

Health & Safety Policy 2026/27

Document Control:

Version	V4
Document Created Date:	June 2022
Document Last Approval:	24 March 2026 [Corporation]
Document Update History:	Annually
Document Last Reviewed:	February 2026
Document Next Review:	February 2027
Document Approval Authority:	Senior Management Team F&R Committee Corporation
Document Owner:	Head of Health and Safety

Contents

	Pg. No
Section 1. Statement of Intent	3
Organisation Diagram	4
Section 2. Organisation - Roles & Responsibilities	
2.1 Board of Governors and the Finance and Resources Committee	5
2.2 Chief Executive Officer	5
2.3 Chief Operating Officer	6
2.4 Head of Health and Safety	6
2.5 Senior Management Team	7
2.6 Head of Estates and Facilities	8
2.7 Assistant Principals and Curriculum Managers	9
2.8 College Managers (Business Services, Corporate, Cross College Heads)	9
2.9 College Health & Safety Committee	9
2.10 Safety Representatives / Employee Representatives of Staff Safety	10
2.11 College Staff	11
2.12 Students and Apprentices	11
2.13 Occupational Health Advice	12
2.14 Public and Visitors	12
2.15 Contractors	13
2.16 The Performance and Effectiveness of the Policy	13

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1. Statement of Intent

The City of Portsmouth College is committed to meeting its responsibilities under the Health and Safety at Work, etc. Act. 1974, the Management of Health and Safety at Work Regulations 1999, and associated legislation.

Our aim is to achieve a working environment which is free from work-related accidents, incidents and ill health and to achieve excellence in occupational health and safety performance.

City of Portsmouth College makes a commitment to:

- Establish and maintain a safe and healthy working environment in all workplaces under our control.
- Plan, organise and continuously review working practices to safeguard everyone that could be affected by our designs and operations.
- Comply with all applicable legislation pertaining to occupational health and safety and other requirements.
- Eliminate or control hazards to reduce occupational health and safety risks.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Include the management of health and safety as a specific responsibility of managers at all levels.
- Provide sufficient information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Ensure that employees receive appropriate training and are competent to carry out their designated responsibilities.
- Provide adequate resources to implement this policy.
- Setting objectives and targets to continuously improve our occupational health and safety performance.
- Ensuring that health and safety is not compromised for other business objectives.

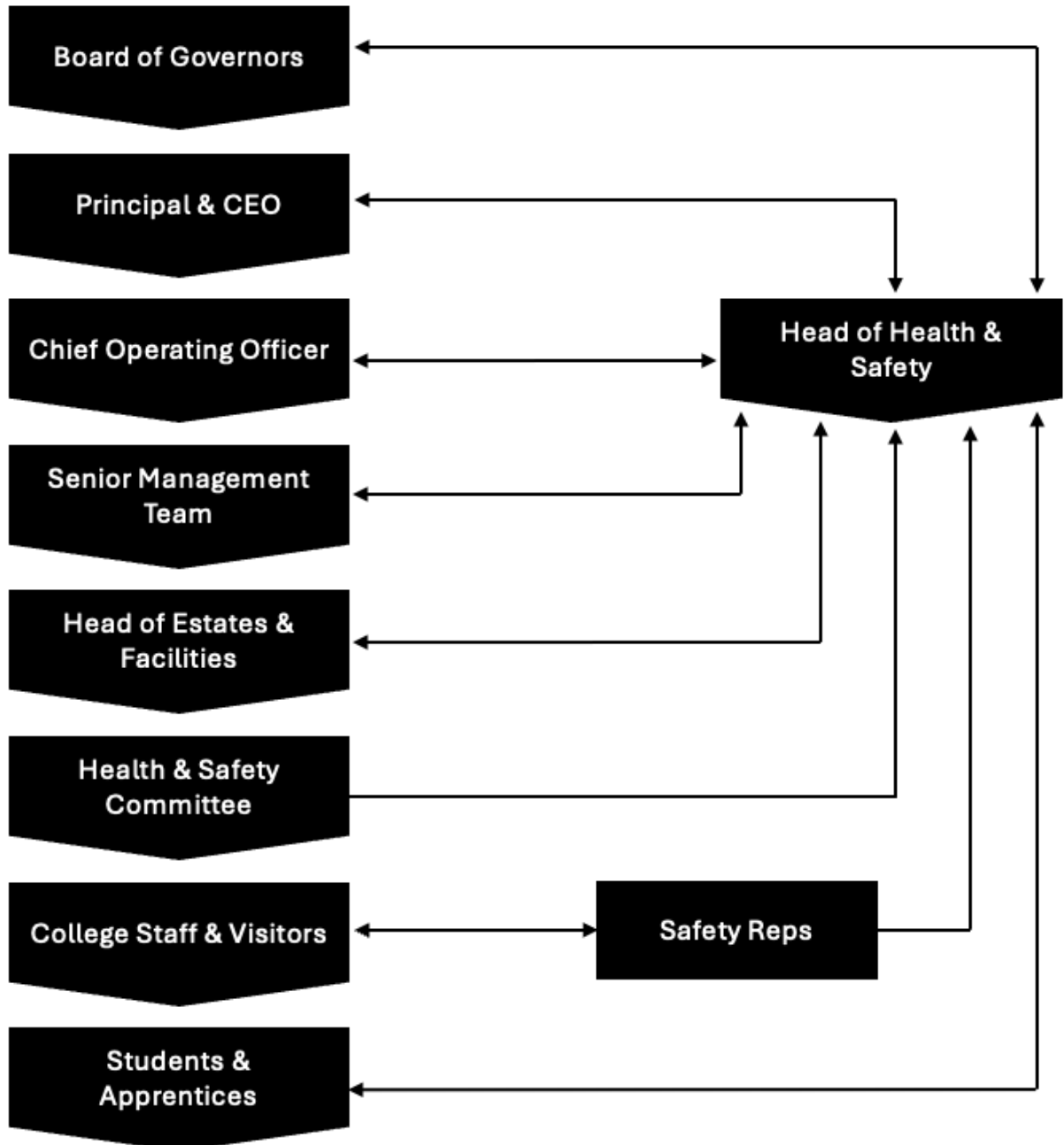
City of Portsmouth College is committed to achieving this policy through the application of an occupational Health and Safety Management System.

City of Portsmouth College, supported by management, will show leadership and commitment and bear the responsibility for establishing, implementing, integrating, and maintaining the Health and Safety Management System.

Through direction and support, each employee will have a proper understanding of the importance of the health and safety system function; their responsibility to comply with policy and procedure; and contribute to their effectiveness.

Katy Quinn
Principal and Chief Executive Officer (CEO)

Organisation for Implementation of Policy



2. Organisation - Roles and Responsibilities

2.1 Board of Governors and the Finance & Resources Committee

All persons at board level have a legal responsibility to ensure that Health, Safety and Wellbeing is managed to the highest standards. The Board of Governors has an important strategic role to play in the management and decision-making of the College. This is to support the Chief Executive Officer and staff to provide the best possible education and educational opportunities for all students, through a clear mission and strategy for the College. Governors bring their experience and life skills to this task. The Board will also ensure the close monitoring of all aspects of health, safety and wellbeing throughout the College environment by:

- setting the strategic direction for the College;
- making corporate decisions in relation to the statutory functions of the Board of Governors;
- monitoring and evaluating College performance; and
- promoting self-evaluation to sustain College improvement.

The Finance & Resources Finance and Resources Committee shall advise on the adequacy and effectiveness of the Health and Safety Policy, ensuring arrangements are in place to review management systems and processes as required. The Finance & Resources Finance and Resources Committee will receive regular reports identifying any developments, improvements and arrangements to the College's existing health and safety control measures, whilst monitoring internal controls and governance processes with all consequential risk control measures and action plans reviewed, ensuring the Health and Safety Policy contributes, upholds, and continually develops safe learning and working environments for all.

2.2 Chief Executive Officer

The Chief Executive Officer has ultimate responsibility for the establishment, implementation and maintenance of the City of Portsmouth College (COPC) Health & Safety Policy and, as such, is responsible for a strong and active commitment to a Health and Safety Policy statement which reflects their vision. They may delegate certain responsibilities of their authority through the Chief Operating Officer and established Senior Management and line management structures to support the effective management of health and safety; however, overall accountability remains with the Chief Executive Officer.

- Review and agree Health & Safety Policy.
- Establish and maintain the Policy Statement and for the overall achievement of its objectives.
- Ensure sufficient resources are made available for effective implementation of Policy and plans.
- Develop an organisation through which health and safety is appropriately managed.
- Ensure assessment monitoring and auditing of aspects of health and safety policy.

2.3 Chief Operating Officer

The Chief Operating Officer, as a member of the Executive Leadership Team, has executive responsibility for health and safety oversight and assurance at the City of Portsmouth College (COPC), acting as the primary route through which the Chief Executive Officer's delegated responsibilities are exercised.

They have line management responsibility for the Health & Safety function and ensure that arrangements are in place to support the effective implementation of the Health & Safety Policy across the College.

They will:

- Integrate health and safety into operational planning and decision-making.
- Receive assurance on health and safety performance and compliance.
- Prioritise and escalate significant health and safety issues.
- Ensure significant risks are considered within resource planning and escalated where additional investment may be required.
- Escalate serious incidents, non-compliance or regulatory engagement to the Chief Executive Officer and relevant governance forums.

2.4 Head of Health and Safety

The Head of Health & Safety leads the College's independent health and safety assurance and risk function and is the appointed competent person for health and safety in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Reporting directly to the Chief Operating Officer, they provide independent professional leadership, advice, monitoring and assurance to support the effective management of health and safety across the College.

They are responsible for:

- Providing strategic leadership for health and safety, ensuring arrangements are risk-based, proportionate and aligned with organisational priorities.
- Developing, maintaining and governing the College's Health & Safety Policy, procedures, standards and guidance, in line with statutory requirements, recognised good practice and ISO 45001 principles.
- Owning and maintaining the College's Occupational Health & Safety Management System, ensuring its effectiveness, integrity and continual improvement.
- Defining and maintaining the College's health and safety training and competency framework, including mandatory requirements.
- Monitoring health and safety performance and compliance and providing independent assurance to the Executive Leadership Team, Senior Management Team and governors.
- Preparing and presenting regular and annual health and safety assurance reports to inform executive and governance decision-making.
- Chairing the College's Health & Safety Committee, ensuring effective engagement with recognised trade unions, staff representatives and senior leaders.

- Leading health and safety audit, inspection and assurance activity, aligned with ISO 45001 performance evaluation requirements.
- Escalating significant non-conformities through formal corrective action arrangements, including the Corrective Action Plan (CAP) Register, and providing assurance on progress and closure.
- Requiring activities presenting an immediate and serious risk to be stopped until appropriate controls are implemented, escalating concerns through the Chief Operating Officer and relevant senior leaders.
- Providing professional advice, challenge and escalation during significant incidents, regulatory engagement or enforcement activity.
- Promoting a positive, proportionate and learning-focused health and safety culture, supporting leadership ownership, accountability and continuous improvement.

2.5 Senior Management Team

The College Senior Management Team (SMT) is collectively responsible for leading, owning and embedding health and safety across the College. They shall ensure that the Health & Safety Policy is adopted and that health and safety is integrated into core activities, planning and decision-making, whilst leading by example and promoting a positive health and safety culture throughout the College.

In fulfilling this responsibility, they shall:

- Demonstrate visible leadership and accountability for health and safety within their areas of responsibility.
- Ensure that appropriate management arrangements are in place to effectively identify, manage and control health and safety risks.
- Integrate health and safety considerations into strategic planning, change management and operational decision-making.
- Ensure that adequate financial and other resources are prioritised to effectively manage health and safety risks and to achieve the objectives of the Health & Safety Policy.
- Review and respond to health and safety performance and assurance information, including audit findings, inspection outcomes, incident trends and matters escalated through the Corrective Action Plan (CAP) process.
- Ensure that accidents, incidents, near misses and dangerous occurrences are reported, investigated and addressed in line with College arrangements, and that corrective actions are implemented within agreed timescales.
- Provide leadership oversight and challenge to ensure that health and safety responsibilities are effectively discharged through Heads of Department and managers.
- Ensure that Health, Safety and Wellbeing is a standing agenda item within relevant management meetings.

2.6 Head of Estates and Facilities

The Head of Estates & Facilities is responsible for the effective operational management of health and safety risks arising from the College estate and facilities and reports to the Chief Operating Officer.

They are responsible for ensuring that statutory premises-related health and safety requirements are met, and that appropriate controls are implemented, maintained and monitored within Estates-managed areas.

In fulfilling this role, they shall:

- Ensure the effective management of statutory premises-related health and safety risks, including (but not limited to) fire safety, asbestos, legionella, gas safety, electrical safety, lifting equipment, pressure systems and work equipment, through planned inspection, testing, maintenance and competent contractor arrangements.
- Ensure suitable and sufficient risk assessments and safe systems of work are in place for estates and facilities activities, and that identified control measures are implemented and maintained.
- Maintain robust contractor management arrangements, including competence checks, induction, supervision and monitoring, to ensure compliance with health and safety requirements across College sites.
- Support the development, implementation and testing of emergency arrangements within Estates-managed areas, ensuring facilities, systems and equipment are maintained to support effective emergency response.
- Ensure the availability, suitability and maintenance of emergency equipment within Estates-managed areas.
- Provide timely and accurate operational health and safety information, assurance and performance updates to the Chief Operating Officer and the Head of Health & Safety as required.
- Act as Deputy Chair of the Health & Safety Committee, supporting the Chair by contributing operational insight and updates on estates-related health and safety matters.
- Ensure that a planned preventative maintenance (PPM) regime is in place and maintained to support statutory inspection, testing and maintenance requirements, with accurate records retained to provide assurance of compliance.

First Aid at Work
Gas Safety
Asbestos Awareness
Managing Contractors
Portable Appliance Testing
Pressure Systems
Environment Aspects & Impacts
Spill prevention and control
Noise management & protection
Document Management
Internal Audit
Accident reporting and statistics

Working at Height
Training awareness and competence
Lone Working
Emergency Light Testing
Electrical Inspection and Testing
Statutory Signs and Notices
Waste Management and Minimisation
Fire prevention and mitigation
Pregnant workers and nursing mothers
Document Control
Building related legal requirements

2.7 Assistant Principals and Curriculum Managers

In addition to their responsibilities as College staff, Assistant Principals and Curriculum Managers and any staff member with line management responsibility for another staff member shall be responsible for the provision of safe working conditions for staff and students under their control and will:

- Ensure they and their managers have an induction and suitable training necessary to undertake work in a safe manner and fulfil their Health & Safety responsibilities.
- Ensure suitable and sufficient risk assessments and safe working procedures for their areas of responsibility are devised, maintained and reviewed with control measures recorded and actioned.
- Ensure regular and effective communications to disseminate health, safety and wellbeing related information, allowing for consultation with staff.
- Maintain high standards of housekeeping and Fire Safety within their areas.
- Appoint safety representatives to conduct safety inspections, with corrective actions taken or communicated through their managers or referred to the College Safety, Health & Environmental Committee.
- Ensure periodic checks of work equipment/facilities are undertaken to maintain safety standards.

2.8 College Managers (Business Support, Corporate, Cross College Heads)

In addition to their responsibilities as staff, College Managers/Heads are responsible for:

- Ensuring safe working practices are in place, adhered to and any suitable staff/student training is identified and organised.
- Bringing to the attention of Department Heads any matters requiring intervention as they cannot be dealt with satisfactorily at a local level.
- Ensuring staff under their control are advised of all health and safety matters relating to their work.

2.9 College Health & Safety Committee

The College Health & Safety Committee provides a formal mechanism for consultation, monitoring and assurance in relation to health, safety and wellbeing across the College.

The Committee supports the effective operation of the College's Health & Safety Management System by reviewing performance, monitoring significant risks and incidents, and promoting continual improvement in line with statutory requirements and recognised good practice.

The Committee operates under formally approved Terms of Reference, which define its purpose, scope, membership, chairing arrangements, meeting frequency and reporting arrangements.

The role of the Committee includes:

- Supporting consultation and engagement with staff and recognised representatives on health and safety matters.
- Reviewing health and safety performance information, including incident trends, audit and inspection findings, and statutory compliance.
- Monitoring progress against corrective and preventive actions arising from incidents, audits and inspections.
- Identifying emerging risks, themes and systemic issues and escalating these, as appropriate, through agreed governance arrangements.
- Promoting a positive and proactive health and safety culture across the College.

The Committee provides assurance and informed input to senior leaders through agreed reporting arrangements. Strategic oversight, decision-making and resource prioritisation are exercised through the Health & Safety Management Review and executive governance structures.

2.10 Safety Representatives / Employee Representatives of Staff Safety

The College recognises the role of Safety Representatives appointed by recognised trade unions in accordance with section 2(4) of the Health and Safety at Work etc. Act 1974 and the Safety Representatives and Safety Committees Regulations 1977.

In addition, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996, the College will consult with elected Representatives of Employee Safety where staff are not represented by a recognised trade union.

Safety Representatives and Representatives of Employee Safety play an important role in supporting consultation, engagement and continuous improvement in health and safety. In this role, they may:

- Carry out workplace inspections in accordance with agreed arrangements.
- Raise health and safety concerns, hazards and near misses for consideration and action.
- Participate in the review of incidents, dangerous occurrences and workplace risks.
- Contribute to discussions at the College Health & Safety Committee or other agreed consultation forums.
- Receive relevant health and safety information necessary to enable them to fulfil their role effectively.

The College will consult Safety Representatives and Representatives of Employee Safety, in good time, on matters that may substantially affect the health, safety and wellbeing of staff, including:

- The introduction of new measures, systems of work or technologies.
- The provision of health and safety information and training.
- Changes to work activities, workplaces or arrangements that may impact health and safety.

Consultation arrangements, including inspection protocols, access to information and participation in investigations, are defined in supporting procedures and the approved Terms of Reference.

2.11 College Staff

All College staff are ultimately accountable for their health and safety at work and should take reasonable care not to endanger the health and safety of themselves and others affected by their acts or omissions. They shall also:

- Attend a Health & Safety induction within one month of commencing employment.
- Co-operate with the College in meeting all health, safety and wellbeing requirements.
- Report any accidents and incidents, including near misses, without delay.
- Participate in risk assessment and use safe working practice to reduce the occurrence of accidents and ill-health.
- Ensure students (new and returning) receive health and safety inductions at the start of programmes.
- Inform students about hazards/risks involved in their programmes.
- Use the correct work equipment for each task and ensure it is in good condition and suitable for the purpose.
- Not misuse, interfere with, or alter any items provided to manage health and safety, e.g. PPE
- Know how/who to consult on health and safety matters and student personal safety concerns.
- Ensure adherence to any College policies, procedures or work instructions concerning health, safety and wellbeing.
- Attend and complete all mandatory and role-specific health and safety training as required, and cooperate with reasonable requests to support competence, compliance and safe working

2.12 Students and Apprentices

Students and Apprentices will take reasonable care of their own and others health and safety, by adopting safe working practices and making proper use of facilities provided. A good standard of behaviour is expected at all times, irrespective of whether students are in class or elsewhere on College premises. Students and Apprentices will:

- Be introduced to hazard/risk awareness in programmes and use precautionary measures available to reduce the risks
- Report on any accidents involving injury to themselves/others, near misses or damage to property.
- Obey Health & Safety instructions from teaching staff/staff holding safety responsibilities.
- Use work equipment correctly when properly authorised or supervised by teaching staff.
- Use personal protective equipment when issued for subject specific tasks
- Stop and inform teaching staff immediately if any task, activity or practice is becoming unsafe.

- Report defects or dangerous conditions observed on College premises to staff.
- Co-operate with staff, when required, in the investigation and prevention of accidents.
- Avoid reckless behaviour to prevent harm to themselves and/or others.
- Not intentionally interfere with or misuse any equipment that has been provided in the interests of health and safety e.g., fire extinguishers.
- Apply their health and safety responsibilities to work-based learning programmes and placements/work experience/work trials undertaken on Employers premises.

2.13 Occupational Health Advice

The College will take all reasonable steps to prevent any work-related ill-health and promote general health and wellbeing, but there are times when external medical provision is required to assist. Occupational Health Advice relating to the health and well-being of College staff will be obtained by the College from an external accredited medical provider. Key features of the service are:

- Conducting health clearance checks of new staff and undertaking 1:1 meetings with individuals as required.
- Advising Human Resources Business Partners on managing occupational health risks of existing staff, through relevant health surveillance.
- Participating in sickness/absence monitoring of staff, by undertaking return to work assessments with advice to HR Business Partners.
- Retaining relevant health and medical records in a safe and secure environment.

2.14 Public and Visitors

The College will do everything that is reasonably practicable to ensure persons not in their employment are not put at risk by any operation or activity undertaken as part of normal College business. The responsibility for any site visitors rests primarily with those staff whom invite/are involved with their guests while they remain on site, ensuring:

- Visitors report to College Receptions on arrival, wear a visitor's lanyard and badge at all times whilst on College premises and sign out at the end of their visit.
- Visitors are made aware of College Fire/Emergency Procedures.

2.15 Contractors

Contractors and self-employed persons must exchange formal health and safety information about their work (including risk assessments and method statements), with the staff responsible for engaging them.

Contractors or self-employed person's responsibilities are to:

- Co-operate with the College on all matters relating to health, safety, wellbeing, and safeguarding/vetting.
- Provide a copy of their current Health & Safety Policy (where applicable).
- Ensure relevant insurance documentation is up to date and available for scrutinising.
- Attend a health and safety induction before starting any works.
- Sign in/out daily with the Estates Team and wear a contractor badge at all times on College premises.
- Ensure their work does not detrimentally affect the health and safety of staff, students or anyone else.
- Use only the correct tools and equipment for the job and ensure plant/equipment is in good condition and suitable for the purpose.
- Confirm their electrical equipment has been tested and, if other than 110V, must bring this to the attention of the College.
- Use all personal protective equipment which may be specified for a task, and avoid improvisation when operating on College premises.
- Ensure correct access equipment is used at all times and in-keeping with the Working at Height Regulations.
- Inform the College of any hazardous materials and/or chemicals to be used and provide COSHH risk assessments.
- Report injury, accidents or near misses during works immediately to the Facilities Manager or the Caretaking Team Leader.
- Co-operate with the College in the investigation of accidents.
- Ensure waste materials are secure on College premises and safely disposed of by the contractor on completion of the work.

2.16 The Performance and Effectiveness of the Policy

The performance and effectiveness of the College Health & Safety Policy will be monitored, reviewed and evaluated through a range of assurance, monitoring and review activities to ensure continued suitability, adequacy and effectiveness.

This will include:

- Planned health and safety inspections, monitoring, self-assessment and internal audits undertaken in line with the College's Health & Safety Management System.
- Independent audit, inspection and assurance activity undertaken by external bodies, including insurers, competent advisers and regulatory authorities (e.g. the Health and Safety Executive and Fire and Rescue Service).
- Review of health and safety performance information, including incident and near-miss data, audit findings, statutory compliance outcomes and progress against corrective actions.
- Feedback, themes and issues arising from the College Health & Safety Committee.
- Formal Health & Safety Management Review, providing executive oversight, evaluation of system performance, and consideration of improvement priorities and resource requirements.
- Periodic review of the Policy to ensure it remains aligned with statutory requirements, organisational change, and recognised good practice.