

Health and Safety Policy

1. Introduction

This Health and Safety Policy seeks to proactively address all health, safety, and welfare matters across the College. It aims to anticipate and mitigate risks while ensuring the College can operate effectively. The management of health and safety can present both expected and unforeseen challenges, and this Policy is intended to support and guide actions in such circumstances.

1.2 The Health and Safety at Work etc. Act 1974, Section 2(3), states:

All companies employing five or more people must have a written Health and Safety Policy.

1.3 This policy sets out the College's:

- Statement of intent on health and safety at work
- Organisational responsibilities
- Arrangements in place for implementing the policy

2. Statement of Intent

2.1 Petroc recognises the fundamental importance of health and safety and is committed to the effective management and continuous improvement of all health and safety-related aspects of its operations.

2.2 The health and safety of all learners, staff, and others who may work in or be affected by the College's activities are integral to everything we do.

2.3 The College is committed to ensuring the health, safety, and welfare of all employees, learners, and others who may be affected by its undertakings, so far as is reasonably practicable.

2.4 The College will allocate and identify sufficient resources to ensure compliance with all relevant legal requirements, approved codes of practice, and sector-specific guidance. Wherever possible, it will also seek to implement best practices in health and safety.

2.5 The Executive is committed to fostering a positive and proactive health and safety culture and to implementing an effective health and safety management system.

2.6 Each member of the Executive has overall responsibility for the delivery of health and safety within their respective areas. They are responsible for ensuring that appropriate measures are in place to meet relevant legislative requirements, approved codes of practice, and applicable best practice standards.

2.7 The Executive will ensure, so far as is reasonably practicable, the provision of a safe working environment for all employees, learners, and visitors to College

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premises. They will implement effective safety management practices to safeguard all persons involved in College activities.

2.8 This will be achieved through visible and active leadership in health and safety—planning, implementing, and monitoring standards within their directorates/departments—in collaboration with colleagues and stakeholders at all levels, and by promoting a culture of shared responsibility and engagement.

2.9 All employees are expected to take reasonable care for their own health, safety, and welfare, as well as for that of others who may be affected by their actions or omissions.

2.10 Employees are also expected to raise any concerns or weaknesses they identify in the College's health and safety arrangements with their line managers, and to assist in resolving such issues wherever possible, in collaboration with their safety representatives where appropriate.

2.11 The College will monitor the effectiveness of its health and safety management system by setting annual health and safety objectives and reviewing performance against those targets at least once per year.



Kurt Hintz
Interim Principal and CEO

Date: 8 July 2025

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3. General Principles/Procedures

3.1 The health and safety principles are outlined below. Supporting arrangements, procedures and information are detailed on the college Policy and Health and Safety intranet page.

3.2 Health and Safety Advice

3.2.1 Any member of the college who requires advice or assistance on matters related to health and safety should consult their Line Manager, the college Health and Safety Manager or the Health and Safety Coordinator. Details of the topics/procedures covered within Health and Safety are indicated on the college intranet Health and Safety page – MyPetroc – Central Services – Health and Safety.

3.3 Health and Safety Committee

3.3.1 The college Health and Safety Committee meets at least once per term. The committee is composed, where possible, of representatives from recognised trade unions within the college, non-union staff representatives, the Vice Principal, other management representatives, a student representative and co-opted members as detailed in the Committee Constitution.

3.3.2 Further details of the committee, minutes of past meetings and the schedule of future meetings are detailed in the shared Health and Safety Drive.

3.4 Health and Safety Induction

3.4.1 All staff will receive health and safety awareness training at induction. For some members of staff, information provided at induction will be sufficient, i.e., general safety awareness, fire safety, evacuation procedures, reporting of accidents/incidents etc. This information is contained on the health and safety intranet page. Induction training must be completed within the first week of joining the College and Health and Safety awareness training must be completed within the first month.

3.4.2 Additional training is necessary where there are significant health and safety risks. Staff working in these areas undergo additional training / briefings to control risk and maintain legislative compliance as determined by the Line Manager.

3.5 Health and Safety Inspections

3.5.1 The College recognises the value of regular health and safety inspections. Inspections are undertaken by Safety Representatives, a member of the Health and Safety Team or where appropriate a member(s) of the Estates team.

3.6 Health and Safety Management System

3.6.1 The college adheres to best practice and as such has a robust and well-maintained Health and Safety Management System.

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3.7 Health and Safety Monitoring and Review

- 3.7.1 Auditing and performance review are the final steps in the health and safety management control cycle. They constitute the 'feedback loop' which enables an organisation to reinforce, maintain and develop its ability to fully reduce risks and to ensure the continued effectiveness of the health and safety management system. The Health and Safety Manager is required to submit an annual review and audit report to the Vice Principal. This annual report is submitted to the Governing Body providing a general review of health and safety performance throughout the year. In addition, the Health and Safety Committee regularly reviews accident statistics, as well as other Health and Safety issues.

3.8 Health and Safety Plan

- 3.8.1 The Health and Safety Plan is an essential tool in the management of health and safety, annually setting out targets and objectives to further develop the management of health and safety within Petroc.

3.9 Health and Safety Training

- 3.9.1 The Executive Team have approved a Health and Safety Training Matrix that identifies the health and safety training needs of general tasks for all personnel, based on: job description, responsibilities, relevant health and safety risks and environmental aspects associated with their work or environment. The Executive Team, Line Managers and all staff must identify any additional health and safety training requirements commensurate with the tasks to be undertaken.

3.10 Off Site Activities

- 3.10.1 The college recognises that the undertaking of appropriate off-site activities can be an important integral part of some courses and can assist in enriching and developing the content of many courses. Also recognised is the requirement to ensure, so far as is reasonably practicable, the health safety and welfare of students undertaking such activities and of staff leading such activities. The Management of Off-Site Trips and Visits procedure identifies these requirements and details the responsibility of the relevant members of staff organising the activity and that of the relevant Director.

3.11 Satellite Locations

- 3.11.1 In addition to the main college campus at Old Sticklepath Hill Barnstaple and Bolham Road Tiverton, there is one satellite site. All health and safety policies and procedures are applicable to both main and any satellite site except where these procedures are based on the requirements dictated by location e.g., emergency evacuation, where site specific procedures will be adhered to.

3.12 Appointment and Control of Contractors

- 3.12.1 The college will use only contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by a selection

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and evaluation procedure to ensure that only competent contractors are used by the organisation. The Estates Manager is the nominated person to control and manage this procedure.

- 3.12.2 Prior to any contract work commencing, it is obligatory that the contractor will have conducted risk assessments and submitted them to the Estates Manager, along with method statements and any COSHH assessments for approval. Furthermore, no work of any kind is to be started until the contractor has gained formal authorisation from the Estates Manager or nominated deputy.
- 3.12.3 Any manager intending to engage a contractor for any works on college owned or college operated premises, must follow the college procurement procedure and advise the Estates Manager prior to the commencement of any works.
- 3.12.4 Should a manager engage the services of a particular specialist contractor, then they must notify the Estates Manager or the estates office in good time to enable the Estates Manager to make the necessary checks on the competency of the proposed contractor and the suitability of the work proposed.
- 3.12.5 Where building and fabrication work is involved, the responsibilities are more extensive. For building and maintenance work the Construction (Design and Management) Regulations 2015 may apply. Therefore, the client for all construction work or work involving the installation of equipment which affects the building fabric must be the Estates Manager or nominated deputy. For further details please see the College Contractors Procedures.

3.13 Asbestos

- 3.13.1 The college acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises.
- 3.13.2 The Estates Manager arranges for a competent person to carry out a survey for asbestos on premises controlled by the college in order to identify and map the location of asbestos containing materials. A plan and register have been drawn up and contractors etc. are advised of the location of asbestos. Contractors will be supervised to ensure that they follow safe working procedures. Staff will be informed of any work on asbestos-containing material in their area and of the safety precautions in place.
- 3.13.3 The College holds and maintains an Asbestos Register which is held by the Estates Manager.

3.14 Bullying and Harassment

- 3.14.1 The college is committed to creating and maintaining a working and learning environment that is safe and secure, free from any form of harassment and bullying for all learners and staff as detailed in the Learner Rights and

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3.15 Chemical Safety

3.15.1 The College recognises the potential risks posed by hazardous chemicals and is committed to managing them safely. Where substances hazardous to health are identified in risk assessments, appropriate assessments will be completed in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).

3.15.2 An annual register of hazardous substances must be submitted to the Estates Manager and the Health and Safety Team, with updates provided periodically as necessary.

3.15.3 The use of chemicals in science and technical areas, such as laboratories, will follow CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Equipment) guidance. Further information can be found in the College COSHH Procedure No. P67001.

3.16 Equality Diversity and Inclusion (EDI)

3.16.1 Active inclusion to address any potential discrimination for reasons of age, disability, gender, transgender, race, religion or beliefs, marital status or civil partnership, pregnancy or maternity or sexual orientation.

3.16.2 The college recognises its moral and legislative responsibilities for widening participation for all whilst always considering the health and safety of all concerned. The EDI Committee is composed of co-opted members and advises the Executive on any policy related matters. The Estates Manager is tasked by the Vice Principal to monitor and manage access and facilities for physically impaired persons.

3.17 Display Screen Equipment

3.17.1 The College complies with the Health and Safety (Display Screen Equipment) Regulations by assessing risks, ensuring suitable working environments, and providing training for staff who regularly use DSE (including monitors, laptops, graphical displays, and similar equipment). This excludes devices such as televisions or film displays.

3.17.2 Although students are not directly covered by the DSE Regulations, the College will, as far as is reasonably practicable, apply similar considerations to ensure their safety and comfort.

3.17.3 Managers are responsible for identifying staff and students who use DSE as a significant part of their role and for working with the Health and Safety Team to complete appropriate assessments. Full details are available in the Display Screen Equipment Procedure on the Health and Safety intranet page.

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3.18 Drugs and Alcohol Policy

3.18.1 The use and misuse of substances can adversely affect the health and safety of staff and students. Staff responsibilities for appropriate behaviour whilst undertaking college business form part of employees' contractual obligations. Guidelines for students are contained in the Learner Rights and Responsibilities Policy.

3.19 Emergency Evacuation Procedures

3.19.1 To save life and prevent injury in the event of fire or other similar emergency, all members of staff must know, understand and follow the emergency evacuation procedure. Site specific procedures have been prepared to comply with the statutory requirements.

3.19.2 All members of staff will be instructed in the evacuation procedure at their induction and at any local induction that might be required. Regular evacuation drills will be carried out for the purpose of testing the efficiency of the procedure and for training. The Vice Principal must ensure co-operation and liaison with the emergency services.

3.20 Fire Safety

3.20.1 In accordance with the Regulatory Reform (Fire Safety) Order 2005, the College Principal and CEO, as the "Responsible Person", has appointed the Vice Principal to implement and maintain effective fire safety procedures.

3.20.2 The Vice Principal is responsible for ensuring fire risk assessments are completed and reviewed for all College sites.

3.20.3 The Estates Manager manages operational fire safety measures including:

- Fire detection and alarm systems
- Means of escape and fire containment
- Routine testing and maintenance
- Emergency signage and equipment

3.20.4 Each site maintains local records of:

- Fire drills (actual and practice)
- Alarm tests
- Evacuation procedures

These records are managed through the College's Health and Safety Management System, in accordance with the College Fire Safety Policy, which outlines roles and responsibilities for all staff and stakeholders.

3.21 First Aid Provision

3.21.1 Beyond meeting legal obligations for employee first aid, the College also provides appropriate first aid cover for students and visitors on site.

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3.21.2 First aid arrangements are communicated during induction, displayed clearly on signage throughout campuses, and supported by trained staff. Further information is detailed in the First Aid Policy, available on the Health and Safety intranet page.

3.22 Health and Safety of Overseas Students and Students speaking English as a Second Language

3.22.1 The College welcomes students from diverse backgrounds and acknowledges that some individuals—particularly overseas students or those for whom English is not a first language—may require additional support to understand health and safety requirements.

3.22.2 The Student Support Team Leader is responsible for ensuring that appropriate risk assessments are carried out and for identifying any additional health and safety measures needed, such as:

- Multilingual signage
- Access to interpreters
- Orientation to local environments
- Culturally sensitive communication

3.23 Ionising Radiations

3.23.1 Sources of ionising radiation within the college are those required for science courses. They are managed by specially trained and appointed staff and the safety precautions and management system are designed by a duly appointed Radiation Protection Advisor based at Plymouth University. These are implemented by a specifically trained member of the science staff who has been appointed as the college Radiation Protection Supervisor. Further details may be obtained from the Assistant Principal for Academic Studies. The use, storage and control of radioactive sources will be in accordance with the CLEAPSS L93 document entitled 'Managing Ionising Radiation and Radioactive Substances in Schools and Colleges'.

3.24 Non-Ionising Radiations

3.24.1 Sources of non-ionising radiation are managed within the relevant directorate/departments by safe systems of work and risk assessments in accordance with CLEAPSS guidance.

3.25 Manual Handling Safety

3.25.1 The college will ensure, so far as is reasonably practicable, that risks of injury from manual handling operations are identified and where such risks cannot be eliminated, a risk assessment will be carried out to control the risk. Senior Managers are responsible for the undertaking of such assessments.

3.25.2 Where the job description identifies manual handling tasks, manual handling training will be provided.

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3.26 Smoking and Vaping Provisions

3.26.1 All buildings and vehicles belonging to, or hired by, the college are designated as non-smoking, thus protecting non-smokers from the exposure of smoke fumes. On certain sites, shelters where smoking is permitted are provided (see local information). Vaping within buildings and vehicles also follows the same principle and will only be permitted in designated shelters. Such shelters may differ from those used for smoking. This is to encourage those trying to give up smoking to do so in a smoke free environment.

For further information please see the College Smoking Procedures and Stop Smoking posters around the college.

3.27 Noise & Dust

3.27.1 The College complies with the Control of Noise at Work Regulations 2005 and the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

3.27.2 Appropriate risk assessments and control measures are in place to prevent or reduce staff and student exposure to harmful noise levels or airborne contaminants such as dust.

3.27.3 Where necessary, and following the hierarchy of control, suitable personal protective equipment (PPE) will be provided and maintained.

3.28 Out of Hours Provisions

3.28.1 Where it is necessary for the college to be serviced or used outside of the main working hours, consideration must be given for the potential for lone working or an isolated worker. The college has a lone worker Policy; each site has some localised differences due to the nature of the campuses.

3.29 Personal Protective Equipment (PPE)

3.29.1 The college will ensure suitable PPE is available to employees and students as identified by risk assessments. Its use will only be prescribed when engineering and management solutions (and other safe systems of work) do not effectively protect the worker from danger. Such protective equipment will be without cost to the employee. Where the wearing of the required PPE could compromise a person's religious beliefs, physical impairments, medical conditions or other considerations, an individual risk assessment will be completed to assess the health and safety implications.

3.30 Portable Electrical Equipment

3.30.1 The college is required to ensure portable or transportable appliances in use on its premises have been tested to a predetermined schedule. Responsibility for the management of the testing procedure lies with the Health and Safety Team. Designated members of college staff who have demonstrated competence for this task or competent contractors will undertake the testing.

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3.31 Reporting of Accidents

3.31.1 In line with legal requirements, all accidents, incidents, near misses, and cases of work-related ill health that occur on College premises or during College-related activities must be reported promptly to the Health and Safety Manager or Health and Safety Coordinator.

3.31.2 This reporting requirement applies to staff, students, contractors, visitors, and members of the public.

3.31.3 These reports are used to ensure compliance and inform ongoing health and safety performance monitoring and analysis.

3.31.4 Where incidents fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), notifications to the Health and Safety Executive (HSE) will be managed by the Health and Safety Coordinator.

3.31.5 Where additional reporting is required under funding or regulatory agreements (e.g., the Education and Skills Funding Agency), this will also be handled by the Health and Safety Coordinator in line with the Training Provider Contract.

3.32 Risk Assessment System

3.32.1 The College maintains a system of risk assessments to ensure that all significant hazards present in the workplace are either eliminated or controlled to reduce the risk to an acceptable level. Senior Managers are responsible for ensuring the consistent implementation of this procedure through regular audits and reviews within their directorate/department.

3.32.2 Risk assessments are the foundation of a self-regulated health and safety management system. Effective and timely assessments not only support legal compliance but also offer significant economic and operational benefits. Each Faculty and Directorate will be divided into relevant functional areas for the purpose of ensuring appropriate coverage of assessments. Senior Managers may nominate competent persons to carry out assessments, while maintaining responsibility for quality assurance via periodic audits.

3.32.3 Risk assessments must consider the health and safety of staff, students, contractors, visitors, and members of the public. Particular consideration will be given to vulnerable groups, including students aged 14–18, inexperienced staff, pregnant or nursing mothers, and persons with disabilities.

Assessments will be conducted in line with the Management of Health and Safety at Work Regulations 1999, and where relevant, will identify the need for additional assessments under other legislation, including but not limited to:

- COSHH Regulations 2002 (as amended)
- Work at Height Regulations 2005
- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992

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3.32.4 Individual circumstances must be taken into account when assessing risks, such as experience level, physical or learning disabilities, or the needs arising from a person's religious beliefs. These considerations will inform the control measures implemented.

3.33 Stress

3.33.1 The College recognises the impact that workplace stress can have on employee wellbeing and organisational performance. It is committed to the early identification, prevention, and management of stress-related conditions.

The following roles carry key responsibilities in this process:

- Senior Managers: Hold overall responsibility for managing stress within their areas, ensuring staff wellbeing is actively supported and monitored.
- Middle Managers: Implement relevant strategies, maintain open communication with staff, and escalate concerns to HR where necessary.
- Human Resources: Monitor absence trends, support staff wellbeing initiatives, and ensure that the People Strategy accounts for psychosocial risks.
- Employees: Are encouraged to proactively raise concerns regarding their own stress or that of colleagues, and seek support early.
- Health and Safety Representatives: Play an active role in reviewing working conditions and participating in stress risk assessments.
- Health and Safety Committee: Reviews stress-related concerns raised by staff, monitors related absence data, and advises on preventive strategies.

3.34 Use of College Vehicles

3.34.1 The Vice Principal holds overall responsibility for the Transport Policy and procedures relating to the use of college vehicles for official activities. The Facilities Services Leader supports the implementation and day-to-day operation of this policy, including routine checks, documentation, and driver responsibilities.

The policy covers:

- College-owned vehicles
- Hired vehicles
- Use of privately owned vehicles for college business (with appropriate checks, e.g., insurance, MOT, and driving licences)

The use of forklift trucks and mobile plant equipment is governed by the Mobile Plant and Forklift Truck Policy and Procedure, which includes training and operator competence requirements.

3.35 Vehicle Traffic

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3.35.1 The Estates Manager is responsible for the safe movement of vehicles and pedestrians across all college sites. A risk-based approach will be taken to assess the interaction between pedestrian and vehicular traffic.

Where possible:

- Segregation of vehicles and pedestrians will be implemented.
- If full segregation isn't possible, control measures (e.g., barriers, signage, one-way systems, and speed limits) will be introduced where reasonably practicable.
- Adequate, clearly marked accessible parking spaces will be provided at all sites.

3.36 Work at Height

3.36.1 Working at height will be avoided where reasonably practicable. When unavoidable, tasks will be planned, risk assessed, and carried out in accordance with a documented Safe System of Work (SSoW).

Key requirements:

- All work at height must have a current risk assessment.
- Staff must follow the established safe system without deviation.
- If the task cannot be carried out safely, it must be suspended immediately and reported to a responsible person for reassessment.

3.37 Workplace Assessments

3.37.1 Work placements and work experience are an essential part of many courses. The college, to fulfil its moral, legal and contractual obligations will satisfy itself of the legal aspects in relation to Insurance and Health and Safety arrangements within the provider's workplace before placement of any student. The responsibility for ensuring the completion of such information gathering lies with the Assistant Principal of the Department delivering the course. This responsibility also includes work-based learning e.g., apprentices and other training programmes delivered in the workplace.

4. **Monitoring and Review (Organisation)**

4.1 The Governing Body

4.1.1 The Governing Body (The Corporation) is the Board of Governors, whose responsibilities are laid down by the central government in the Instrument and Articles of Government applicable to all Colleges of Further Education in England.

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4.1.2 The Governing Body is responsible for ensuring, through policies and procedures, the effective and efficient use of college resources, and the safeguarding of college assets, as well as determining the educational character and mission of the institution by oversight of its activities.

4.1.3 The Governing Body is therefore responsible for approving and ensuring that there is an appropriate Health and Safety Policy in place and for monitoring performance of the college in relation to that policy. It achieves the latter through considering the annual report from the Vice Principal and by one member serving on the college Health and Safety Committee and reporting annually to the Governing Body on its proceedings.

4.1.5 Further details of the Governing Body and its membership may be found on the college website or obtained from the Governance Advisor.

4.2 College Management Roles and Responsibilities

4.2.1 Principal and CEO

4.2.1.1 The Principal and CEO of Petroc has prime responsibility for leadership and management of all aspects of the college's undertaking, including both business and academic activities.

4.2.1.2 The Principal and CEO is specifically responsible for the development and implementation of the Health and Safety Policy and for ensuring that all college undertakings are conducted in a manner that accords with the standards required by legislation and Approved Codes of Practice, as well as with education and other government guidance, to deliver best practices in this area. The day-to-day oversight of this has been delegated to the Vice Principal.

4.2.1.3 The Principal and CEO, through delegation to the Vice Principal will ensure that an appropriate Health and Safety Management System is implemented to enable staff to integrate health and safety effectively into their day to day activities. This will allow properly controlled delivery of learning and management of the college activities, estate and infrastructure across all sites.

4.2.1.4 With the assistance of colleagues in CLT, the Principal and CEO will ensure that suitable arrangements are made throughout all college directorates/departments to demonstrate planning, organisation, control, monitoring and review of health and safety matters. These arrangements will include the setting and monitoring of appropriate health and safety performance objectives in all areas of college business.

4.2.1.5 The Principal and CEO, through delegation to the Vice Principal will ensure that appropriate resources are identified and provided to enable suitable health and safety assistance to be available to all members of the college to allow them to achieve their learning and other work objectives safely and effectively.

4.2.1.6 The Principal and CEO, through delegation to the Vice Principal will ensure that the Health and Safety Policy and arrangements are reviewed whenever

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significant changes to the operations of the college occur, and in any event the policy to be reviewed annually and the arrangements to be reviewed on an annual cycle so that they remain current.

4.2.1.7 Ad hoc review and revision of sections of the arrangements for health and safety will be undertaken as required and be authorised by the relevant member of the Executive.

4.2.1.8 The Principal and CEO has line management responsibilities for the Deputy and Vice Principal.

4.2.3 Deputy Principal

4.2.3.1 The Deputy Principal has overall responsibility within the directorate for ensuring that suitable provisions are made in the post holder's area of responsibility to allow delivery of health and safety management standards that accord with the requirements of the organisation's Health and Safety policy. These areas of responsibility include but are not exclusive to:

- Quality improvement and assurance throughout the college.
- The tutorial process
- Higher Education provision in the organisation
- Student Services and the development and maintaining of outstanding teaching and learning throughout the college
- Learner Support and the learner experience
- EDI throughout the college
- Safeguarding
- Curriculum planning and development
- Line management of Directors
- Adult and Further Education

4.2.3.2 More specific health and safety responsibilities which accrue to the post include the following:

- Assisting in the development of an annual Health and Safety plan for the college and oversight of the development of supporting directorate/departmental plans to achieve it, in collaboration with the Vice Principal
- Ensuring the development and implementation of a college Health and Safety Management System, as a key member of the Executive
- Arranging, in collaboration with the Vice Principal, suitable health and safety provisions for all personnel in directorates/ departments for which the post holder has responsibility, in particular those not led by an Executive team member
- In collaboration with the Vice Principal, to ensure that adequate consideration is given to health and safety requirements associated with all courses, both full and part time, which the college may propose to offer, and that appropriate provisions are in place before any courses commence
- In collaboration with the Vice Principal to ensure that appropriate health and safety elements are specifically included in the effective implementation of the college Staff Development Plan

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- To ensure, in collaboration with the Vice Principal, that adequate and effective health, safety and welfare provisions are incorporated into all activities requiring liaison with local schools, other educational establishments, employers and community organisations
- To ensure that appropriate health and safety provisions are incorporated into the effective discharge of any duties that the post holder may be called upon to undertake in the light of their position in college
- To ensure, in collaboration with the Vice Principal
- that appropriate consideration of health and safety issues is included in the college's response to new developments relating to curriculum development plans and other areas relevant to the post holders areas of responsibility
- To ensure, with the Vice Principal adequate health and safety arrangements are made for student enrolment at all relevant locations
- To deputise, as appropriate, for the Principal and CEO.

4.2.4 The Vice Principal

4.2.4.1 The Vice Principal has overall responsibility within the directorate for the planning and management of the college's human resources, health and safety, and workforce development.

4.2.4.2 The Vice Principal also has executive responsibility for the Human Resources, First Aid and Health and Safety departments, and Line Management responsibility for the Health and Safety Team. The post holder therefore has responsibility for ensuring adequate management of health and safety, to the standards required by the college policy, in these departments and overall, across the college in conjunction with the Executive.

4.2.4.3 More specific health and safety responsibilities which accrue to this post include the following:

- Integrating appropriate consideration of, and provisions for, health and safety issues into the development of strategic plans and objectives for the development of the college
- Development of an annual health and safety plan for the college and oversight of the development of supporting local and departmental/directorate plans to achieve it, in liaison with the Assistant Principals
- Ensuring the development and implementation of an effective Health and Safety Management System, as a key member of the Executive and as Line Manager of the Health and Safety Team.
- Ensuring the provision of suitable and sufficient resources to enable competent assistance in matters of health and safety are available to all members of college as required
- Ensuring that the appropriate consideration of health and safety requirement is incorporated into all strategic, facilities and other related infrastructure development plans, and that suitable and sufficient resource requirements are identified and provided for in those plans
- Ensuring that adequate health and safety provisions are included in the processes for acquisition, management and disposal of key items of equipment and other major resource items

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- Arranging suitable health and safety provisions for all personnel in directorates/departments for which the post holder has responsibility, in particular those not led by an Executive team member
- Ensuring that adequate physical provisions are made for the health, safety and welfare of all members of staff, learners and other users of college facilities at all locations
- To ensure the implementation of effective health and safety management provisions, across all sites, in the work of the college's estates management function
- To ensure the provision of effective selection, management, monitoring, control and review of the health and safety performance of contractors working for the college at all locations
- To monitor and where necessary resolve, in conjunction with the Health and Safety Manager, any health and safety issues arising from use of college accommodation
- To provide a report on the health and safety performance of the college to the Board of Governors, to assist them in monitoring this area
- Ensuring that appropriate health and safety provisions are incorporated into the effective discharge of any duties that the post holder may be called upon to undertake in the light of their position in college
- Providing for review and revision as necessary, of those parts of the arrangements section of the Health and Safety Policy that apply to the whole college or to significant sections of it, in liaison with the Health and Safety Manager, in order to assure the efficiency of those arrangements
- Authorisation of new or revised arrangements for health and safety, in conjunction with the Health and Safety Manager, and ensuring their implementation throughout all relevant areas of the college's undertaking.

4.2.5 The Executive Team

4.2.5.1 As the Executive team of the college, members of the Executive have collective responsibility for the development, implementation and review of the Health and Safety Policy and supporting safety management systems in all college activities and across all premises used by the college, in order to safeguard learners, staff and any other people who may be affected by the college's undertaking.

4.2.5.2 Executive team members are responsible for co-ordinated implementation of a comprehensive safety management system that includes a suitable and sufficient risk assessment system, throughout all areas of college, to inform staff decisions and enable them to carry out or manage all college activities safely and in accordance with legislation and other relevant standards.

4.2.5.3 Executive team members are responsible for assuring the following, both across college in general and individually within those directorates/departments and areas for which they have responsibility, or over which they exercise control:

4.2.5.4 Development and implementation of arrangements to plan, organise, control, monitor and review health and safety measures connected with all college undertakings in order to safeguard staff, learners and any third

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parties who may be affected by those undertakings.

4.2.5.5 Development, implementation, monitoring and review of the college Health and Safety Plan.

4.2.5.6 Provision of appropriate health and safety objectives for staff in all areas and monitoring of progress to allow the plan to be successfully achieved.

4.2.5.7 Identification and implementation of suitable remedial measures where health and safety objectives are not being met, or where failings in the safety management system are brought to their attention.

4.2.5.8 Provision of appropriate health and safety related input into staff development plans.

4.2.5.9 To coordinate, develop and implement a set of arrangements for this policy. These arrangements will address the health and safety issues relevant to all college activities, facilities, and mechanisms to assure that suitable provisions are made in each case for the health and safety of staff, learners and others who may be affected.

4.2.5.10 Conduct a review of the health and safety performance for their area of the college each term and produce and implement an appropriate plan of action for the following term, in response to the review findings.

4.2.5.11 Providing for the representation by non-trades union staff, of a suitable number of Employee Representatives of Safety to represent their interests in, and provide channels for, consultation on matters of health and safety, and the establishment of regular Health and Safety Committee meetings at which all representatives, both trades union and non-union, may attend.

4.2.6 Individual Executive Members

4.2.6.1 As Executive Managers of the college, members of the Executive are individually responsible for ensuring that the following health and safety management activities take place in all areas and all premises for which they have responsibility or control:

- Effective health and safety arrangements including risk assessments and the implementation of appropriate control measures for all college activities
- Appropriate health and safety arrangements cover all activities, premises and personnel who may be involved in, or be affected by, any operations that take place in the areas for which they are responsible, regardless of who carries them out
- Any ambiguities regarding the control or responsibility of health and Safety are identified and clarified, and any uncertainties resolved
- All staff in their areas of responsibility are fully informed of their duties and responsibilities for health and safety, and of how to effectively discharge those duties
- That all staff in their areas of responsibility have been provided with the necessary training or other resources to provide them with the competences required to discharge such duties effectively, and that suitable alternative arrangements are made where this is not the case

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- That they liaise and consult with the Health and Safety Manager and employee Safety Representatives to provide assurance that all necessary measures to provide compliance with the requirements of health and safety legislation and standards, and with college policy continue to be met throughout their areas of responsibility
- That effective co-operation and co-ordination between staff in all areas enables college operations to be managed safely and effectively
- That deliberate breaches of the college's health and safety provisions, being breaches of criminal law are treated as disciplinary matters
- That contractors or other third parties working in their areas of responsibility do so in a safe manner with adequate safeguards for staff, learners and any others who may be affected by that work, and that any queries relating to such operations are reported to the Estates Manager and to the Health and Safety Manager without delay
- In the event that they consider that any activity on premises over which the college has control, or any college activity on any premises, may provide inadequate safeguards for the health and safety of learners, staff or third parties, or may not comply with legal requirements, they take action to stop the activity pending discussion with the Health and Safety Manager and/or the Estates Manager or a member of the College Leadership Team (CLT).

4.2.7 Line Managers

4.2.7.1 Specific health and safety responsibilities of individual Managers derive from their particular job descriptions and require each manager to take all necessary steps to ensure compliance with relevant health and safety standards whenever they are exercising their various fields of specialist expertise as employees of the college.

4.2.7.2 In addition to any specific "post related" responsibilities, Assistant Principals, Faculty Managers and other Managers have several generic responsibilities (highlighted below).

4.2.7.3 Line Managers who work for Petroc are responsible for ensuring the effective implementation of health and safety management measures in accordance with college policy throughout all areas of college activity for which they have responsibility, or over which they have control, in order to safeguard themselves and their colleagues, learners and any other people who may be affected by those activities or locations.

4.2.7.4 Particular line management responsibility includes ensuring the following, in all areas for which they have responsibility or control:

- That all health and safety measures required by this policy, and which are relevant to their remit are planned, organised and controlled effectively and are monitored and reviewed regularly to ensure their effectiveness in safeguarding all learners, staff and third parties
- That risk assessments relating to all activities in their remits are conducted systematically, are recorded where significant risks are revealed and that suitable control measures are employed as a result, to reduce all those risks to acceptable levels

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- That the risk assessments are reviewed at least annually
- That all colleagues for whom they have responsibility or control are kept fully informed of all relevant health and safety provisions, including risk assessments and controls, safe systems of working and all relevant emergency provisions relating to tasks that they may be asked to undertake as employees of the college
- That all accidents, regardless of whether or not they result in injury, are reported to the Health and Safety team, and that appropriate investigations are undertaken to identify the root causes of the accident and that any measures that may be taken to prevent a recurrence are implemented
- That all colleagues are encouraged to raise and discuss with their Line Managers, Safety Representatives or the Health and Safety Manager, any weaknesses that they identify in the college's health and safety arrangements, and any remedies or improvements that they feel should be implemented
- That they liaise regularly with all relevant Safety Representatives to resolve any health and safety issues that may be raised relating to any areas for which they are responsible or over which they have control, and either inform the Health and Safety Manager of actions taken, or consult the post holder when satisfactory solutions are not immediately clear
- That the health and safety training needs of all staff for whom they are responsible (including themselves) are identified to ensure that all employees have the necessary knowledge and competences to enable them to discharge their duties in accordance with this policy, and that these needs are incorporated in a planned training programme
- That appropriate health and safety objectives are agreed annually for all staff they are responsible for, and that achievement of these objectives is facilitated and regularly monitored
- That all staff they have responsibility for, or control comply with all legislative and college requirements relating to health and safety, and that any deliberate breaches of such requirements are treated as disciplinary matters and are reported to the relevant Senior Manager
- That all staff are encouraged to identify to Line Managers or the Health and Safety Manager areas where health and safety related training would enhance their competence or knowledge to the benefit of the college
- That effective arrangements ensure that damaged or defective equipment is taken out of use without delay, and remains securely out of use until it is either repaired or safely disposed of
- That emergency escape routes in all areas for which they are responsible or for which they have control, are kept clear at all times and that all work areas are kept tidy so as not to pose any hazard to the users, colleagues or learners
- That suitable health and safety equipment including personal protective equipment (PPE) is made available to, and is used by, all who require it as a result of appropriate risk assessments, and those activities that require such equipment are not undertaken without it
- That staff they are responsible for, or they have control over, are not required to perform any tasks, which they do not feel competent to undertake. Where colleagues feel, or are judged to be, less than fully competent, (such as during training or probationary periods, or when new activities are required), that suitable support and/or supervision is provided

4.2.7.5 The purpose of this is to:

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- Be the key contact person on site at North Devon (also covering Brannams) and Tiverton Campus'
- Record any issues that occur
- Liaise with another site Duty Manager, if required
- Call key personnel if required, i.e., Estates if there is a flood.
- Support and provide lone worker supervision of premises and reception staff
- Provide First Aid cover, where trained
- Provide emergency Fire co-ordination.

4.2.8 Individual Staff Members

4.2.8.1 All members of staff, whether teaching or non-teaching, must comply with the requirements of this policy whenever undertaking any college activities and/or whenever they are on any college premises.

4.2.8.2 All staff must:

- Take all reasonable measures to care for their own health and safety, and for that of their colleagues, learners and any other people who may be affected by their activities or the equipment being used
- Co-operate with college Managers and other colleagues to implement the college safety management system as effectively as they can, and to ensure that all college activities are carried out safely and in compliance with college guidelines and safe systems of work
- Not undertake any activities or duties, or assume any responsibilities that they do not feel competent to perform to appropriate safety standards
- Not undertake or sanction any activities that they do not consider safe
- Inform their Line Managers, Safety Representatives or the Health and Safety Manager of any deficiencies that they identify in the college arrangements for managing health and safety and discuss with them any solutions or improvements that they can suggest
- Conduct and review risk assessments as required, and follow the resulting work practices to ensure that their tasks are carried out safely
- Report all accidents to their Line Manager regardless of whether or not an injury has been sustained
- Familiarise themselves with the emergency provisions and other health and safety precautions relevant to any locations in which they may be called upon to work, before beginning their tasks
- Ensure that all emergency escape routes are kept clear at all times
- Take action to stop any activities and to avoid the use of any facilities or premises that they consider unsafe, and inform their Line Manager or the Estates Manager and the Health and Safety Manager immediately, in order to resolve the situation
- Maintain their work areas in a tidy condition and store items and materials in such a way that no hazards are presented to either their own safety or that of learners or their colleagues
- Take any damaged or defective equipment out of use as soon as it is found, report the item to their Line Manager and take steps to ensure that it remains out of use until it has been repaired or is disposed of.

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