



Health & Safety Policy

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V2 (28-11-24)	V3	29/08/25	Added version control table. Rewrote and restructured the policy to update staff roles and responsibilities.

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1. Introduction

Trent Education Centre (TEC) is committed to maintaining the health and safety of all individuals involved in or affected by TEC's operations in any of TEC's Study Centres. This policy ensures that TEC complies with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, which require employers to evaluate risks to anyone in their workplace. Current legislation and guidance from the Health and Safety Executive (HSE) <https://www.hse.gov.uk/> require organisations to:

- Identify risks in the workplace and working methods
- Take steps to reduce or control those risks
- Establish procedures for incident reporting and performance review

2. Purpose and Scope

This policy applies to all TEC premises including those facilities used for administrative purposes as well as those used for teaching and learning. This policy applies to all TEC students, staff, and stakeholders who make use of TEC premises including volunteers, visitors, contractors, and members of the public. This policy also applies when staff or students are conducting TEC business in off-site locations. Locations where this policy applies include the following:

- **Nottingham Head Office:**
2.1 and 2.3 Clarendon Park, Nottingham, NG5 1AH
- **Nottingham Study Centre:**
16 Castle Blvd, Nottingham, NG7 1FL
- **Leicester Study Centre:**
Humberstone House, 81-83 Humberstone Gate, Leicester, LE1 1WB
- **Birmingham Study Centre:**
Mill Wharf, Mill Street, Birmingham, B6 4BSM

TEC regularly reviews its Health and Safety Policy including local Fire Safety and Evacuation Procedures, including those specific to each TEC premises.

This policy is aligned to the following legislation and regulatory guidance:

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 state that certain work-related fatalities, injuries and diseases must be reported to the [Health and Safety Executive \(HSE\)](#)
- The Regulatory Reform (Fire Safety) Order 2005 requires employers to implement general fire safety measures to protect their staff.
- The Work at Height Regulations 2005 The Control of Substances Hazardous to Health Regulations 2002 require employers to manage substances that pose a health hazard.
- The Management of Health and Safety at Work Regulations 1999 require employers to conduct risk assessments, organise plans to implement necessary actions, and provide suitable training and information.
- The Gas Safety (Installation and Use) Regulations 1998 require that work involving gas fittings be performed by someone registered with Gas Safe.
- The Management of Health and Safety at Work Regulations 1992 require employers to evaluate risks to the health and safety of their workforce.
- The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to assess digital screen equipment and confirm users' right to an eyesight test.
- The Health and Safety at Work etc. Act 1974 outlines the general responsibilities that employers owe to their employees.
- require employers to safeguard their staff against falling from height.

3. Aims and Objectives

The aim of this policy to ensure that all users of TEC premises are safe from harm when entering, working or studying within the TEC buildings. TEC seeks to identify hazards and address them before they cause harm. TEC aims to meet, if not exceed, the minimum expected standards relating to the health and safety of all users of TEC premises. TEC achieves its aim by providing the following:

- Effective management of health and safety risks that arise from TEC's operations.
- Engagement with students and staff regarding issues that impact their health and safety.
- Accessible and clear signage, supervision, instruction and health and safety information for everyone using TEC's facilities.
- Sufficiently trained staff in adequate numbers who are responsible for applying health and safety policy and procedures.
- Preventative actions to minimise and avoid incidents and work-related health problems wherever possible.
- Healthy and safe working environment and conditions for students, staff, committee and board members, and consultants.
- Annually updating and evaluation of this policy or whenever new legislation requires.

4. TEC's Health and Safety Responsibilities

4.1. General responsibilities

- Make the workplace safe and remove health risks where possible
- Ensure that appropriately trained and competent staff are appointed to manage health and safety and implement this policy on all TEC premises where there are activities taking place
- Provide adequate first aid and welfare facilities and services for all stakeholders
- Make sure that any accidents, injuries or medical conditions requiring medical assistance including ambulance services are recorded in the accident book by relevant staff present at the time and that these are recorded by the HSHS.
- Report any suspicion of infectious diseases to the authorities.
- Ensure there are emergency procedures in place

4.2. Communications

- Ensure all staff and students are aware of any risks to health and safety on TEC premises and what to do to minimise them
- Provide staff and students with information, instructions, training, and supervision necessary for health and safety protection during induction and at regular periods after induction
- Ensure staff and students are aware of the health and safety policy and any changes to the policy or procedures

4.3. Equipment

- Ensure that equipment is safe to use that all staff and students understand how to use any equipment or materials at any TEC premises safely and in ways that is not detrimental to their health and safety

4.4. Substances

- Ensure substances such as cleaning products are moved, stored, and used safely and clearly labelled as hazardous if required.
- Protect against flammable or explosive substances

4.5. Other hazards at work

- Ensure electrical equipment is safe to use
- Ensure that staff and students do not lift heavy equipment or items of furniture if they have not been trained to do this without injuring themselves or others
- Ensure there is adequate signage informing all stakeholders on health and safety to meet legal and regulatory requirements.

5. Stakeholders' Health and Safety Responsibilities

Students, staff, other stakeholders and visitors to TEC premises are individually expected to take responsibility for acting safely and avoiding risks to health and safety for themselves and others. Steps will be taken against any individual who acts in ways that put themselves and others at risk of injury or any harm

5.1. Disciplinary Policy

TEC expects all stakeholders to take health and safety at TEC premises very seriously. Any employee who wilfully breaches this policy will face disciplinary action under the **Staff Disciplinary Policy**. Any student who wilfully breaches this policy will face disciplinary action under the **Student Disciplinary Policy**.

5.2. General responsibilities of Staff and Students:

- Read the health and safety policy
- Be accountable for own health and safety and that of others
- Observe all TEC health and safety rules
- Use TEC facilities, equipment, and materials for their intended purpose only
- Report all hazards that may pose a risk to health and safety immediately to their line manager or the Head of Safeguarding and Health and Safety (HSHS)

5.3. The Head of Safeguarding and Health and Safety (HSHS)

The Head of Safeguarding and Health and Safety (HSHS) has overall responsibility for managing monitoring and reporting on health and safety in all TEC premises. The HSHS submits reports to the Operations Committee and the Senior Management Team. The HSHS has the following responsibilities:

- Identifying, assessing, monitoring and reporting on TEC's health and safety performance annually and providing regular updates if policies or procedures change
- Conducting regular health and safety tours of all premises to identify health and safety issues and ensure they are assessed and managed appropriately
- Ensuring people are empowered to raise health and safety concerns they identify.
- Providing and updating this policy and all other policy and procedures related to health and safety at TEC such as the Fire Evacuation Plan
- Devise an emergency action plan for all premises occupied by TEC staff, stakeholders and visitors in consultation with external bodies as required.
- Provide clear communication to all stakeholders about health and safety in TEC premises.
- Ensure training and workshops are provided to all staff and students on health and safety at work.
- Ensure all hazards are identified and risk assessments carried out
- Report serious accidents, injuries, illnesses or infectious diseases to the authorities.

5.4. Safeguarding Officers

TEC has trained Safeguarding Officers in every Study Centre whenever activities are taking place. All Safeguarding Officer report to the Head of Safeguarding and Health and Safety, who is responsible for their induction, training and line management.

5.5. The Operations Committee

The Operations Committee is chaired by the Head of Operations and is responsible for ensuring that health and safety is appropriately managed in TEC premises. The Operations Committee received health and safety reports from the HSHS and reports on health and safety to the Senior Management Team (SMT).

5.6. The Senior Management Team

The SMT is responsible for the following:

- Ensure all policies and procedures for managing health and safety are developed, reviewed and updated annually as a minimum and more regularly if required.
- Monitoring the oversight of health and safety procedures in all TEC premises.
- Ensuring that TEC has appropriately trained and resourced staff for managing and overseeing health and safety at TEC.
- Ensuring there is a suitable budget available for all health and safety requirements
- Employs the services of external health safety consultants if necessary to ensure that TEC remains compliant with all health and safety legislation and regulations and maintains high standards of health and safety in all of its premises.
- Ensure that systems of work minimise and/or control risk where appropriate
- Ensure there is an adequate risk assessment process that includes health and safety issues.
- Ensure there are clear lines of reporting and accountability in place for health and safety issues
- Ensure compliance with all legal and regulatory Health & Safety requirements

5.7. The Board of Governors

The TEC Board of Governors (BoG) ensures that the TEC SMT maintains high standards of health and safety in all its premises and activities. The BoG holds the SMT accountable for the responsibilities detailed in 5.6 above.

5.8. Key Staff

Role	Name
Managing Director and Chair of SMT	Zaheer Ahmed
Head of Operations and Chair Operations Committee	Ansar Raja
Head of Safeguarding and Health and Safety	Sam Cook

5.9. Lone Working

TEC has a responsibility to ensure the safety of employees who work alone. Lone working arrangements are managed with care and efficiency to identify and control any potential hazards that may pose a risk to health and safety.

Emergency contact procedures are established, typically involving mobile phones, to maintain communication with lone workers. Regular check-in calls are made to help ensure their wellbeing and keep lines of communication open throughout the working period.

6. Staff Health and Safety Training

All staff are required to read this policy and the Fire Evacuation Plan and are informed about health and safety at TEC as part of their induction.

Relevant staff are required to complete the following certified training:

- First Aid
- Fire Safety
- Safeguarding
- Prevent Duty

These must be updated periodically as required. Some staff may also be required to complete and update further health and safety training as follows:

- Fire Warden
- Counselling
- Safeguarding Officer
- Designated Safeguarding Lead

The HR Manager maintains records of all staff training. The Head of Safeguarding and Health and Safety (HSHS) liaises with the HR Manager to ensure that all relevant staff have the appropriate health and safety training.

All staff receive training on safeguarding responsibilities under the Care Act 2014, including how to identify and respond to signs of abuse, neglect, or exploitation. Health and safety procedures are integrated with safeguarding protocols to ensure a unified approach.

7. Health and Safety Signage

As required by law, each TEC premises displays on its notice board the health and safety law poster (What You Need to Know). There are further notices on hazards and safe working practice displayed such as notices on how to avoid repetitive strain injuries when using computers.

Further health and safety information is displayed on notice boards as follows:

- The Head of Safeguarding and Health and Safety (HSHS)
- First Aiders
- Designated Safeguarding Lead
- Prevent Lead
- Safeguarding Officers
- Fire Evacuation Plans
- Any Other Emergency Procedures
- Fire Wardens

8. Accidents, First Aid and Emergencies

All accidents, near misses and other medical emergencies must be reported by people present at the time to the HSHS. The HSHS maintains records on all incidents and reports on these to the Operations Committee and the Senior Management Team. The HSHS reports serious accidents, injuries, illnesses or infectious diseases to the authorities.

The following table indicates what action to take when emergencies occur. The list is not exhaustive.

Emergency Type	Description	Immediate Action to Take
Fire	Smoke, flames, or fire alarm activation in a TEC premises or neighbouring building	Evacuate the building calmly via nearest exit; go to the designated assembly point, contact emergency services; follow fire warden instructions
Medical Emergency	Injury, illness, unconsciousness	Call emergency services; administer first aid if trained; notify campus security
Chemical Spill (e.g. a cleaning product)	Hazardous substance leak	Evacuate area; inform Staff or HSHS; follow spill containment procedures
Power Outage	Sudden loss of electricity affecting classrooms or facilities	Report to Head of Operations; ensure safe evacuation if needed; avoid using lifts
Suspicious Package or Item	Unattended bag or object that raises concern	Do not touch; evacuate nearby area; contact Head of Operations immediately
Aggressive Behaviour	Threatening or violent conduct from a person	Call security if available and/or the police; inform the Study Centre Manager or Head of Operations; avoid confrontation; move to a safe location
Gas Leak	Smell of gas or suspected leak	Evacuate building; avoid using electrical devices; contact emergency services
Flooding	Water overflow due to plumbing failure or weather	Avoid affected area; report to Head of Operations; relocate if necessary. Do not touch electrical switches or equipment in the vicinity
Severe Weather	Storms, lightning, or extreme conditions	Stay indoors; follow TEC updates and warnings; avoid windows and open areas
Lift Entrapment	Person trapped in a lift	Contact Head of Operations or emergency services; reassure trapped individuals; do not attempt a rescue
Cybersecurity Breach	Unauthorised access to college systems or data	Notify Study Centre Manager and Head of Operations, avoid using affected systems; follow data protection protocols
Pandemic Outbreak	Spread of infectious disease on the premises	Follow public health guidance; report symptoms to the Head of Safeguarding and Health and Safety (HSHS); isolate if necessary
Structural Damage	Cracks, falling debris, or unsafe building conditions	Evacuate area; notify the Head of Operations; restrict access
Food Poisoning Incident	Illness linked to food served on a TEC premises	Seek medical help; report to HSHS; investigate source

8.1. Expectant Mothers

Under the Management of Health and Safety at Work Regulations 1999, employers are required to protect the health and safety of employees who are expectant mothers. Once TEC receives written notification of a pregnancy, an individual risk assessment is carried out. This assessment includes a discussion with the employee to identify any specific conditions or circumstances that may affect their work during pregnancy. TEC also considers any medical advice provided by the employee's doctor or midwife. The assessment evaluates potential risks such as exposure to hazardous substances, significant manual handling, and working at height. A copy of the completed risk assessment is submitted to the HR Manager for record-keeping and follow-up.

8.2. Children (Under 18s)

Children are not allowed on TEC premises unless accompanied by their parent or guardian. TEC's Safeguarding Policy and Procedures ensures that staff are aware of issues related to the safeguarding of children as well as adults at risk.

9. RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is a UK legal framework that requires employers, managers, and responsible persons to report and record specific workplace incidents to the [Health and Safety Executive \(HSE\)](https://www.hse.gov.uk/contact/faqs/riddor.htm) via their online system or by phone for fatal or serious incidents. The RIDDOR contacts page is provided here: <https://www.hse.gov.uk/contact/faqs/riddor.htm>

Timely reporting is crucial. Some incidents must be reported immediately, while others have a 10-day window.

9.1. What Must Be Reported to HSE

- Work-related deaths
- Major injuries (e.g., fractures, amputations, serious burns)
- Over-seven-day injuries (when an employee is unable to work for more than seven consecutive days)
- Occupational diseases (e.g., carpal tunnel syndrome, dermatitis, asthma)
- Dangerous occurrences (near misses like equipment failure or explosions)
- Gas incidents (for registered gas engineers)

10. Fire Safety

In line with the Regulatory Reform (Fire Safety) Order 2005, TEC conducts fire risk assessments across all its premises annually to ensure compliance and safety.

Each TEC location is equipped with suitable systems for raising the alarm in the event of a fire or emergency. Emergency equipment, including fire extinguishers and smoke alarms, are routinely inspected in accordance with fire safety regulations. Additional details are available in TEC's Fire Evacuation Plan and risk assessments.

TEC also maintains a team of trained fire wardens who are responsible for coordinating safe evacuations during emergencies.

Emergency procedures consider the specific needs of vulnerable adults, including communication barriers, mobility issues, and mental health conditions.

11. Monitoring and Risk Assessments

In line with the Care Act 2014, risk assessments for activities involving vulnerable adults consider both physical safety and emotional wellbeing. Where necessary, individual support plans are developed in collaboration with families, or external professionals.

Each premises is monitored on a regular basis by the HSHS to ensure that all health and safety requirements are maintained and up to date including the following:

- Signage
- General Safety of Premises
- Required Test of Equipment (e.g. PAT Testing)
- Fire Safety Equipment
- Fire Alarm and Lights
- Fire & Emergency Evacuation Plan
- First Aid Resources
- Trained Staff (e.g. Fire Wardens and First Aiders)

Risk assessments are conducted for each premise to ensure they are safe for their intended use and there are no avoidable hazards or risks to health. These reports are submitted to the Operations Committee and Senior Management Team as required.

Risk assessments cover the following potential hazards:

- Display Screen Equipment (DSE)
- Other Equipment
- Hazardous Substances
- Gas
- Asbestos
- Legionella Control and Water Hygiene
- Storage and Handling
- Heights

Details relating to each of these are provided below.

11.1. Display Screen Equipment (DSE)

As an employer, TEC takes steps to safeguard its staff from the health risks associated with using display screen equipment (DSE), including desktop computers, laptops, tablets, and smartphones.

The Health and Safety (Display Screen Equipment) Regulations apply to individuals who use DSE regularly for periods of one hour or more at a time. These regulations do not extend to those who use DSE occasionally or for short durations.

Under legal obligations, TEC is required to:

- carry out assessments of DSE workstations
- implement measures to reduce risks, such as encouraging regular breaks or alternative tasks
- arrange eye tests upon request
- provide appropriate training and information to staff

TEC ensures that all employees working with DSE receive the necessary training, workstation assessments, and access to eye tests when required.

11.2. Other Equipment

TEC has no specialised equipment presenting significant risks to health and safety. For all equipment that is provided at TEC such as computers, photocopiers and other electronic equipment, the following applies:

- Keep records of equipment purchases, inspections, maintenance, and training.
- Ensure equipment is installed according to manufacturer guidelines and safety standards.
- Ensure compliance with national health and safety regulations.
- Display clear operating instructions near equipment where needed.
- Use warning signs and labels to indicate hazards, operating instructions, and emergency shut-off points.
- Clearly mark equipment that is out of order or under maintenance.
- Ensure timely servicing and repairs by certified technicians.
- Maintain a log of inspection dates, findings, and actions taken.

11.3. Hazardous Substances (COSHH)

If hazardous substances are identified, then the HSHS must assess them for risk to ensure that they are safe to use before purchase. All hazardous substances used with a significant risk will either be substituted with a less harmful alternative or controlled by designing safe work systems and communicated to relevant people who are likely to use the product. Assessments of hazardous substances are reviewed annually or whenever changes occur that might alter the level of risk.

Currently TEC does not make use of hazardous substances apart from some cleaning products. Employers are responsible for ensuring that appropriate personal protective equipment (PPE) is provided to employees who may face health or safety risks while performing their duties.

To determine whether PPE is necessary, TEC conducts a thorough risk assessment to identify potential hazards and evaluate the most effective control measures. These measures follow a hierarchy of risk control:

- Elimination by removing the hazard entirely
- Substitution by replacing the hazardous product with something less dangerous
- Control methods by separating people from the hazard through physical or procedural means
- Safe systems of work by modifying work practices to reduce exposure to hazards
- PPE by supplying personal protective equipment to employees as a final protective measure

The only PPE currently required is the provision of appropriate gloves and other protective clothing when using cleaning products. In some cases, goggles to protect eyes may also be required.

11.4. Gas

All gas appliances must have a valid Gas Safety Certificate. Under the Gas Safety (Installation and Use) Regulations 1998, employers are legally obligated to ensure that any gas appliance, installation pipework, or flue located in a workplace under their control is properly maintained to prevent injury or harm. Non-compliance with these regulations may result in criminal prosecution and, in some cases, unlimited fines.

To meet legal requirements, TEC only engages Gas Safe registered engineers or companies to carry out work on gas systems. Each Gas Safety Certificate must be renewed annually. TEC ensures that all gas appliances are routinely inspected, serviced, and certified every year to uphold safety standards and regulatory compliance.

11.5. Asbestos

If any work is required at TEC premises where asbestos is present, a qualified specialist contractor is engaged to conduct a thorough risk assessment and carry out the necessary work in a safe and compliant manner.

In accordance with the Asbestos Regulations 2012, TEC maintains an asbestos register that is accessible to relevant staff and contractors who may be affected.

11.6. Legionella Control and Water Hygiene

Legionnaires' disease is a potentially fatal form of pneumonia caused by Legionella bacteria, which can also lead to a milder illness known as Pontiac fever. While anyone can be affected, certain individuals may be more vulnerable to these infections. TEC takes proactive steps to manage the risk of Legionella by:

- Conducting all maintenance and pipework modifications with consideration for Legionella control
- Maintaining a system for regular monitoring of water systems
- Ensuring a Legionella risk assessment is completed every two years by a qualified professional
- Implementing any remedial actions identified during the risk assessment

11.7. Storage and Handling

Storage systems are designed to ensure items remain stable and secure, with shelving or racking selected based on appropriate strength and positioning to support safe storage practices. Responsibility for this lies with the Head of Operations and Head of Safeguarding and Health and Safety.

When items require handling, suitable methods are identified and assessed for risk prior to the start of any activity or project. The responsibility for conducting handling risk assessments and developing safe systems of work rests with Head of Operations and Head of Safeguarding and Health and Safety.

11.8. Heights:

There is unlikely to be work involving heights at TEC unless a staff member uses a ladder. To meet Health and Safety requirements, TEC ensures that all work involving height is carefully planned, properly supervised, and carried out by individuals who are competent and have the necessary skills, knowledge, and experience. Before any such work begins, a thorough risk assessment is conducted. Where applicable, the following measures are implemented:

- avoid working at height when it is reasonably practicable to do so
- if working at height is unavoidable, take steps to prevent falls by using a safe existing workspace or suitable equipment
- where the risk of falling cannot be eliminated, reduce the potential distance and impact by using appropriate fall protection equipment

12. Environmental Policy Statement

TEC is committed to minimising its impact on the environment and has a Carbon Reduction Plan and Statement, (see the TEC web site) which includes a commitment to align with national and international climate targets and work towards achieving Net Zero carbon emissions by 2050.

This plan will involve striving to minimise impact on the environment by TEC activities through the following:

- Minimising waste
- Minimising energy use
- Using energy from renewable sources
- Promoting recycling
- Encouraging stakeholders to use sustainable transportation options.
- Procurements of sustainable low impact equipment and supplies where possible including use of recycled products and those certified by the Forest Stewardship Council (FSC).
- Informing and training stakeholders in sustainable practices at work and at home
- Provide an annual monitoring report on TEC's impact on the environment

13. Policy Review

This policy is review annually by the Head of Safeguarding and Health and Safety (HSHS) or it may be reviewed at any time when an update is required. Updates may be required if TEC acquires new premises, establishes new working practices or is required to comply with new UK laws or regulations. TEC follows industry standards and will also update its health and safety policy to stay in line with good practices across the UK education sector.