



## HEALTH AND SAFETY POLICY

{Updated May 2025}

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Owner: Senior Director Approved by: LGB Review Cycle: Annually Last approved: June 2025 Due for approval: June 2026
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# **INTRODUCTION**

## **1.1 Health and Safety at Work Act 1974**

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as students, visitors, contractors, etc.

It is important to realise that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer so far as is reasonably practicable to ensure a safe and healthy place of work.

## **1.2 General Statement**

The College accepts its responsibilities under the Health and Safety at Work Act 1974 and all subsequent regulations. The College will ensure, so far as is reasonably practicable, the health, safety and welfare of employees, visitors, contractors and any other persons affected by its undertaking.

The Local Governing Body of Birkenhead Sixth Form College will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties to provide a safe and healthy work place and working environment for all its employees, students, visitors and other persons who may be affected by its activities.

It is the responsibility of the Local Governing Body to ensure that the College complies with this commitment through the implementation of a robust management system that seeks continual improvement in the health and safety performance of the College. The Local Governing Body's objectives, so far as health and safety is concerned, are to provide and maintain, so far as is reasonably practicable:

- plant, equipment and systems of work that are safe.
- safe arrangements for the use, handling, storage and transport of articles and substances.
- sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- a safe place of work with safe access to and egress from it.
- a healthy working environment and adequate welfare facilities.

The Principal and Local Governing Body will take all reasonable steps to ensure that the Health and Safety Policy is implemented and, that the College's Policy and Guidance Documents are followed and monitored throughout the College.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher.

It is essential for the success of this Health and Safety Policy that all employees recognise their responsibilities under Sections 7 and 8 of the Act in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work. All staff should be aware of their responsibilities contained within this Health and Safety Policy and report any unsafe acts or situations to an appropriate Officer.

The Health and Safety Policy will be reviewed on an annual basis.

**Signed:** JS Griffiths  
**Name:** Steve Griffiths  
**Deputy Chair of Local Governing Body**

**Date:** 10.06.25

**Signed:**   
**Name:** Mike Kilbride MBE  
**Principal**

**Date:** 10.06.25

## **ORGANISATION**

To achieve successful implementation of the Health and Safety Policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer a wide range of functions may successfully be delegated, but the duty to comply with statutory requirements cannot be delegated away from the employer.

### **2.1 Responsibilities of the Local Governing Body.**

- Reviewing the College's health and Health and Safety Policy and performance annually.
- Receiving from the Principal or other nominated member of staff reports on health and safety matters.
- Promoting a positive health and safety culture and high standards of health and safety within the College.

### **2.2 Responsibilities of the Principal**

Overall responsibility for the management of health and safety in the College rests with the Principal.

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the College.

Day-to-Day implementation / oversight will be managed by the Senior Director (IT & Estates) in conjunction with the Estates Manager.

As manager of the College and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of appropriate resources, e.g. time, effort, finance.

The Principal has responsibilities for:

- Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users.
- Ensuring that the College has a defined system in place for undertaking suitable and sufficient risk assessments.
- The implementation and monitoring of the College's health and safety arrangements which form part of this policy.
- Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues.
- Ensuring that the College has emergency procedures in place and have a Critical Incident Plan for emergency and crisis situations. The College will schedule table top exercises to simulate emergency situations to assess the effectiveness of the emergency plan and amend as required.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- The provision of appropriate health and safety information to Governors.
- Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

Responsibilities of other teaching/support staff holding posts of special responsibility, e.g. Deputy Principal, Senior Director, Estates Manager, Heads of Subject (Teaching), Heads of Department (Support), etc.

### 2.3 Manager's Responsibilities

- The Head of Subject / Department will apply the College's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- The Head of Subject / Department are responsible for maintaining or accessing an up-to-date library of relevant published health and safety guidance from sources including the Local Authority, CLEAPSS, DATA, DfE, Association for Physical Education, etc, and ensuring that all members of the team are aware of and make use of such guidance. Lead technicians in Science and Art/DT will also ensure relevant guidance is accessible and implemented.

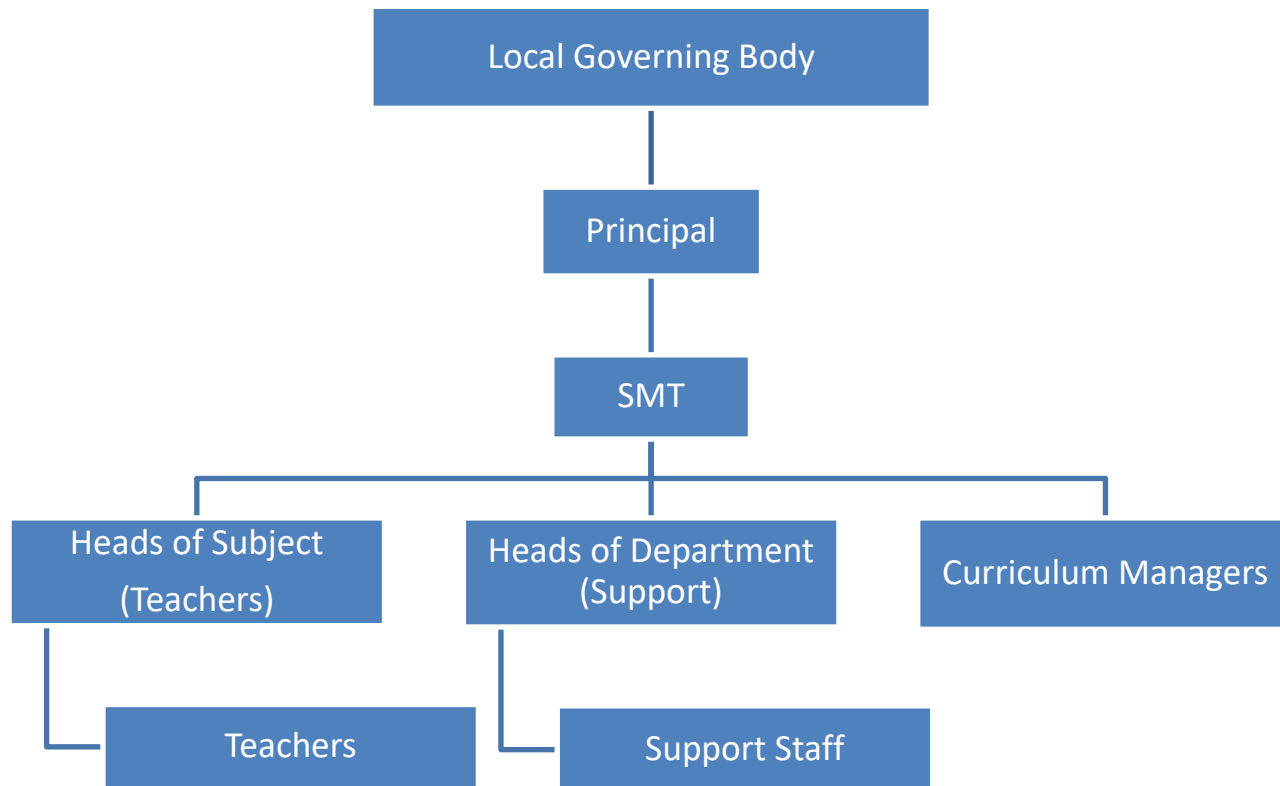
- Heads of Subject with higher risk activities (e.g. Art, Science, PE, Design Technology) will ensure suitable and sufficient risk assessments are undertaken for the higher risk activities undertaken by staff and students for which they are responsible and that appropriate control measures are implemented.
- Manager / Head of Subject / Head of Department will ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- The college will provide suitable forums to allow staff to raise and discuss health, safety and welfare issues. Issues which cannot be resolved to a satisfactory conclusion in accordance with statutory requirements and best practices should be referred to the Senior Director (IT & Estates).
- Manager / Head of Subject / Head of Department will carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Manager / Head of Subject / Head of Department will ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to carry out their activities in a safe manner.
- Manager / Head of Subject / Head of Department are responsible for ensuring that all accidents (including near misses) occurring within their department are promptly reported, in the first instance to either the Estates Manager or Senior Caretaker (this can be done via any method that is preferable to the user i.e in-person, e-mail, phone, teams message). This will then be escalated to a member of SMT so that they are involved.
- Manager / Head of Subject / Head of Department have a responsibility to report any repairs or request removal of any item of furniture or equipment which has been identified as faulty or unsafe to the Premises Team via their online helpdesk function.

## 2.4 Responsibilities of Employees

Under the Health & Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. All employees of the College have the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the College's Health and Safety Policy and procedures at all times.
- Report all accidents and incidents in line with the College's reporting procedures.
- Cooperate with College management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to the Estates Manager / Premises Helpdesk.
- Report immediately to their Line Manager and Health & Safety Coordinator any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## 2.5 Management Chain



## 2.6 Consultation Process

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the College;

- Speak to, Phone, E-Mail, Teams Message the Senior Director
- Speak to, Phone, E-Mail, Teams Message the Estates Manager
- Premises Electronic Helpdesk or in Person
- Staff briefings
- Staff meetings
- Departmental meetings

All Health and Safety Information, Policy and Guidance Documents and associated literature can be obtained from the Health & Safety Coordinator or Estates Manager.

## 2.7 Emergency Contacts

In case of an emergency outside of College hours please refer to the College's Critical Incident Plan for contact details.

## 2.8 Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

Health and Safety Function	Name/Position
1. Holding Health and Safety Documents, Guidance	Senior Director / Estates Manager
2. Accident Reporting, Incident Reporting	Principal, Senior Director, Estates Manager
3. Management of Asbestos	Estates Manager
4. First Aid	Estates Manager / Designated First Aiders
5. Fire Precautions; Drills, Exits, Extinguishers	Estates Manager / Premises Team
6. Building Maintenance (Control of Contractors)	Senior Director, Estates Manager, Premises Team
7. Safety Inspections	Estates Manager / Premises Team
8. Purchasing Equipment and Products	Senior Director, Estates Manager
9. Security, Out of Hours Lettings	Senior Director, Estates Manager
10. Trips, Visits and Overnight Stays	Assistant Principal, P.A to Assistant Principal
11. Risk Assessment Management	Principal, Senior Director, Estates Manager
12. Management of water hygiene	Estates Manager
13. Departmental Health and Safety Policies / Technicians; responsibilities, roles etc / Purchasing and use of; chemicals, art materials, protective clothing etc	Head of Subjects for Science, Sport and Art & Design, Lead Technician for relevant area.
14. Disposal of Chemicals	Head of Science, Estates Manager, Lead Science Technician