

Cherwell College Oxford

Pre-University Tutorial College

HEALTH & SAFETY POLICY

Introduction and Statement of Intent:

The management of Cherwell College (the College, herein) recognises and accepts their responsibilities under the Health and Safety at Work Act 1974, and UK Government Health and Safety: *responsibilities and duties for schools (2022)*, *Keeping Children Safe in Education (2025)*, particularly in relation to the welfare of their students, to:

- Provide and maintain a safe and healthy place of work
- Provide information, instruction, training and supervision
- Provide and maintain plant and equipment and safe systems of work
- Ensure safe access to and from the places of work
- Work to prevent accidents and work-related ill health

Cherwell College Management (the Employers), College staff and others (i.e. visiting professionals) also have a duty under the common law to take care of College students in the same way that a prudent parent would do so.

Cherwell College will recruit and appoint suitably qualified and competent staff who will undergo processes to obtain an Enhanced DBS check. Once appointed, staff will complete an induction process and a refresher will be completed annually to ensure staff are kept up to date with fresh information as guidance and legislation changes.

Staff should always take a common sense and proportionate approach, remembering that in schools, risk assessment and risk management are tools to enable students to undertake activities safely, and not to prevent activities from taking place.

Staff also have a duty to look after their own and others' health and safety.

Overview

The management of Cherwell College Oxford are committed to achieving the highest standards of health and safety through monitoring performance and continuous improvement of the health and safety culture throughout Cherwell College Oxford. The Management are also committed to the requirements of the Management of Health & Safety at Work Regulations 1999 and other regulations that apply to Cherwell College Oxford activities.

The College is fully committed to providing safe and healthy working conditions and adequate welfare facilities for all students and employees. The Management are also committed to ensuring that the daily operations of Cherwell College Oxford does not adversely affect the health and safety of any contractors or members of the public.

The College will strive to maintain excellence in Health & Safety matters and in this respect employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The College will at times consult with their employees on these matters.

The College will, so far as reasonably practical, ensure that it provides satisfactory financial resources, and the support needed to meet these objectives and that systems are in place which ensure the effective planning, control, monitoring and review of the measures and arrangements. (Plan, Do, Check, Act)

Copies of this policy are to be available to all College employees, other interested parties, students and parents. A copy will be placed in Reception at Cornmarket Street and Cherwell House.

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Cherwell College Oxford Duties:

- To comply with the Health and Safety at Work etc Act 1974 and all other relevant legislation, Approved Codes of Practice (ACOPs), Health and Safety Executive Guidance Notes, and any recommendations of the HSE Inspectors and Environmental Health Officers during visits or inspections.
- To ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other statutory provisions are met and to co-operate with any Local Authority and/or Fire Service recommendations.
- The identification and provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and all other persons.
- Maintain and practice a Business Continuity Plan, so that the college is well prepared to act in the event of an emergency that forces partial or full closure of the college.
- To permit safety representation by the employees in accordance with such regulations as the Secretary of State has prescribed.
- Ensure the provision of adequate welfare facilities and to provide adequate First Aiders/Appointed Persons as required by the relevant statutory provisions (*see first aid policy*).
- Ensure that their operations do not cause injury or damage to any person or adjacent properties.
- Record and report accidents to staff, students and visitors – including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The Directors and the Health & Safety Officer will deal with health and safety emergencies, including procedures and contacts.

The College will:

- implement first aid training for staff and for supporting medical needs (refer to first aid policy).
- train staff in health and safety matters, including assessment of risk.
- ensure the provision of Personal Protective Equipment (PPE) as necessary, i.e. a high-visibility vest, gloves or boots. Additional PPE may be required particularly when using a chemical or product that falls under the Control of Substances Hazardous to Health (COSHH 2002) and users are required to read and sign the appropriate risk assessments.
- encourage discussion of safety matters both in and outside the organisation.
- investigate accidents and incidents to understand and address the causes.
- monitor and report performance and effectiveness of the health and safety policy.
- ensure, *as far as is reasonably possible*, that it will not allow its employees, subcontractors and others engaged, to carry out work or operations whilst under the influence of alcohol or controlled substances (drugs).
- ensure that all site contractors (where relevant) comply with relevant statutory obligations.
- ensure the provision and maintenance of safe systems of work.
- ensure the control of risks to health in handling, storage and the transportation of materials, articles and substances.
- ensure that Risk Assessments are carried out as necessary and that method statements are prepared and provided as required
- ensure that chemical substances are kept in a controlled stored environment. (Redundant or expired chemicals will be removed promptly by appropriately accredited contractors.)

Facilities Management

- Repairs and maintenance to the College is carried out by suitably competent contractors.

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- The college will complete statutory compliance checks for fire safety, water hygiene, asbestos management and electrical safety at the required frequencies. (Daily, Weekly, Monthly, Annual)
- The college will keep a planned preventative maintenance schedule to ensure the college facilities stay in peak condition.
- The college will engage specialist contractors to certify compliance with regards to:
 - Gas safety,
 - Electrical safety and portable appliance testing,
 - Fire alarm servicing,
 - Emergency escape lighting servicing,
 - Asbestos Management
 - Legionella Compliance (ACOP L8)
- The college will complete at least three fire evacuation drills per academic year (i.e. each term) (refer to fire documentation).

Directors' Duties:

The Directors will have at least basic knowledge and understanding of the Health and Safety at Work Act 1974 and its associated Regulations and Approved Codes of Practice.

The Directors take ultimate responsibility for health, safety and welfare throughout the College. The overall responsibility for health and safety lies with the Directors, who are the Appointed Persons with day-to-day control of health and safety issues. The Directors may appoint suitably competent contractors or consultants to assist in meeting their duties, but the responsibility is not delegated and stays with the Directors.

It will be the responsibility of the Directors to keep all employees advised as to their responsibilities in respect of health and safety matters. In order to protect the safety and health of students, employees and others affected by College operations, the Directors will:

- Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the College and with the precautions which need to be taken to eliminate or control those risks.
- Establish procedures to deal with any emergencies.
- Appoint a suitably trained and competent person to assist in carrying out their health and safety duties.
- Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently.
- Ensure adequate funds and facilities are available for this purpose.
- Before entrusting work tasks to employees, consider their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
- Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the College.
- Ensure that all employees carry out the health and safety responsibilities allocated to them.
- Ensure the safety performance of the College is monitored and take action to remedy any identified deficiencies.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.

The Appointed Person's Duties:

- To ensure that all the College Directors and employees are aware of their individual Health and Safety responsibilities.
- To report to the Director on all matters relating to safety, including new training requirements and updates in directives or legislation.
- To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.

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- To monitor the effectiveness of the College Policies for Health, Safety and Welfare against the actual safety performance of the College and report to the Directors accordingly.
- To inform the Health and Safety Executive of all notifiable accidents.
- To arrange appropriate training for all employees.
- To carry out Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc). To ensure follow up action as needed.
- To promote an interest and responsible attitude towards Health and Safety matters throughout the College.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Reviewed: September 2025

Next review: September 2026

