



TITLE	REF	VERSION	
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LEAD PERSON	Group Health and Safety Manager		
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HEALTH, SAFETY & ENVIRONMENT POLICY

Part 1. General Statement of Intent

The Corporation and CEO attach significant importance to the health, safety and welfare of its employees, students¹ and other persons who work and visit Activate Learning.

The College is committed to developing, maintaining, and promoting systems to ensure that there is a positive and proactive health and safety (H&S) culture that will bring about safe working practices at the College. We are committed to ensuring, as far as is reasonably practicable, the H&S of all our stakeholders², and creating a positive, proactive, and legally compliant culture. We will establish strong systems, communicate clearly, and provide resources to help all employees understand their responsibilities and in doing so support and maintain the Health & Safety Management System (HSMS).

We aim to maintain the highest standards of and to continuously improve by encouraging strong leadership and a common-sense approach to H&S in our colleges and centres managed by our college staff. We aim to prevent harm and exposure to risks, injuries, and work-related ill health to all who may be affected by our activities, by:

- Defining responsibilities within the organisation.
- Maintaining safe and healthy workplaces and systems of work.
- Conducting and reviewing risk assessments to ensure safe procedures and systems of work.
- Providing and maintaining safe equipment that is suitable for its intended use.
- Set priorities to ensure that resources are directed/targeted to maximise efficiency and reduce accidents/ill health.
- Providing competent H&S advice to staff.
- Provide suitable and sufficient H&S information as may be reasonably required by law to staff, students, and other persons.
- Implement and maintain an effective HSMS which is appropriate to College activities.
- Monitoring incidents and accidents and making recommendations for corrective action.
- Encouraging a sensible and proportionate approach to H&S.

This policy will be reviewed annually or sooner as required.

Signed

Sue Sturgeon
Chair of Corporation
Date: 11th February 2026

Gary Headland
Chief Executive Officer
11th February 2026

1 The term student refers to any person undertaking a form of instruction, training, or course as part of a college led or shared activity on or off campus. Student may be interchangeable depending on mode of training delivery with apprentice, WEX or student.

2 Stakeholders refers to all staff, students, visitors, and contractors engaged in college activities or may be impacted upon by a college activity or process.

Purpose

This policy and its associated procedures form a framework which protects our stakeholders from occupational injury and ill health. This framework is built on the following key principles:

- Complying with relevant legislation and implementing an appropriate health & safety management system; and
- Recognising that health & safety is essential for good management and should be prioritised at all levels within the organisation and supported through training and development.

Contents

Page No.

1.	General Statement of Intent	
2.	Organisational Responsibilities	4
2.1	The Corporation	4
2.2	Chief Executive Officer (CEO)	4
2.3	Chief Operating Officer (COO)	4
2.4	Chief People Officer (CPO)	4
2.5	Group Executive Team (GET)	4
2.6	Group Leadership Team (GLT)	4
2.7	Group Directors of Faculty and College (GDFaC)	4
2.8	Head of Governance	4
2.9	Group Head of Risk & Resilience (GHoRR)	4
2.10	Group Head of Administration, Compliance and Health and Safety (GHACHAS)	4
2.11	Group Health and Safety Manager	5
2.12	Health & Safety Officers	5
2.13	Director of Group Facilities Operations (DGFO)	5
2.14	Managers	5
2.15	Staff	5
2.16	Students	5
2.17	Trade Union (TU) Health and Safety Representatives	5
2.18	Campus Health & Safety (H&S) Committee	5
2.19	College Compliance and Risk Committee	5
2.20	Fire Safety Manager	5
2.21	Evacuation Marshals (previously Fire Wardens)	6
2.22	Property & Environment Managers	6
2.23	Curriculum Managers & Curriculum Leads	6
2.24	Radiation Protection Supervisor (RPS)	6
2.25	HR Business Partners (HRBPs)	6
2.26	Regional Heads of Student Experience (RHoSE)	6
3.	General Arrangements	6
3.1	Abrasive Wheels	6
3.2	Accident Reporting, Investigation and Monitoring	7
3.3	Advice, Consultancy and Guidance	7
3.4	Animals and Assistance Dogs on College Property	7
3.5	Asbestos	7
3.6	Classroom or Facility Use by Unsupervised Students	7
3.7	College Events	7
3.8	Display Screen Equipment (DSE)	8
3.9	DSEAR (Dangerous Substances and Explosive Atmospheres Regulations)	8
3.10	Duty Manager	8
3.11	E-Bikes and E-Scooters	8
3.12	Electrical Equipment	8
3.13	Emergency and Disaster Planning	8
3.14	First Aid Arrangements	8
3.15	Fire Safety Measures	8
3.16	Fluids and Gases under Pressure	9
3.17	Health and Safety Consultation and Communication	9

3.18	Health and Safety Monitoring, Reporting and Review	9
3.19	Health and Safety Training & Induction	9
3.20	Home Working and Agile Working	9
3.21	Hot Work Operations	10
3.22	Drugs and Alcohol Misuse	10
3.23	Legionella	10
3.24	Lone Workers	10
3.25	Machinery and Equipment	10
3.26	Management of Contractors and Visitors	10
3.27	Manual Handling Operations	11
3.28	New and Expectant Mothers	11
3.29	Noise and Vibration at Work	11
3.30	Occupational Health, Health Surveillance and Monitoring	11
3.31	Personal Protective Equipment (PPE)	11
3.32	Radiation Safety	11
3.33	Restricted Access	11
3.34	Risk Assessment	12
3.35	Safe Systems of Work and Permit to Work (PtW)	12
3.36	Smoking	12
3.37	Substances Hazardous to Health (including Biological and Viruses)	12
3.38	Trips and Off-Site Activities	12
3.39	Vehicles, Mobile Phones and in-vehicle technology	12
3.40	Welfare Facilities and Wellbeing	12
3.41	Workplace Transport including Minibuses	12
3.42	Working at Height	12
3.43	Work Experience Placements and Apprentices	12
3.44	Young Person(s)	13

Part 2. Organisational Responsibilities

2.0. We all share a duty to ensure the health and safety of ourselves and others and we will work collaboratively to ensure that Activate Learning meets its responsibilities under both health and safety and environmental legislation. Our responsibilities are summarised below and outlined in more detail in individual job descriptions.

2.1. The Corporation

The Corporation have overall responsibility for health and safety matters within the Group and is responsible for ensuring their decisions reflect best practice in H&S, setting the overarching principles of H&S practice for Activate Learning, and ensuring that they have effective methods of monitoring compliance and addressing risk. The Corporation will appoint a Health & Safety Link Governor to provide support and oversight to the Group with regards H&S.

2.2. Chief Executive Officer (CEO)

The CEO has overall executive accountability for health and safety matters and is responsible to the Corporation for the implementation of this policy and embedding a strong H&S culture. The CEO may delegate relevant duties but not ultimate responsibility for H&S and compliance with relevant legislation. The CEO is responsible for ensuring appropriate mechanisms of performance monitoring and management throughout the Group. The CEO's responsibilities as Duty Holder and Responsible Person are detailed within the appropriate procedures.

2.3. Chief Operating Officer (COO)

The COO is responsible for ensuring adequate resources are provided to support a strong H&S culture and an acceptable level of H&S management. The COO acts as Chair of the Compliance and Risk Committee.

2.4. Chief People Officer (CPO)

The CPO is responsible for ensuring that H&S priorities, responsibilities, and competencies are reflected in all aspects of Human Resources policy, procedures, and practice. This includes job descriptions, recruitment practices, reasonable adjustments, sickness management, training, performance management and staff wellbeing.

2.5. Group Executive Team (GET)

The GET is responsible for demonstrating commitment to this policy through both personal conduct and strategic decision making. The COO is a GET member and is the Chair for the Compliance Committee.

2.6. Group Leadership Team (GLT)

The GLT are responsible for implementing this policy within their areas of responsibility, including projects, and promoting a strong H&S culture, including through role modelling and empowering staff to stop any activity they believe is unsafe. They are responsible for ensuring that their teams and any contractors are aware of their responsibilities under this policy and are fully equipped to complete their duties safely. GLT are responsible for ensuring equipment is safely maintained, risk assessments are produced, implemented, and reviewed, and appropriate H&S records are kept within their areas.

2.7. Group Directors of Faculty and College (GDFaC)

The GDFaC is the primary focal point on Campuses for emergencies. They will cover as the Fire Officer and Incident Commander prior to the arrival of the Emergency Services. The Duty Manager will cover during any periods of absence from college. They will be supported in their role by the P&E Manager as well as by Evacuation Marshals, First Aiders, and any delegated staff.

2.8. Head of Governance

The Head of Governance is responsible for ensuring that the Corporation is adequately equipped and informed to fulfil their duties in respect of H&S.

2.9. Group Head of Risk & Resilience (GHoRR)

The GHoRR is the College Business Continuity Lead and tactical lead for emergency planning and security management and is responsible for monitoring developments in legislation and best practice and providing advice and guidance accordingly.

2.10. Group Head of Administration, Compliance and Health & Safety (GHACHAS)

The GHACHAS oversees operational health and safety matters. They ensure that the Health & Safety Manager and the Health & Safety Officers receive suitable training and resources to carry out their responsibilities effectively.

2.11. Group Health & Safety Manager

The Group Health & Safety Manager takes the lead on all operational health and safety concerns, ensuring that proper protocols and measures are in place to safeguard the health and safety of all individuals within the College including staff, students, visitors, and contractors. The Group Health & Safety Manager is also the Delegated Competent Person for Health & Safety

2.12. Health & Safety Officers

The H&S Officers are responsible for providing regular H&S updates, raising any concerns of non-compliance, and immediately stopping any potentially unsafe activities until appropriate safe measures are implemented. They are also responsible within their region of responsibility for providing advice, guidance and support to relevant managers and their relevant college H&S Committee as well as monitoring H&S compliance, first aid provision, fire safety and emergency evacuation procedures, accident reporting and activity risk assessments.

2.13. Assistant Health & Safety Officer

The Assistant H&S Officer supports the H&S officers with day-to-day operations.

2.14. Director of Group Facilities Operations (DGFO)

The DGFO is the focal point for all Group level facilities operations and for monitoring the activities of the P&E Managers and their teams. In addition to this, he is delegated by the CEO as both the Duty Holder (Asbestos) and Responsible Person (Legionella Operations).

The DGFO is responsible for the safe management and maintenance of all premises operated by the Group, including ensuring the management of contractors, maintenance of equipment and appropriate P&E staffing on premises.

2.15. Managers

Managers are responsible for monitoring and ensuring the safe working practices of staff and students in their areas and ensuring robust risk management through identification, assessment and communication of risks and safety measures. Managers are responsible for ensuring appropriate training, supervision and consultation on H&S matters, and that safe systems of work are implemented, including the use of PPE and empowering staff to stop any activity they believe is unsafe. Managers are expected to support accident and near miss investigation as required.

2.16. Staff

Staff must take responsibility for the health and safety of themselves and those around them; this includes ensuring that they understand and adhere to this policy and relevant H&S procedures and risk assessments. Staff are responsible for promptly reporting any issues, accidents or near misses and immediately stopping any activity they consider to be unsafe. Staff are responsible for only undertaking tasks in line with their competency and seeking training and support where needed.

2.17. Students

All students must take responsibility for the health and safety of themselves and those around them; this includes following instructions given by members of staff and under the Student Contract.

2.18. Trade Union (TU) Health and Safety Representatives

TU Health and Safety Representatives are responsible for working collaboratively with Activate Learning to promote a strong HS&W culture, consulting with relevant staff and conducting inspections and investigate complaints, hazards, and incidents as appropriate.

2.19. Health & Safety (H&S) Committee

The H&S Committee is chaired by the relevant Group Director of Faculty and College and meets during the Autumn and Summer Terms. The Campus H&S Committee reports to the College Compliance and Risk Committee. Further details of roles and responsibilities may be found in the relevant committee Terms of Reference.

2.20. College Compliance and Risk Committee

The College Compliance and Risk Committee is chaired by the COO and meets during the Autumn and Summer Terms. Further details of roles and responsibilities may be found in the relevant committee Terms of Reference.

2.21. Fire Safety Manager (Group Health & Safety Manager) supported by the H&S Officers

Responsible for:

- Advising members of the College on all matters of fire safety, ensuring suitable arrangements are identified to meet the requirements of current fire legislation.
- Liaising with P&E members and external contractors in all fire precaution matters affecting new buildings, extensions, and alterations to existing buildings.
- Maintaining Fire Safety documentation (fire risk assessment, fire strategy, building information and evacuation plans).
- Preparing, organising, and carrying out fire safety training and fire drills.
- Investigating incidents involving fire-related matters and preparing management reports.
- Auditing fire safety provisions in all College buildings and advising on any remedial action.
- Liaising with the Fire and Rescue Service.

2.22. Evacuation Marshals

Evacuation Marshals (previously known as Fire Wardens) may be utilised during any emergency where a building or campus may need to be evacuated, such as during a fire, dangerous occurrence (major gas leak) or suspect/identified explosive device. Each campus will have several nominated staff who will have received enhanced training from the H&S Officer's. All other college staff will receive awareness training of the evacuation process to enable them to 'step in' if their nominated Evacuation Marshals is absent.

2.23. Property & Environment (P&E) Managers

P&E Managers are responsible for ensuring a safe, stimulating, and business-like environment for students at the campus, advising on H&S compliance in facilities operations and maintaining registers for the maintenance and servicing of relevant equipment and infrastructure. The P&E Manager is the Deputy Duty Holder (Asbestos) (DDH(A)) and the Deputy Responsible Person (DRP) Water Services to maintain Legionella compliance.

2.24. Curriculum Managers and Curriculum Leads

Curriculum Managers, assisted by Curriculum Leads are responsible for providing a point of contact for H&S matters within their curriculum area and consulting with their regional H&S Officer's to ensure safe working practices. Curriculum Managers and Curriculum Leads are responsible for monitoring day-to-day activity and assisting with inspections, investigations, and communication with staff.

2.25. Radiation Protection Supervisors (RPSs)

Where radiation sources are required for curriculum use, the Physics Tutor will be required to attend an RPS course and on completion, be the nominated science department RPS. They are responsible for coordinating and advising on radiation safety within their curriculum area, developing and implementing procedures that comply with relevant legislation and providing advice, training, inspections, record-keeping, and reporting.

2.26. HR Business Partners (HRBPs)

HRBPs are responsible for providing or signposting guidance on eye tests, Occupational Health referrals, work related stress and sickness management. HRBP's are also the initial contact for Wellbeing/Wellness matters.

2.27. Regional Head of Student Experience (RHoSE)

The RHoSE is the primary focal point on campuses for student facing incidents and emergencies. They will cover as the Deputy Incident Commander as part of the Incident Management Team (IMT) prior to the arrival of the Emergency Services.

They will be supported in their role by the Duty Manager, P&E Manager and as well as by Evacuation Marshals, First Aiders, and any delegated staff.

Part 3. General Arrangements

3.0. This primary H&S Policy is supported by secondary documentation in the form of a Health & Safety Manual (Safety Manual & General Information) which details the following arrangements as procedures and processes (sections of the manual). Tertiary documentation in the form of Safety Guides provides more detailed guidance to support more technical sections of the manual. This documentation is available on the [College Health, Safety, Resilience and Business Continuity Information site portal](#). The following arrangements will have more detailed information provided within

the applicable section in the Health & Safety Manual.

3.1. Abrasive Wheels

Only competent employees should operate abrasive wheels. Employees should hold the appropriate qualification for dressing or replacing abrasive wheels. For further information and guidance, please refer to the Health and Safety Handbook.

3.2 Accident Reporting, Investigation and Monitoring.

An accident is defined as any unplanned event that results in causing injury or ill health to people, damage to property or the environment. A 'Near Miss' is defined as an incident that has the potential to cause harm or damage even though no harm or damage is caused. For further details of managing incidents or incident reporting involving any employee, student (including apprentices and WEX activities), visitor or contractor please refer to the Health and Safety Handbook.

Where an accident results in an insurance liability claim then refer to the GHoRR

3.3. Advice, Consultancy and Guidance

Where external health and safety consultancy or specialist advice is required, this should be done in conjunction with the Group Head of Administration, Compliance and Health and Safety where applicable. The H&S Team will advise on the maintenance and storage of H&S related documentation.

3.4. Animals and Assistance Dogs on College Property.

Animals may be permitted in the college workplace under the following classifications:

- **Working / Teaching Animals.** These are animals that are used as a 'teaching aid' for animal related subjects.
- **Therapy Animal** (also known as comfort animals or therapy animals)
- **Assistance animals**

All animals will first need to be registered with the Compliance Team before being permitted on campus. Animals may be permitted in the workplace at the discretion of the appropriate Group Director of Faculty and College following a thorough review of the owner's application. For further information and guidance please refer to the Health and Safety Handbook.

3.5. Asbestos

Most Asbestos Containing Materials (ACM) within our buildings have been removed over the years. Any remaining ACMs are identified in the campus asbestos register, are maintained in good condition, and managed to prevent the release of fibres, thereby ensuring it does not present a risk to health. It is also important that any damage to building structures – walls, floors, or ceilings – is reported promptly to the Facilities Helpdesk.

The Corporation, as the employer, has ultimate responsibility for health and safety. The Director for Group Facilities Operations is the Delegated Duty Holder under the Control of Asbestos Regulations 2012. The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012.³ For further information and guidance please refer to the Health and Safety Handbook.

3.6. Classroom or Facility Use by Unsupervised Students

Unsupervised use of classrooms or facilities by students may result in accidents, injuries, or damage to equipment. Tutors have a Duty of Care responsibility towards their students. Students are not permitted unsupervised in any classroom, lecture room or the following areas/classrooms under any circumstances:

- Construction related, Engineering or Motor Vehicle workshops
- Science laboratories, prep rooms, classrooms, or storerooms (refer to the Health and Safety Handbook.)
- Performing Arts Studios and Creative Art rooms
- IT & Media classrooms and Recording Studios
- Training restaurants or kitchens
- Hair & Beauty Salons
- Conference rooms

Only in exceptional circumstances will students be permitted to use low risk areas/classrooms for

³ ACOP L143 'Managing and working with asbestos'

private study. Prior approval by the Curriculum Manager is required and if private study is approved then it is to be arranged and monitored by the student's relevant tutor. For further information and guidance please refer to the Health and Safety Handbook.

3.7. College Events

All college events are to be assessed for any hazards and level of risk. For further information and guidance please refer to the Health and Safety Handbook.

3.8. Display Screen Equipment (DSE)

Employees who are required to use display screen equipment for continuous periods of an hour or more will be required to complete the online DSE training on ALO. After completing the training, they will be required to complete the Workstation Self-Assessment form, which is provided automatically at the end of their DSE training. Any remedial action from the Self-assessment is to be actioned initially by the employee's manager and will be followed up by the appropriate department, i.e., H&S Team, P&E and/or HR. The College uses the Specsavers Corporate Eyecare scheme to provide eyesight tests and glasses required for DSE. For further details please refer to the Health and Safety Handbook.

3.9. DSEAR (Dangerous Substances and Explosive Atmosphere Regulations)

The College has procedures in place to ensure staff and students remain safe and healthy in the working environment by the control of fire and explosion risks arising from the use of dangerous substances.

DSEAR applies if a dangerous substance is present (or is liable to be present) at the workplace and, the dangerous substance could be a risk to the safety of people because of fires, explosions, or similar energetic events. For further information and guidance please refer to the Health and Safety Handbook.

3.10. Duty Manager

A Duty Manager will be appointed on each campus where the Group Director of Faculty and College is unavailable to be present to take control in the event of an emergency. During a 'daytime duty' they will be supported in their role by the P&E Manager as well as by Evacuation Marshals, First Aiders, and any delegated staff. For further information and guidance please refer to **Section 34. Incident Management and Business Continuity Planning**

3.11. E-Bikes and E-Scooters

While e-scooters are legally available to purchase, it is currently against the law to ride a privately owned E-scooter in any public place in the UK. This includes roads, pavements, parks, town centres or promenades. The only place a privately owned e-scooter can be used is on private land with the agreement of the landowner. Activate Learning as a landowner does not permit the use of e-scooters or other powered micro-devices such as e-hoverboards, e-skateboards, e-cycles, or similar devices on campus. For further information and guidance please refer to the Health and Safety Handbook.

3.12. Electrical Equipment

Periodic inspection and testing of the fixed electrical installation and periodic inspection and testing of portable electrical equipment will be conducted by appointed contractors. For further information and guidance please refer to the Health and Safety Handbook.

3.13. Emergency and Disaster Planning

Procedures that have been implemented to ensure foreseeable emergencies and disasters have been considered and practiced where appropriate and feasible. For further information and guidance please refer to the following guidance pages on the [College Risk and Protection Site](#) or the appropriate section in the Health & Safety Manual.

3.14. First Aid Arrangements

The College has appropriate First Aid provisions relevant to the work activity conducted and the number of employees located on the site. For further information and guidance please refer to the Health and Safety Handbook.

3.15. Fire Safety Measures

Fire safety measures are co-ordinated for all College sites by the P&E Manager and assisted by the Group H&S Manager and regional H&S Officers. These include arrangements for:

- fire risk assessment,
- evacuation,

- provision and maintenance of fire related equipment (emergency lighting, fire detection and extinguishers, fire alarm systems, fire signage),
- training,
- record keeping.

Fire Evacuations (fire drills) are arranged by the Health & Safety Officers after consultation with the Exam Manager, P&E Manager and Group Director of Faculty and College. Fire evacuation arrangements are detailed in separate procedures. On non-College owned sites, arrangements of the site controller are to be followed. For further information and guidance please refer to the Health and Safety Handbook.

3.16. Fluids and Gases under Pressure

All pipework, i.e., water (hot and cold), compressed air, and gas must be identified and clearly marked. Pipe work containing water (hot and cold), compressed air, and gas must be isolated and drained before any work is undertaken. Compressed gases must be used and stored as laid down in the manufacturer's guidelines and current legislation. For further information and guidance please refer to the Health and Safety Handbook.

3.17. Health & Safety Consultation and Communication

The College convenes campus H&S Committees which meet in November and March. Outstanding actions from these meetings are reviewed by the College Compliance & Risk Committee which meet in December and April. Minutes of the meetings are available on the Health and Safety site. In addition, the Health & Safety Officers produce a summary report for each of the Committees. H&S is also to be reviewed regularly on college management and team meetings.

Access to the H&S Policy is available to all staff, students and interested parties on the College external website. A copy is also available to all staff internally on the [Policy and Procedures SharePoint site](#). A hard copy of the General Statement of Intent will also be on display on the H&S noticeboards located near to each Reception. We encourage engagement by inviting and responding to feedback, ensuring the learning philosophy and our values are embedded in our policies and culture. We provide learning and development opportunities through ALO on all our policies and procedures. Staff and students are encouraged to provide feedback using the [Health and Safety Comments or Concerns](#) QR code displayed on H&S posters and notices around campus

3.18. Health and Safety Monitoring, Reporting and Review Performance

H&S is reviewed twice a year at the Campus H&S Committees, with escalations taken to the Group Compliance & Risk Committee, of which the ToR are reviewed within this policy view (Appendix 1).

H&S Audits are undertaken annually on all campuses and include all areas where there is a recognised level of risk. H&S monitoring (spot checks and audit actions) are undertaken and monitored on an ongoing basis.

Where a significant hazard or deficiency is identified, the Compliance Committee will be notified ASAP. Progress against the H&S Action Plan will be reviewed by the College H&S Committee and Group Compliance & Risk Committee not less than once a year. Further details are found in the Health and Safety Handbook.

3.19. Health & Safety Training & Induction

All new staff starters will receive appropriate induction from their manager regarding H&S relevant to their area of employment, including a summary of the H&S Policy and instructions on the College fire and emergency procedures and accident reporting. Details of the training provided will be recorded and made available on request. Further details are found in the Health and Safety Handbook.

All employees are required to complete the relevant mandatory ALO on-line H&S training as well as any job specific training identified by their manager. Duty Managers and Evacuation Wardens are also required to complete additional training with the H&S Officer's. Evacuation Wardens are responsible for familiarising themselves with the College's emergency procedures.

All students (including apprentices) undergo mandatory training during their induction which is refreshed regularly.

3.20. Home Working and Agile Working

The risks of working at home with DSE are the same as using DSE in the workplace. The risks are increased if the home workstation equipment cannot be adjusted to achieve good posture. If staff predominantly work at home using DSE, they still need to complete a [DSE assessment](#) which will need to be sent to their line manager. The Home Worker will also need to complete a 'home working assessment' if they work from home on a regular basis. [Home working assessment form](#).

If the manager has agreed to their staff working from home or 'agile working' then the College and that manager has a responsibility to ensure that their staff are working in a safe environment with safe and suitable equipment. Refer to the [DSE and Home Working page on the H&S SharePoint site](#) and the Health and Safety Handbook.

3.21. Hot Work Operations

This is defined as a temporary operation with a tool at such a high temperature that could create a fire, irrespective of whether the work is done by an employee or by a contractor. Examples are welding, brazing, soldering, 'hot' cutting (e.g., Oxy-Acetylene Cutting) or grinding.

Hot Works conducted by contractors or college staff will be done so under the control of a Permit to Work issued by the P&E Department unless it is part of a regular course of training for students whereby 'Hot Works' will be included within the course risk assessment.

For further information and guidance please refer to the Health and Safety Handbook incorporating Confined Spaces, Electrical Safety, Permit to Work (PtW), Hot Working and Construction and Excavation.

3.22. Drugs and Alcohol Misuse

Admission to the premises may be refused to any staff or student where there is reasonable suspicion that they are incapable of performing their duties/studies as a result of intoxicants or drugs. If an employee's doctor has prescribed medication which may influence their ability to perform their duties, then they are required to register this with their manager or HRBP. The employee may be required to undertake an Occupational Health assessment. For further guidance please refer to the **HR procedure Drugs & Alcohol Misuse Ref HRPRO029**

3.23. Legionella

As the legal 'Duty Holder'⁴, the CEO shall appoint a person in writing to take day-to-day responsibility (the Responsible Person) for controlling any risk from legionella bacteria. The Director for Group Facilities Operations is the Responsible Person (Water Services). The Property & Environment Manager is the Deputy Responsible Person (Water Services) and shall have sufficient authority to act on behalf of the Duty Holder. For further information and guidance please refer to the Health and Safety Handbook.

3.24. Lone Workers

This procedure should be implemented whenever there is an occasion that an employee may have to work by themselves, and a specific risk assessment produced. From the risk assessment a Safe System of Work should be implemented. The system should include checks on the lone worker at regular intervals either by telephone, email, or other appropriate means. For further information and guidance please refer to the Health and Safety Handbook.

3.25. Machinery and Equipment

Employees and students should only use machinery or equipment for which they have been trained and must do so in accordance with the manufacturer's guidelines, risk assessment and any formal safe system of work and/or procedures in place.

Machinery or equipment designed to be used in conjunction with any guard must not be operated unless that guard is in place. All guards, interlocks and other safety devices are to be checked by the competent user of the equipment and/or the room technician prior to its use.

For further information and guidance please refer to the Health and Safety Handbook.

3.26. Management of Contractors and Visitors

The safety of contractors and visitors, whilst they are on the premises, is the responsibility of the member of staff who sponsors the visit (the Host). It is the responsibility of the sponsor/host to warn

⁴ L8 HSE Approved Code of Practice Legionnaires disease

visitors of any known hazards to which they may be exposed to whilst at work on the site.

Reception or the person responsible for receiving visitors to site (host), will ensure that the visitor enters their details in the visitor's book. The host or their deputy, where applicable will escort the visitor(s) from reception to their office or meeting room. Known and approved Visitors, Contractors or Suppliers are permitted unaccompanied access after an appropriate member of staff has received them into the building and provided an acceptable level of induction. In the event of an evacuation from the premises the Host must ensure that visitors are escorted to a fire assembly point, if safe to do so. If the visitor is missing, then the Duty Manager should be made aware of this.

The P&E Manager will likely be the host for any contractors working on campus. For further information and guidance please refer to the Health and Safety Handbook.

3.27. Manual Handling Operations

All staff are required to complete the online H&S Risks & Responsibilities training which includes an element referring to manual handling training. Additional practical training will be provided to staff where regular manual handling operations are routinely conducted. The College will provide appropriate mechanical handling equipment to reduce or eliminate risks where possible. For further information and guidance please refer to the Health and Safety Handbook.

3.28. New and Expectant Mothers

An Expectant Mothers' risk assessment will be completed once the employee/student has advised the College that they are pregnant. The risk assessment will be reviewed by the manager at appropriate intervals throughout the pregnancy and upon their return to work/learning after their maternity leave. Facilities will be made available for pregnant employees/students if they are feeling unwell or need to rest. For further information and guidance please refer to the Health and Safety Handbook.

3.29. Noise and Vibration at Work

Managers are responsible for ensuring that their staff are not exposed to excessive noise or vibration in the workplace and shall reduce exposure through the use of technical engineering solutions and management controls. If as a last resort, after all other control measures have been deemed insufficient, it is identified that staff are required to wear hearing protection (noise safety) or gloves (vibration) then it is to be suitable and provided at no cost to the employee.

The regional H&S Officer is first point of contact and should be notified if it is believed that an activity or an area may require a Noise or Vibration Assessment. For further information and guidance please refer to the Health and Safety Handbook.

3.30. Occupational Health, Health Surveillance (HS) and Health Monitoring (HM)

The occupational environment and health of employees will be monitored where appropriate to ascertain that their well-being is not impaired by the working conditions. The Occupational Health (OH) provider will conduct routine referrals, health checks and assessments. It is the local manager's responsibility to ensure appropriate risk assessments including potential exposure limits are in place. Where suspected breaches in exposure levels are identified these should be escalated to the Regional H&S Officer. Managers wishing to refer employees to OH should contact HR to make an appointment. Where required and if employees meet the threshold a referral will be made for health surveillance H&S will monitor and review workplace assessments to ensure mitigations are in place. The College HS & HM programme will include workplace monitoring, HAVS assessments, Lung Function testing and hearing tests. For further details refer to the Health and Safety Handbook.

3.31. Personal Protective Equipment (PPE)

Managers are to ensure that the correct PPE is available to staff, that it is kept in good condition and replaced, as necessary. PPE will be freely available to staff as required, along with the appropriate level of training in its use. For further information and guidance please refer to the Health and Safety Handbook.

3.32. Radiation Safety

The Ionising Radiations Regulations 2017 are enforced by the Health and Safety Executive and are intended to protect people who may be affected by work involving ionising radiation. Misuse of radiation sources can result in a long-term health risk, and breaches of these Regulations can result in halting of the work and likely prosecution. For further information and guidance please refer to the Health and Safety Handbook.

3.33. Restricted Access

All areas of high risk, e.g., boiler and plant rooms, must be appropriately identified to prohibit unauthorised entry. Areas identified as restricted access must always be adhered to, and only those persons authorised may enter these areas. Specific areas at each college requiring a Permit to Work to access is to be signed 'Hazardous Area - No Access without a Permit to Work.'

3.34. Risk Assessment

A crucial part of a good safety management system is hazard identification and risk management to ensure adequate control. It is the responsibility of all managers to ensure that risk assessments are conducted by competent personnel within their areas of responsibility. The MyCompliance Risks module is to be used to produce and record risk assessments. Managers are to ensure that all staff are familiar with the contents and requirements of the risk assessments. For further details on the risk assessment process please refer to the Health and Safety Handbook.

3.35. Safe Systems of Work (SSoW) and Permit to Work (PtW)

Formal SSoW will be developed by managers, with the assistance of the H&S Officer and P&E Manager where applicable, to cover potentially hazardous/dangerous operations in areas under their control. Managers and P&E will be responsible for ensuring that work is conducted in accordance with these SSoW. For further information and guidance please refer to the Health and Safety Handbook.

3.36. Smoking

Activate Learning does not permit smoking inside any of its owned or managed buildings or vehicles. Smoking, including vaping, is only permitted in 'designated smoking areas,' which are clearly identified. For further information please refer to the Health and Safety Handbook.

3.37. Substances Hazardous to Health (including Biological and Viruses). Managers whose departments purchase hazardous substances will ensure that a Material Safety Data Sheet is obtained from the manufacturer or supplier for the product. If any doubt exists as to whether the product is classified as hazardous, please contact the manufacturer or the H&S Officer. Substances identified as hazardous should not be used until a COSHH risk assessment has been completed, and appropriate training and information has been provided. For further details please refer to the guidance in the Health and Safety Handbook.

3.38. Trips and Off-Site Activities

All educational trips and off-site activities are to be assessed for any hazards and level of risk. For further information and guidance please refer to the Group Administration Educational Visits SharePoint portal: <https://activatelearning.sharepoint.com/sites/StudentTrips>. For further information and guidance please refer to **Procedure Ref LSPRO036**

3.39. Vehicles, Mobile Phones and in-vehicle technology

All staff driving personal vehicles for college use must have the appropriate UK driving license and vehicle insurance (business use). Mobile Phones should not be used when driving due to their distracting nature. Fully, hands-free in-car communication systems are approved. Please refer to the Health and Safety Handbook.

3.40. Welfare Facilities and Wellbeing

The provision of welfare facilities is a legal requirement. The well-being of staff is a moral requirement as well as in some cases a legal requirement. Please refer to the [HR Wellbeing SharePoint portal](#) for further details.

3.41. Workplace Transport (including Minibuses)

Our aim is to ensure a safe vehicle and driver environment, as appropriate and relevant to each campus. In particular, where reasonably practicable, we will ensure that there are adequate management controls in place to conduct suitable and sufficient assessments for all vehicle operation types, that control measures are in place, and that these are continually monitored and reviewed in order to minimise or if possible, eliminate foreseeable transport-related hazards. For further information and guidance please refer to the Health and Safety Handbook.

3.42. Working at Height (W@H)

W@H is work in any place where a person could fall from a distance which is liable to cause personal injury. Where W@H cannot be avoided a risk assessment must be completed. A SSoW should also then be implemented and adhered to. **Roof Access** – no access is permitted to any roof area without the authorisation and agreement of the P&E Manager who will agree a SSoW and will issue a PtW if

necessary. For further information and guidance please refer to the Health and Safety Handbook.

3.43. Work Experience Placements and Apprentices.

Legislation places the responsibility on employers to maintain the health, safety, and wellbeing of our students while under their temporary employment as they would do for their standard employees. We maintain our Duty of Care to provide a suitable and safe environment through a process of inspection and monitoring of the employer. The College uses the Grofar Work Placement Management System to track and log placements including employer health and safety questionnaire and employer liability insurance.

3.44. Young Person(s)

Young Person(s)⁵ will be provided with a higher level of training, information and supervision considering their inexperience, lack of awareness of existing and potential risks and their immaturity. Risk Assessments of activities involving Young Persons will need to be suitable and sufficient with young persons considered. Refer to the Health and Safety Handbook.

⁵ HSE classifies Young Persons as those under 18yrs and a Child as those under 16yrs.



Activate Learning Procedure Front Sheet

Title: Health and Safety Campus Committee Meetings
Owner: Group Head of Administration Compliance and Health and Safety

Summary of Changes (*revised procedures only*)

Briefly summarise changes made to the procedure, with rationale where appropriate, and complete the table with main changes.

Paragraph Reference	Section	Reason for Change
Suggested Meeting Structure	N/A	Changed the order of the proposed meeting structure to improve flow and allow clearer focus on issues escalated from local health and safety meetings.

Version: 2.0

Review date: March 2026

ACTIVATE LEARNING

COMPLIANCE COMMITTEE MEETINGS

TERMS OF REFERENCE

Purpose:

The Compliance Committee oversees compliance across Activate Learning, ensuring adherence to legal, regulatory, and internal policy requirements. It receives escalations from the H+S Committee and other structures, addressing issues related to health and safety, data protection, property and environment, and organisational resilience. The committee provides oversight, ensures accountability, and facilitates the implementation of effective compliance solutions.

Meeting Frequency:

The Compliance Committee meets twice per year to review compliance matters, assess risks, and determine necessary actions to maintain and improve compliance standards across the organisation.

Invited Participants:

- Chief Operating Officer (Chair)
- Group Director of Faculty and Campus
- Group Head of Administration and Compliance
- Group Director of People & Development
- Director of Group Facilities Operations
- Group Head of Resilience and Statutory Compliance
- Group Director of Student Experience and Safeguarding
- Group Director - Institutional Effectiveness
- Governor linked to H+S

Subsequent Steps:

Each meeting will have minutes recorded, capturing key discussions, decisions, and assigned actions. These actions will be allocated to responsible individuals or teams, tracked for completion, and reviewed in subsequent meetings to ensure accountability.

Suggested Meeting Structure:

Each Compliance Committee meeting will follow a standard agenda:

- Opening and Administrative Items
 - Apologies for Absence (Chair)
 - Approval of Minutes from the Previous Meeting (Chair)
- Escalated Agenda Points from Faculty & College Local H+S Meetings
 - Summary of issues raised and rationale for escalation

- Discussion of proposed actions and resolutions
- Participant questions on key compliance updates from the below reports / report author updates:
 - Wellness Update (HR)
 - Data Protection & Compliance Update (Group Head of Resilience and Statutory Compliance)
 - Property and Environment Update (P+E Representative)
 - Health and Safety Team Update (Group Head of Administration and Compliance)
- Any Other Business
- Action Review & Close
 - Confirmation of assigned actions and responsibilities
 - Deadlines and next steps

Reports in Standard Formats (Uploaded One Week Prior)

- Health & Safety Update
- HR Wellness Update
- Property and Environment Update
- Summary document of the local H+S meeting agenda items

Additional Recommendations:

- A centrally managed action tracker for all campuses, overseen and followed up by the H+S/Compliance team.
- A central repository containing all meeting and agenda items, stored centrally by the H+S/Compliance team.

Review

The Terms of Reference will be reviewed as part of the Health and Safety Policy review.