Action

Performance Measurement and Monitoring

Procedures have been established outlining the methodology to be utilised to monitor and measure Occupational Health and Safety against set objectives, targets on a regular basis. The monitoring process shall be both proactive and reactive:

- Proactive – measure of performance with the Occupational Health and Safety Management System, controls and Operational Criteria.
- Reactive – measuring performance of Ill Health, Incidents (including Near Misses and Accidents) and other Safety Performance.

Evaluation of Compliance

Audits and inspections shall be undertaken to demonstrate our evaluation of compliance to current legal requirements, records of these audits and inspections shall be maintained.

Incident Investigation, Nonconformity Corrective and Preventive Action

Incident Investigation

The College has a procedure for the investigation and analysis of accidents and incidents in order to identify deficiencies within the Management System, Identify the need for corrective actions and Preventative Action. Investigations shall be performed.

Nonconformity, Corrective Action and Preventive Action

The procedure maintained at corporate (strategic) level identifies actual and potential nonconformities and facilitates corrective actions and preventative actions.

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Identification, Control & Archiving of Records

All records shall be archived in a manner that will allow ready access to them for retrieval. These records shall be indexed and legible.

Internal Audits

Audits of the Health and Safety Management System are conducted internally and externally, by persons considered to be competent by the College. Audit results are documented and brought to the attention of the executive leadership team, who has the responsibility for implementing corrective action in case of noncompliant activities being identified.

4.6 Management Review

Executive Leadership Team will review the Occupational Health and Safety Management System, objectives, targets and overall Occupational Health and Safety performance of the College.

Findings from the Management Review Meetings shall be distributed to relevant parties for their action and information.

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1. What is the name of the policy?

Health and Safety Policy.

2. What is the aim of the policy?

Policy statement and organisational responsibilities.

3. Who does the policy impact on? (Staff, learners, partners etc.)

Staff, learners, partners, visitors and contractors.

4. Who implements the policy?

Head of Health & safety All users working or visiting the College.

5. What information is currently available on the impact of this policy?

(This could include data that is routinely collected for this policy and/or minutes from management or team meetings. It could also include conversations with students and/or staff who have used this policy in their day to day role).

H&S Committee meetings, accident reports, incident report, risk assessments, Induction for staff and learners, meetings with consultants and Board of Governor reports.

6. Do you need more information before you can make an assessment about this policy?

(If yes, please put down what information you need and identify in the action plan, how you intend to collect it)

*Look at accidents by gender, age, disability and protected characteristics.

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7. Do you have any examples that show this policy is having a positive impact on any of the equality characteristics shown in Table.1?


Raising awareness of bespoke issues re H&S ie, new and expectant mothers policy.

8. Are there any concerns that this policy could have a negative impact on any of the equality characteristics shown in Table.1?

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Table. 1

| Category | No | Yes | Please supply any additional comments |
|----------------------------|----|-----|---------------------------------------|
| Race | | | |
| Disability | | | |
| Gender | | | |
| Gender re-assignment | | | |
| Age | | | |
| Sexual orientation | | | |
| Religion/belief | | | |
| Pregnancy/maternity | | | |
| Marriage/Civil Partnership | | | |

| | | | |
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| Socio-economic | | | |
| Rurality | | | |
| Actions are to be taken as a result of the Equality Impact Assessment | | | |
| <i>Action Required</i> <i>(clearly state where within existing management structures these actions will be performance monitored)</i> | Person responsible | Comp date | Review details - impact and outcome |
| Consider process to raise awareness to meet the diverse needs of students and staff | Pete Davy | May 2012 | COMPLETED |
| Create student focus group to help review | Pete Davy / Yanna Lawson | May 2012 | NO LONGER REQUIRED |
| *Monitored at termly H&S Committee meetings | Matt Dudhill | Ongoing | COMPLETED – |
|  Signed: MATT DUDHILL | Position: Head of Health, Safety & Environment | | Date 5.5.26 |

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