

# EDA COLLEGE



## EDUCATE | DEVELOP | ACHIEVE

### Health and Safety Policy<sup>1</sup>

#### *Version Control/History*

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<b>Approved by</b>	Academic Board
<b>Signed by Principal</b>	_____
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<b>Health &amp; Safety Officer</b>	Manager of Finance and Operations
<b>Next Review Date</b>	August 2026
<b>Applies To</b>	All staff, students, governors, contractors, visitors and volunteers

**EMERGENCY: CALL 999 | Fire: Evacuate immediately | First Aid: Contact Reception | Report injuries / hazards to the Health & Safety Officer**

<sup>1</sup> In accordance with the Health and Safety at Work etc. Act 1974 and associated regulations

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## PART A: STATEMENT OF INTENT

### 1. Health and Safety Statement

**EDA College is committed to providing and maintaining a safe, healthy and supportive working and learning environment for all staff, students, governors, contractors and visitors. The health, safety and welfare of everyone on our premises is a fundamental priority and a legal obligation that we take seriously.**

EDA College will, so far as is reasonably practicable:

- Provide and maintain safe plant, equipment and systems of work
- Ensure safe arrangements for the use, handling, storage and transport of substances
- Provide sufficient information, instruction, training and supervision to enable all staff and students to work and study safely
- Maintain the College's premises and the means of access to and egress from them in a safe condition
- Provide and maintain a working and learning environment that is safe, without risks to health, and with adequate welfare facilities
- Assess and manage the risks associated with all College activities
- Consult with employees on health and safety matters
- Monitor and review health and safety performance and drive continuous improvement

We recognise that health and safety is everyone's responsibility. All staff, students, governors and contractors have a duty to take reasonable care for their own health and safety and for that of others who may be affected by their acts or omissions. We will not place financial considerations above the health and safety of our people.

Signed: Principal: \_\_\_\_\_

Date: August 2025

Signed: Chair of BoG: \_\_\_\_\_

Date: August 2025

## PART B: ORGANISATION AND RESPONSIBILITIES

### 2. Legislative and Regulatory Framework

This policy has been developed in accordance with the following primary legislation and associated regulations. EDA College will maintain compliance with all applicable health and safety legislation, including any new or amended regulations.

Legislation / Regulation	Key Requirement
<b>Health and Safety at Work etc. Act 1974 (HSWA)</b>	The primary statute; requires employers to ensure, so far as reasonably practicable, the health, safety and welfare of all employees; extends duties to non-employees (students, visitors, contractors) on premises
<b>Management of Health and Safety at Work Regulations 1999</b>	Requires employers to conduct suitable and sufficient risk assessments; plan, organise, control, monitor and review protective measures; appoint competent persons; provide information and training
<b>Fire Safety Order 2005 (Regulatory Reform)</b>	Requires a fire risk assessment; appointment of a Responsible Person; fire safety management; evacuation planning and drills; maintenance of fire safety equipment
<b>Manual Handling Operations Regulations 1992</b>	Requires avoidance of manual handling where possible; risk assessment of unavoidable manual handling; reducing risk of injury
<b>Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)</b>	Requires risk assessment of workstations; provision of eye tests; information and training for DSE users
<b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</b>	Requires reporting of specified accidents, occupational diseases and dangerous occurrences to the Health and Safety Executive (HSE)
<b>Control of Substances Hazardous to Health Regulations 2002 (COSHH)</b>	Requires assessment and control of risks from hazardous substances; health surveillance where required
<b>Electricity at Work Regulations 1989</b>	Requires safe electrical systems; inspection and testing (PAT testing); competent persons for electrical work
<b>Provision and Use of Work Equipment Regulations 1998 (PUWER)</b>	Requires safe work equipment; maintenance and inspection; information, instruction and training
<b>Personal Protective Equipment at Work Regulations 1992 (as amended 2022)</b>	Requires provision of suitable PPE where risks cannot be controlled by other means; training in correct use
<b>Health and Safety (First Aid) Regulations 1981</b>	Requires adequate first aid provision; trained first aiders; first aid kits; information to employees
<b>Workplace (Health, Safety and Welfare) Regulations 1992</b>	Standards for workplace environment, including temperature, lighting, ventilation, toilets and washing facilities
<b>Work at Height Regulations 2005</b>	Requires planning and supervision of work at height; suitable equipment; avoiding and minimising risks
<b>Working Time Regulations 1998</b>	Limits on working hours; rest breaks; annual leave entitlement
<b>Control of Noise at Work Regulations 2005</b>	Assessment and control of exposure to noise; hearing protection

### 3. Scope and Application

This policy applies to:

- All EDA College premises, including teaching rooms, offices, common areas, outdoor spaces, car parking areas and all means of access and egress
- All College-organised activities, events and field trips, whether on or off College premises
- All staff employed by EDA College, on any type of contract
- All students enrolled at EDA College
- All governors, committee members, volunteers and mentors
- All contractors and sub-contractors working on College premises
- All visitors to College premises, including visiting speakers, external partners and members of the public
- All remote and home working undertaken by EDA College staff

EDA College also has responsibilities for the health and safety of members of the public who may be affected by the College's activities. Where work is contracted out, EDA College will ensure that contractors are competent and that arrangements are in place to manage any interface between College and contractor activities safely.

### 4. Health and Safety Responsibilities

#### 4.1 Academic Board

- Ultimate accountability for EDA College's health and safety performance
- Approve this Health and Safety Policy and ensure it is reviewed annually
- Receive regular reports on health and safety performance, including accident statistics and audit outcomes
- Ensure that adequate resources are allocated to health and safety
- Appoint a governor with specific responsibility for health and safety oversight

#### 4.2 Principal

- Sign this policy and take overall executive responsibility for its implementation
- Ensure that health and safety is embedded in the College's strategic and operational planning
- Appoint a competent Health and Safety Officer
- Ensure that adequate resources (financial, human and time) are allocated to health and safety
- Ensure that health and safety is considered in all significant decisions affecting the College's premises, activities and staff
- Receive regular health and safety reports from the Health and Safety Officer
- Report significant health and safety matters to the Academic Board

#### 4.3 Health and Safety Officer (Manager of Finance and Operations)

The Manager of Finance and Operations is designated as the Health and Safety Officer (HSO) and is responsible for the day-to-day management of health and safety at EDA College. The HSO's responsibilities include:

- Coordinating and overseeing the implementation of this policy
- Ensuring that risk assessments are conducted, documented and reviewed for all College activities
- Coordinating the fire safety management programme, including fire risk assessment and evacuation drills
- Ensuring that accidents, incidents and near misses are reported, investigated and recorded
- Ensuring that RIDDOR-reportable events are notified to the HSE
- Managing the first aid provision and ensuring first aiders are trained and lists are current
- Coordinating health and safety inspections and audits
- Maintaining health and safety records, including risk assessments, accident records, inspection reports and training records

- Providing health and safety advice and guidance to all staff
- Keeping up to date with changes in health and safety legislation and guidance
- Reporting to the Principal and the Board on health and safety matters

#### **4.4 All Managers and Supervisors**

- Implement this policy within their area of responsibility
- Ensure that risk assessments are carried out and communicated to their team
- Ensure that staff under their supervision have received appropriate health and safety training
- Carry out regular checks of the working environment within their area and report hazards to the HSO
- Investigate accidents and near misses in their area and report findings to the HSO
- Respond promptly to health and safety concerns raised by staff or students
- Ensure that contractors working in their area are aware of and comply with health and safety requirements

#### **4.5 All Staff**

- Take reasonable care for their own health and safety and for that of others who may be affected by their work
- Co-operate with EDA College on health and safety matters
- Use equipment, substances and safety devices in accordance with training and instructions
- Report any accident, incident, near miss, hazard or health and safety concern to their line manager or the HSO without delay
- Not interfere with or misuse anything provided in the interests of health and safety
- Participate in health and safety training as required
- Follow all health and safety procedures and safe systems of work

#### **4.6 Students**

- Take reasonable care for their own health and safety and for that of others in the College
- Follow all College health and safety rules, procedures and instructions
- Report any accident, incident, hazard or safety concern to a member of staff immediately
- Not interfere with safety equipment, fire alarms or emergency systems
- Attend health and safety induction and follow any safety instructions provided

#### **4.7 Contractors**

- Comply with all relevant health and safety legislation and with this policy
- Provide a copy of their own health and safety policy and relevant risk assessments before commencing work
- Inform the HSO of any hazards arising from their work that could affect College staff, students or visitors
- Ensure their staff are competent and appropriately trained for the work they carry out
- Comply with any safe systems of work required by EDA College

### **5. Health and Safety Officer**

The Health and Safety Officer (HSO) is the Manager of Finance and Operations. The HSO is EDA College's competent person for health and safety purposes under the Management of Health and Safety at Work Regulations 1999. The HSO must:

- Hold or work towards an appropriate health and safety qualification (e.g. NEBOSH General Certificate or equivalent)
- Keep their health and safety knowledge and training up to date
- Have sufficient time and resources to fulfil the HSO role effectively
- Have direct access to the Principal and the Academic Board on health and safety matters

Where specialist health and safety advice is required (e.g. in relation to asbestos, legionella, structural safety, or occupational health), the HSO will engage suitably qualified external competent persons. The costs of external specialist advice will be met by the College as a legitimate operational expense.

## 6. Health and Safety Committee

EDA College will establish a Health and Safety Committee (HSC) to facilitate consultation with staff on health and safety matters. The HSC will:

- Meet at least twice per year (termly)
- Include: the HSO (as Chair); the Principal or their delegate; at least one representative from academic staff; at least one representative from professional services staff; and where appropriate, a student representative
- Review health and safety performance data, including accident statistics and audit outcomes
- Consider and make recommendations on health and safety matters raised by staff, students or the HSO
- Review and recommend updates to this policy and associated risk assessments
- Review the findings of health and safety inspections and audits
- Report to the Principal following each meeting; the HSO will report to the Academic Board annually

All staff have the right to raise health and safety concerns through the HSC or directly with the HSO at any time. Staff should not be deterred from raising concerns by fear of reprisal. Raising a genuine health and safety concern is a protected act under the Employment Rights Act 1996 (whistleblowing provisions).

## PART C: ARRANGEMENTS

### 7. Risk Assessment

#### 7.1 General Requirement

EDA College will carry out suitable and sufficient risk assessments for all activities that could give rise to health and safety risks, in accordance with the Management of Health and Safety at Work Regulations 1999. The purpose of risk assessment is to identify hazards, evaluate the likelihood and severity of harm, and put in place proportionate control measures to eliminate or reduce risk to an acceptable level.

#### 7.2 Who Conducts Risk Assessments

Risk assessments are led by the HSO and are carried out in consultation with the managers and staff responsible for the activity being assessed. For complex or specialist risks (e.g. asbestos, legionella, structural surveys), suitably qualified external specialists will be engaged.

#### 7.3 Risk Assessment Process

Step	Action
<b>1. Identify hazards</b>	Identify everything that could reasonably be expected to cause harm in connection with the activity or workplace
<b>2. Identify who could be harmed</b>	Consider staff, students, contractors, visitors and members of the public; consider groups with particular vulnerabilities (e.g. pregnant workers, young workers, disabled individuals)
<b>3. Evaluate risks and existing controls</b>	Assess the likelihood of harm occurring and its potential severity; consider the controls already in place and whether they are adequate
<b>4. Record the assessment</b>	Record all significant findings in writing using the Risk Assessment Template (Appendix A); record for all assessments involving 5 or more employees
<b>5. Implement controls</b>	Put in place the additional control measures identified to reduce the risk to an acceptable level (ALARP — As Low As Reasonably Practicable)
<b>6. Review and update</b>	Review the risk assessment whenever there is reason to believe it is no longer valid (e.g. after an accident, change in activity, or significant change in the workplace); review all assessments at least annually

#### 7.4 Risk Hierarchy (ERIC PD)

Control measures should be applied in order of preference: Eliminate the hazard entirely; Replace with something less hazardous; Isolate the hazard from people; Control the risk through engineering or administrative means; Personal Protective Equipment as a last resort.

#### 7.5 Specific Risk Assessments

In addition to general workplace risk assessments, the following specific risk assessments will be maintained by the HSO:

- Fire risk assessment (reviewed annually)
- Manual handling risk assessments
- DSE (display screen equipment) workstation assessments for all regular DSE users
- COSHH assessments for any hazardous substances on College premises
- Individual risk assessments for pregnant workers, young workers and workers with specific health needs
- Off-site activities and events risk assessments
- Contractor activity risk assessments
- Lone working risk assessment
- Violence and aggression risk assessment

## 8. Fire Safety

### 8.1 Responsible Person

The Principal is the Responsible Person for fire safety under the Regulatory Reform (Fire Safety) Order 2005. Day-to-day fire safety management is delegated to the HSO, who coordinates the College's fire safety programme.

### 8.2 Fire Risk Assessment

A Fire Risk Assessment will be conducted annually by a competent person and will be reviewed whenever there is a significant change to the premises, use, or occupancy. The assessment will identify fire hazards, the people at risk, and the controls required to reduce the risk of fire and to ensure safe evacuation.

### 8.3 Fire Prevention

- All fire exits and escape routes will be kept clear and unobstructed at all times
- No combustible materials will be stored in escape routes, stairwells or plant rooms
- Electrical equipment will be switched off when not in use; no personal electrical appliances will be used without HSO approval
- Fire doors will be kept closed and must not be propped open
- Smoking is prohibited in all College buildings and within 5 metres of any building entrance

### 8.4 Fire Detection and Suppression

- Automatic fire detection systems will be tested weekly (break glass point test) by the HSO or designated staff
- The fire alarm system will be fully tested and serviced annually by a competent contractor
- Fire extinguishers will be inspected annually by a competent contractor and replaced / recharged as required
- Emergency lighting will be tested monthly and serviced annually

### 8.5 Evacuation

- Fire evacuation drills will be conducted at least twice per year (once per term); results will be recorded
- All staff will be trained in the fire evacuation procedure at induction and reminded annually
- Fire marshals will be appointed for each area of the College and trained in evacuation procedures
- Personal Emergency Evacuation Plans (PEEPs) will be prepared for all disabled staff, students or visitors whose evacuation may require additional assistance
- An assembly point will be designated and clearly signposted; all persons must assemble at the assembly point following an evacuation

The full Fire Evacuation Procedure is set out in Appendix C.

### 8.6 Fire Safety Records

The HSO will maintain a Fire Safety Log Book recording all fire alarm tests, evacuation drills, equipment inspections, and any fire safety incidents. The Log Book will be available for inspection by the local Fire and Rescue Authority.

## 9. First Aid

### 9.1 First Aid Provision

EDA College will provide adequate first aid facilities in accordance with the Health and Safety (First Aid) Regulations 1981. The level of provision is determined by the number of staff and students and the nature of activities carried out on College premises.

Provision	Standard at EDA College
<b>First Aiders</b>	Minimum of one qualified First Aider (holding a current First Aid at Work certificate) available at all times when the College is open
<b>Appointed Persons</b>	At least two Appointed Persons trained to administer initial first aid and summon assistance; available as cover when First Aiders are absent

<b>First Aid Kits</b>	Standard first aid kit in each teaching area, in the main office and in all common areas; checked and restocked monthly
<b>First Aid Room / Area</b>	A suitable area designated for first aid treatment, with a couch, running water and privacy
<b>AED (Defibrillator)</b>	At least one Automated External Defibrillator (AED) available on College premises; all First Aiders trained in AED use
<b>First Aider list</b>	Published and displayed prominently throughout the College; updated whenever changes occur

## 9.2 First Aider Training

First Aiders must hold a current First Aid at Work (FAW) certificate (3-year renewal) or an Emergency First Aid at Work (EFAW) certificate (1-year renewal) as appropriate. The HSO maintains a record of all First Aiders, their qualifications and renewal dates. First Aider training is funded by the College.

## 9.3 Responding to Accidents and Medical Emergencies

- Do not move an injured person unless they are in immediate danger
- Call for a First Aider immediately; call 999 if the injury or illness is serious
- Do not give medication to an injured person unless trained to do so
- Complete an Accident Report Form (Appendix B) for every accident or medical emergency on College premises

# 10. Accident, Incident and Near Miss Reporting

## 10.1 Why Reporting Matters

Reporting accidents, incidents and near misses is essential to learning from events and preventing future harm. EDA College has a positive reporting culture — staff and students are encouraged to report all accidents, incidents and near misses without fear of blame.

## 10.2 Definition of Terms

Term	Definition
<b>Accident</b>	An unplanned event that results in injury, ill health, damage or loss
<b>Incident</b>	An unplanned event that does not result in injury or damage but had the potential to do so ('near miss')
<b>Near miss</b>	An event that could have led to an accident but, by chance, did not result in injury or damage
<b>Dangerous occurrence</b>	A specified event that must be reported to the HSE under RIDDOR (see Section 11)

## 10.3 Reporting Procedure

- All accidents, incidents and near misses occurring on College premises or during College activities must be reported to the HSO as soon as possible
- The injured person (or a person acting on their behalf) must complete the Accident / Incident Report Form (Appendix B) as soon as possible after the event
- The HSO will review all reports, investigate significant events, identify root causes and recommend preventive action
- All accident and incident records are retained by the HSO in the College's Health and Safety records for a minimum of three years (longer for accidents involving children)
- Accident statistics are reported to the Principal monthly and to the Academic Board annually

## 10.4 Investigation

The HSO will investigate all accidents that result in injury requiring medical treatment, all dangerous occurrences, and all near misses with significant potential for harm. The investigation will seek to identify the immediate and underlying causes of the event and to recommend corrective action. Investigation findings will be shared with relevant managers and with the Health and Safety Committee.

## 11. RIDDOR Reporting

EDA College is required to report certain accidents, occupational diseases and dangerous occurrences to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The HSO is responsible for making RIDDOR reports.

RIDDOR Category	Definition	Reporting Deadline
<b>Death</b>	Death of any person as a result of a work-related accident (including non-employees on College premises)	Without delay; reported by telephone and online within 10 days
<b>Specified injuries</b>	Fractures (other than finger, thumb or toe); amputations; injuries requiring hospital admission for more than 24 hours; loss of consciousness; any other specified serious injury	Without delay; reported online within 10 days
<b>Over-7-day incapacitation</b>	Employee incapacitated for more than 7 consecutive days (not counting the day of the accident)	Within 15 days of the accident
<b>Non-employee accidents</b>	Accidents to members of the public or students on College premises that require them to be taken from the scene to a hospital for treatment	Within 10 days
<b>Occupational diseases</b>	Where a doctor informs you that an employee has a reportable work-related disease	Without delay
<b>Dangerous occurrences</b>	Specified near miss events (e.g. collapse of scaffolding, electrical incidents, explosion, radiation incidents)	Without delay; online within 10 days

RIDDOR reports are submitted online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or by telephone to the RIDDOR Incident Contact Centre: 0345 300 9923. All RIDDOR reports are retained by the HSO.

**Failure to report a RIDDOR-reportable incident is a criminal offence. If you are unsure whether an incident requires RIDDOR reporting, contact the HSO immediately. When in doubt, report.**

## 12. Manual Handling

EDA College will comply with the Manual Handling Operations Regulations 1992. Manual handling includes any transporting or supporting of a load (including lifting, lowering, pushing, pulling, carrying or moving) by hand or bodily force.

- Manual handling tasks will be avoided where reasonably practicable by using mechanical aids (e.g. trolleys, wheeled chairs, lifting equipment)
- Where manual handling cannot be avoided, a risk assessment will be carried out and appropriate control measures implemented
- All staff who are required to carry out manual handling tasks will receive training in safe manual handling techniques
- Staff who have a health condition that may be affected by manual handling (e.g. back problems, pregnancy) must inform their line manager and the HSO so that a specific risk assessment can be carried out
- Maximum individual loads of more than 25kg (for men) or 16kg (for women) should not be lifted without mechanical assistance or additional personnel

## 13. Display Screen Equipment (DSE)

EDA College will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 for all staff who regularly use display screen equipment (computers, laptops, tablets) as a significant part of their work.

- A DSE workstation assessment will be conducted for all 'DSE users' (staff who use DSE as a significant part of their normal work) at the time of employment, when their workstation changes, or when they report symptoms that may be related to DSE use

- DSE assessments will be conducted using the HSE's DSE workstation assessment tool or equivalent
- Any issues identified in a DSE assessment will be addressed promptly; reasonable adjustments will be made for staff with health conditions affected by DSE use
- Staff who are DSE users are entitled to eye tests paid for by EDA College; where a test reveals a need for glasses specifically for DSE use, the College will contribute to the cost of a basic pair
- Staff will be provided with information on how to set up their workstation correctly and how to minimise DSE-related health risks (posture, breaks, screen settings)
- Students using College computers for extended periods will be provided with guidance on safe DSE use

## 14. Electrical Safety

- All fixed electrical installations will be inspected and tested by a competent electrician at the intervals specified in BS 7671 (typically every 5 years for an educational establishment); a copy of the Electrical Installation Condition Report (EICR) will be retained by the HSO
- All portable electrical appliances (PEA) on College premises will be subject to Portable Appliance Testing (PAT) by a competent person at frequencies determined by risk assessment; PAT records will be retained by the HSO
- Staff must not bring personal electrical appliances onto College premises without prior approval from the HSO; all personal appliances brought in must be PAT tested before use
- Faulty, damaged or suspect electrical equipment must be taken out of service immediately and reported to the HSO; it must not be used again until inspected and cleared by a competent person
- Extension cables and multi-adapters will be used only where necessary; daisy-chaining of extension cables is prohibited
- Electrical work on College premises may only be carried out by a competent electrician

## 15. Control of Substances Hazardous to Health (COSHH)

EDA College will comply with the Control of Substances Hazardous to Health Regulations 2002 for any hazardous substances used or stored on College premises, including cleaning products, chemicals, biological agents and any other substances that could harm health.

- A COSHH assessment will be carried out for every hazardous substance used or stored on College premises, using the safety data sheet (SDS) provided by the supplier
- Hazardous substances will be substituted with less hazardous alternatives wherever reasonably practicable
- Where hazardous substances cannot be avoided, appropriate control measures will be implemented in accordance with the COSHH hierarchy (elimination, substitution, engineering controls, administrative controls, PPE)
- Hazardous substances will be stored securely, clearly labelled and in accordance with storage requirements specified in the safety data sheet
- Staff who work with hazardous substances will be informed of the risks and trained in safe handling and emergency procedures
- COSHH assessments will be reviewed annually and whenever the substance, task or working conditions change.

## 16. Working at Height

EDA College will comply with the Work at Height Regulations 2005 for any work that requires staff to work at a height where a fall could cause injury.

- Work at height will be avoided wherever possible by working at ground level (e.g. using long-handled tools)
- Where work at height is unavoidable, a risk assessment will be conducted before the work commences
- Only competent persons will be permitted to carry out work at height
- Suitable access equipment will be provided and maintained in good condition; ladders will be inspected before each use
- Staff must not use chairs, desks, boxes or other improvised means to work at height
- Work at height involving scaffolding, roof work or work near fragile surfaces will only be carried out by specialist contractors

## 17. Lone Working

EDA College recognises that some staff may be required to work alone (without direct or close supervision from a colleague) in certain circumstances. Lone working presents specific health and safety risks that must be assessed and managed.

- A lone working risk assessment will be conducted for all roles and activities that regularly involve lone working
- Staff must not work alone in high-risk situations (e.g. alone in a building late at night, handling hazardous substances, working at height) without specific management approval and appropriate control measures
- A lone worker check-in procedure will be in place for staff working alone: the lone worker will check in with a designated colleague at agreed intervals, and the colleague will raise the alarm if contact is not made
- Lone workers will be provided with a means of raising the alarm (e.g. a mobile phone with emergency contacts pre-loaded)
- Lone working by students on College premises (e.g. using computer rooms alone out of hours) will be assessed and managed by the HSO

## 18. Personal Protective Equipment (PPE)

EDA College will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended 2022). PPE will only be provided where risks cannot be adequately controlled by other means.

- Where a risk assessment identifies a need for PPE, the College will provide suitable PPE free of charge to all staff who require it
- PPE will be appropriate for the risk, properly fitting and CE/UKCA marked
- Staff will be trained in the correct use, care and storage of PPE provided to them
- PPE will be maintained, inspected and replaced as necessary
- Staff are required to use PPE provided to them in accordance with their training and instructions; failure to use PPE where required may result in disciplinary action

## 19. Workplace Environment and Facilities

EDA College will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and maintain its premises to the following standards:

Aspect	Standard
<b>Temperature</b>	Minimum 16°C in all workplaces; 13°C where physical work is carried out; suitable heating provided
<b>Ventilation</b>	Effective and suitable ventilation in all enclosed workplaces; windows to provide fresh air in all teaching rooms

<b>Lighting</b>	Suitable and sufficient lighting in all areas; emergency lighting in all escape routes
<b>Space</b>	Sufficient space for each worker; minimum 11 cubic metres per person as a guide (excluding furniture)
<b>Cleanliness</b>	Premises and furniture kept clean; waste removed regularly; cleaning schedule maintained and records kept
<b>Floors and traffic routes</b>	No obstructions; suitable floor surfaces; handrails on all stairs; slip-resistant surfaces in wet areas
<b>Toilets and washing</b>	Adequate toilet facilities; separate facilities for men and women; hot and cold running water; soap and hand drying
<b>Drinking water</b>	Wholesome drinking water readily accessible to all staff and students; clearly marked
<b>Rest facilities</b>	Suitable rest areas; facilities for consuming food and drink; provision for pregnant and breastfeeding workers
<b>Smoking</b>	Smoking prohibited in all buildings and within 5 metres of any entrance; designated outdoor smoking area if required

## 20. Stress and Mental Health at Work

EDA College recognises that work-related stress and mental health difficulties can affect any member of staff and can have a significant impact on health, wellbeing and performance. The College is committed to managing work-related stress and supporting good mental health.

- The HSO will conduct a stress risk assessment for all staff, using the HSE's Management Standards approach, at least every two years and following any significant change in working arrangements
- Managers will be trained to recognise and respond to signs of work-related stress in their teams
- Staff who are experiencing work-related stress or mental health difficulties should speak to their line manager or the Manager of Student Services (who also supports staff wellbeing) in the first instance
- EDA College will signpost staff to appropriate support, including the College's Employee Assistance Programme (EAP) where available, NHS services, and occupational health referrals
- EDA College will not stigmatise staff who disclose mental health difficulties and will make reasonable adjustments to support their continued employment
- Workloads, working hours and working patterns will be reviewed regularly to identify and address risk factors for work-related stress

## 21. Violence and Aggression

EDA College is committed to protecting staff and students from violence and aggression. Violence and aggression include physical assault, threatening behaviour, verbal abuse, and harassment.

- A violence and aggression risk assessment will be conducted for all staff roles that involve contact with members of the public, students or external visitors
- Staff will be trained to recognise early warning signs of aggression and in de-escalation techniques
- College premises will be designed and managed to minimise the risk of violence (e.g. reception desk barriers, CCTV, clear sight lines, lone working controls)
- All incidents of violence, threatening behaviour or verbal abuse must be reported immediately to the HSO and recorded on the Accident / Incident Report Form
- EDA College will support staff who have experienced violence or aggression and will take appropriate disciplinary or legal action against the perpetrator
- Students who engage in violent or aggressive behaviour will be dealt with under the Student Disciplinary Procedure and may be excluded from the College

## 22. Slips, Trips and Falls

Slips, trips and falls are the most common cause of workplace injury. EDA College will take the following measures to reduce this risk:

- All floors and walkways will be kept clean, dry and free from obstructions
- Spillages will be cleaned up immediately; appropriate warning signs will be placed around wet floors
- Suitable non-slip floor surfaces will be provided in areas that are likely to be wet (e.g. kitchen areas, entrance lobbies in wet weather)
- Adequate lighting will be maintained in all corridors, stairwells and external walkways
- Handrails will be provided and maintained on all staircases
- External walkways and steps will be inspected regularly and treated or gritted as necessary in icy conditions
- Cables and trailing wires will be routed safely to prevent trip hazards
- Staff and students are encouraged to report slip and trip hazards to the HSO immediately

## 23. Contractors and Visitors

### 23.1 Contractors

EDA College will manage contractor health and safety in accordance with the following requirements:

- Before a contractor commences work, the HSO will check that they hold adequate employer's liability and public liability insurance and that their health and safety arrangements are satisfactory
- Contractors will be required to provide a method statement and risk assessment for any work that could present a significant risk to College staff, students or visitors
- Contractors will be issued with a site induction before commencing work, covering: emergency procedures, fire evacuation, first aid, reporting of accidents, site rules and any specific hazards
- The HSO will monitor contractor activities to ensure compliance with health and safety requirements
- Where contractor work creates a risk to College occupants (e.g. from noise, dust, fumes, or restricted access), the HSO will ensure appropriate controls are in place and that staff and students are informed
- Work that creates a significant risk to multiple employers or self-employed persons (notifiable construction work) may require a Construction (Design and Management) Regulations 2015 (CDM) Principal Designer and Principal Contractor

### 23.2 Visitors

- All visitors to EDA College premises must sign in at reception and will be issued with a visitor badge
- Visitors will be briefed on emergency evacuation procedures by their College host at the start of their visit
- Visitors must be accompanied by a member of staff in all areas of the College unless they have been specifically authorised to move unaccompanied
- The College's health and safety rules apply to all visitors on College premises

## 24. Remote and Home Working

EDA College recognises that some staff may work remotely or from home, either regularly or occasionally. Remote and home working presents specific health and safety considerations that must be managed.

- A home working risk assessment will be conducted for all staff who regularly work from home (more than one day per week on a regular basis)
- The home working risk assessment will cover: workstation setup (DSE); electrical safety; fire safety; manual handling; lone working; and stress and wellbeing
- Staff who work from home are responsible for ensuring their home working environment is safe and for following the guidance in the home working risk assessment
- College-provided equipment used for home working (e.g. laptop, monitor, keyboard) will be covered by the College's insurance and PAT testing arrangements
- Staff working remotely are entitled to the same health, safety and wellbeing support as those working on College premises, and are encouraged to report health and safety concerns to the HSO

## 25. Pregnancy and New and Expectant Mothers

EDA College recognises that pregnancy and the period following childbirth or miscarriage may affect a member of staff's health and safety at work. The following arrangements apply:

- As soon as a member of staff notifies EDA College that they are pregnant, the HSO will carry out a specific risk assessment for that individual, considering the hazards and risks relevant to their role and workplace
- Where the risk assessment identifies risks that cannot be adequately controlled, EDA College will consider: temporary adjustment of working conditions; redeployment to alternative work; or suspension on full pay if no suitable alternative work is available
- New and expectant mothers will not be required to work night shifts if their GP or midwife confirms this is inadvisable
- The risk assessment will be reviewed at key stages of pregnancy (e.g. at 28 weeks) and following a return from maternity leave
- EDA College will ensure that suitable rest facilities are provided for pregnant workers and breastfeeding mothers, including a private area for breastfeeding or expressing milk

## 26. Young Workers

EDA College may employ young workers (those under 18 years of age) in some circumstances. Young workers are afforded additional protections under the Working Time Regulations 1998 and general health and safety law.

- Before a young worker commences work, a specific risk assessment will be carried out for that individual, taking into account their lack of experience, their physical and psychological immaturity, and any particular risks presented by their role
- Young workers must not be employed on work that is beyond their physical or psychological capacity, exposes them to hazardous substances, involves harmful radiation, or involves adult-only risks
- Young workers must have adequate rest breaks: 30 minutes after 4.5 hours of work, a daily rest of at least 12 hours, and a weekly rest of at least 48 hours
- Young workers must not work more than 8 hours per day or 40 hours per week
- Young workers will be subject to enhanced supervision and mentoring, particularly during their initial period of employment

## 27. Emergency Procedures

### 27.1 Emergency Contacts

Emergency	Action
<b>Fire</b>	Activate fire alarm; evacuate immediately; call 999; assemble at assembly point; do not re-enter until authorised by fire service
<b>Medical emergency</b>	Call 999; call for First Aider; do not move the casualty unless in immediate danger; meet ambulance at entrance
<b>Serious accident</b>	Call 999; call HSO; do not disturb the scene (except for casualty care); complete accident report
<b>Gas leak or smell</b>	Evacuate the building; do not use electrical switches or equipment; call 999 and National Gas Emergency: 0800 111 999
<b>Bomb threat / suspicious package</b>	Do not touch; call 999; evacuate the building; follow police instructions
<b>Structural danger</b>	Evacuate the area; call 999 if imminent danger; call HSO; do not re-enter
<b>Power failure</b>	Follow emergency lighting to exits; check student safety; notify HSO and report to utility provider
<b>Severe weather</b>	Follow HSO guidance; consider early closure or cancellation if conditions are dangerous; communicate to staff and students promptly

## 27.2 Emergency Contacts

Contact	Number
Emergency services (fire, police, ambulance)	999
Gas emergency	0800 111 999 (24 hours)
West Midlands Fire Service (non-emergency)	0345 678 9522
HSO (Manager of Finance and Operations)	[College main office]
Principal	[College main office]
HSE Incident Contact Centre (RIDDOR)	0345 300 9923

The full Fire Evacuation Procedure is set out in Appendix C. Emergency procedures are displayed on notice boards throughout the College and are covered in the staff induction programme.

## 28. Business Continuity and Critical Incidents

EDA College maintains a Business Continuity Plan (BCP) covering the procedures to be followed in the event of a critical incident that disrupts the College's normal operations. The BCP covers:

- Critical incidents that could affect the College's ability to operate, including: major fire or flood, significant IT failure, pandemic or public health emergency, loss of key premises, and loss of key personnel
- The roles and responsibilities of the Principal, Senior Leadership Team and HSO in managing a critical incident
- Communication procedures for staff, students, parents (where students are under 18), and external stakeholders
- Arrangements for continuing teaching and learning activities where the College's physical premises are unavailable (e.g. online delivery via the VLE)
- Recovery procedures to return to normal operations as quickly as possible

The Business Continuity Plan is reviewed annually by the Principal and HSO and is approved by the Academic Board. It is tested at least once every two years through a tabletop exercise.

## PART D: TRAINING, MONITORING AND REVIEW

### 29. Health and Safety Training

Training	Audience	Frequency	Lead
Health and safety induction	All new staff and students	On joining / enrolment	HSO
Fire safety awareness and evacuation	All staff; all students	At induction; annually for staff	HSO / Fire Marshals
Fire Marshal training	Nominated fire marshals (one per area)	On appointment; every 3 years	External provider
First Aid at Work (FAW)	Nominated First Aiders	On appointment; renewed every 3 years	External provider
Emergency First Aid at Work (EFAW)	Appointed Persons	On appointment; renewed annually	External provider
Manual handling	All staff who carry out manual handling	At induction; refreshed every 3 years	HSO / External provider
DSE workstation assessment	All DSE users	On joining; when workstation changes	HSO
Risk assessment training	All managers and budget holders	On taking up the role; refreshed every 3 years	HSO
COSHH awareness	Staff who work with hazardous substances	Before commencing work with substances	HSO
Lone working safety	Staff who regularly work alone	On taking up the role; annually	HSO
Violence and aggression / de-escalation	All student-facing staff	At induction; every 2 years	HSO / External provider
Health and safety refresher for all staff	All staff	Annually (update on changes, incidents, good practice)	HSO
Governor health and safety briefing	All governors	On appointment; annually	HSO / Principal

Training records are maintained by the HSO and by HR (Academic Registrar / Manager of Finance). Training completion is reported to the Principal monthly and to the Academic Board annually.

### 30. Health and Safety Inspections and Audits

#### 30.1 Workplace Inspections

The HSO will conduct a formal health and safety inspection of all College premises and areas at least once per term. Inspections will assess compliance with this policy and associated risk assessments and will identify any new hazards or deterioration in existing controls. Inspection records will be maintained by the HSO.

#### 30.2 Equipment Checks

The following routine checks will be conducted and recorded:

Check	Frequency	Lead
Fire alarm test (break glass point)	Weekly	HSO / designated staff
Emergency lighting test	Monthly	HSO
First aid kit contents check	Monthly	First Aiders

<b>CCTV system check</b>	Monthly	IT Manager
<b>Fire extinguisher visual check</b>	Monthly	HSO
<b>Workplace inspection (all areas)</b>	Termly	HSO
<b>Fire evacuation drill</b>	At least twice per year	HSO / Fire Marshals
<b>Fire alarm system full test and service</b>	Annual	Competent contractor
<b>Emergency lighting annual service</b>	Annual	Competent contractor
<b>Fire extinguisher annual service</b>	Annual	Competent contractor
<b>Portable Appliance Testing (PAT)</b>	Annual (or as risk-assessed)	Competent contractor
<b>Electrical installation inspection (EICR)</b>	Every 5 years	Competent electrician
<b>Legionella risk assessment and water testing</b>	Annual (risk assessment); regular monitoring as required by L8 guidance	Competent contractor / HSO
<b>General risk assessment review</b>	Annual	HSO

### 30.3 External Audit

EDA College will commission an independent health and safety audit by a competent external provider at least every three years. The audit will assess compliance with health and safety legislation and this policy and will make recommendations for improvement. The audit report will be presented to the Principal and the Academic Board.

## 31. Monitoring, Review and Governance

<b>Activity</b>	<b>Lead</b>	<b>Frequency</b>	<b>Reported To</b>
<b>Annual policy review and update</b>	HSO	Annual (April)	Academic Board
<b>Quarterly health and safety report</b>	HSO	Quarterly	Principal
<b>Annual health and safety report</b>	HSO	Annual	Academic Board
<b>Health and Safety Committee meeting</b>	HSO (Chair)	Termly (minimum twice per year)	Principal; Board annually
<b>Accident and incident statistics review</b>	HSO	Monthly	Principal
<b>RIDDOR reports review</b>	HSO	As events occur; summary annually	Academic Board
<b>Training completion report</b>	HSO / HR	Annual	Principal
<b>Workplace inspection records review</b>	HSO	Termly	Principal; HSC
<b>Risk assessment review</b>	HSO	Annual; after any significant event	HSC; Principal
<b>External health and safety audit</b>	External auditor	Every 3 years	Academic Board
<b>Fire risk assessment review</b>	Fire risk assessor	Annual	HSO; Board

The Academic Board has ultimate responsibility for EDA College's health and safety performance. The Board receives an annual health and safety report and ensures that health and safety is embedded in strategic and operational planning. A named governor holds specific responsibility for health and safety oversight.

## PART E: APPENDICES

### Appendix A: Risk Assessment Template

Use this template for all risk assessments at EDA College. Review the assessment at least annually and whenever the activity, workplace or circumstances change significantly.

RISK ASSESSMENT DETAILS	
Assessment reference number	
Activity / area / task being assessed	
Location	
Date of assessment	
Assessor name and role	
Review date	

#	Hazard identified	Who could be harmed and how	Likelihood (1–5)	Severity (1–5)	Risk score (L x S)	Existing controls	Further action required
1							
2							
3							
4							
5							
6							

Risk Score	Risk Level	Action Required
1–3	LOW	Acceptable risk; maintain current controls; review annually
4–6	MEDIUM	Tolerable risk; additional controls desirable; review within 3 months
8–12	HIGH	Significant risk; additional controls required; review within 1 month
15–25	VERY HIGH	Unacceptable risk; stop activity; immediate action required

SIGN-OFF	
Assessor signature and date	
Manager / HSO review signature and date	
Action plan owner and completion date	
Date of next review	

## Appendix B: Accident / Incident Report Form

Complete this form for every accident, incident or near miss occurring on College premises or during College activities. Submit to the HSO as soon as possible after the event.

SECTION A: DETAILS OF THE EVENT	
Date of event	
Time of event	
Location (exact)	
Type of event	<input type="checkbox"/> Accident (injury) <input type="checkbox"/> Near miss <input type="checkbox"/> Dangerous occurrence <input type="checkbox"/> Occupational ill health
Brief description of what happened	
Immediate cause of the event	
Underlying / contributory factors (if known)	
SECTION B: THE INJURED / AFFECTED PERSON	
Full name	
Status	<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Member of public
Department / programme	
Date of birth (if under 18)	
Nature of injury / ill health (describe fully)	
Part(s) of body affected	
Treatment given (e.g. first aid, hospital, GP)	
Was the person taken to hospital?	Yes / No If yes, which hospital?
Did the person continue working/studying after the event?	Yes / No
SECTION C: WITNESSES	
Were there any witnesses?	Yes / No
Witness 1: name, role and contact	
Witness 2: name, role and contact	
SECTION D: REPORTABILITY	
Does this event require RIDDOR reporting?	Yes / No If yes, date reported to HSE:
Does this event require reporting to insurers?	Yes / No If yes, date reported:
SECTION E: DECLARATION	
Completed by (name and role)	

<b>Signature</b>	
<b>Date submitted to HSO</b>	
<b>FOR HSO USE ONLY</b>	
<b>Date received by HSO</b>	
<b>Investigation conducted by</b>	
<b>Root cause identified</b>	
<b>Corrective actions required</b>	
<b>RIDDOR reported?</b>	Yes / No Reference number:
<b>HSO signature</b>	

## Appendix C: Fire Evacuation Procedure

### IN THE EVENT OF FIRE — FOLLOW THESE STEPS

Step	Action	Responsible
<b>1. DISCOVER FIRE</b>	If you discover a fire or smell smoke: activate the nearest fire alarm break-glass point immediately. Call 999 if the fire is significant.	Person discovering
<b>2. RAISE THE ALARM</b>	The fire alarm will sound throughout the building. All persons must evacuate immediately on hearing the alarm.	Automatic / all staff
<b>3. EVACUATE</b>	Leave the building immediately by the nearest available fire exit. Do not use lifts. Do not stop to collect personal belongings. Close doors as you leave (do not lock them).	All occupants
<b>4. ASSIST OTHERS</b>	Fire Marshals will sweep their designated areas to check all rooms are clear and that all persons have evacuated. Assist anyone who needs help to evacuate; notify the Fire Marshal of anyone who cannot self-evacuate.	Fire Marshals; all staff
<b>5. ASSEMBLE</b>	Go directly to the Assembly Point: [Assembly Point Location — to be confirmed and signposted on College premises]. Do not re-enter the building.	All occupants
<b>6. ROLL CALL</b>	The Fire Marshal / designated person will conduct a roll call at the Assembly Point using the register / signing-in record. Notify the Fire Service immediately if anyone is unaccounted for.	Fire Marshal / HSO
<b>7. AWAIT CLEARANCE</b>	Remain at the Assembly Point until the Fire Service gives the all-clear to re-enter the building. Do not re-enter before the all-clear.	All occupants
<b>8. REPORT</b>	Report the evacuation to the HSO, including any issues encountered, missing persons or injuries. Complete an Incident Report Form.	HSO / Fire Marshals

### Personal Emergency Evacuation Plans (PEEPs)

Any person who may need assistance to evacuate in an emergency (e.g. a wheelchair user, a person with a visual or hearing impairment, a person with a temporary mobility impairment) must have a Personal Emergency Evacuation Plan (PEEP). PEEPs are prepared by the HSO in consultation with the individual. PEEPs are held by the HSO, the individual's line manager or tutor, and at the main reception.

### Fire Marshal Responsibilities

- Sweep designated area to ensure all persons have evacuated
- Check all rooms (including toilets) and close doors on exit
- Note anyone who is unable to self-evacuate and direct them to the refuge point
- Proceed to the Assembly Point and report to the HSO
- Confirm sweep is complete and all persons accounted for

## Appendix D: Health and Safety Responsibilities Quick Reference

Print and display this on notice boards and in staff areas.

Role	Primary H&S Responsibilities
<b>Academic Board</b>	Approve H&S policy; receive annual report; ensure adequate resources; appoint H&S governor
<b>Principal</b>	Sign policy; executive responsibility; appoint HSO; ensure H&S in all decisions
<b>Health &amp; Safety Officer</b>	Day-to-day management; risk assessments; fire safety; accident reporting; RIDDOR; training; inspections
<b>All Managers</b>	Implement policy in their area; ensure team training; conduct checks; investigate incidents; report hazards
<b>All Staff</b>	Take care of own and others' safety; follow procedures; report accidents/hazards; use PPE; participate in training
<b>Students</b>	Follow H&S rules; report accidents/hazards; not interfere with safety equipment
<b>Fire Marshals</b>	Sweep areas on evacuation; ensure all evacuated; report to HSO at Assembly Point
<b>First Aiders</b>	Provide first aid; maintain kits; record treatment; summon further help if needed
<b>Contractors</b>	Comply with policy; provide risk assessments; attend site induction; report hazards

### Key H&S Contacts at EDA College

Role	Contact
<b>Health &amp; Safety Officer</b>	Manager of Finance and Operations — via College main office
<b>First Aider</b>	[Name(s) and contact details — posted on H&S notice boards]
<b>Fire Marshal (your area)</b>	[Names posted on H&S notice boards in each area]
<b>Principal</b>	Via College main office

## Appendix E: Key Contacts

Contact	Details	When to Use
<b>Emergency services</b>	999	Any emergency: fire, medical, police
<b>Gas Emergency</b>	0800 111 999 (24 hours)	Gas leak or smell of gas
<b>HSE Incident Contact Centre (RIDDOR)</b>	0345 300 9923 / www.hse.gov.uk/riddor	Reporting RIDDOR-reportable events
<b>West Midlands Fire Service (non-emergency)</b>	0345 678 9522	Fire safety advice; fire investigation
<b>West Midlands Ambulance (non-emergency)</b>	0333 023 2000	Non-emergency health queries
<b>Health &amp; Safety Executive (HSE) Infoline</b>	0300 003 1747	General H&S advice and guidance
<b>Environmental Health (Birmingham City Council)</b>	0121 303 0022	Workplace health and safety enforcement queries
<b>Electrical emergency (Western Power Distribution)</b>	0800 096 3080	Power failure or electrical emergency
<b>Water emergency (Severn Trent)</b>	0800 783 4444	Water supply or drainage emergency
<b>EDA College HSO</b>	Manager of Finance and Operations — via College office	All H&S queries, incidents, risk assessments
<b>EDA College Principal</b>	Via College office	Serious incidents; RIDDOR; Board reporting

**Approved by the Academic Board of EDA College | August 2025**

Signed by Principal: \_\_\_\_\_ Date: August 2025

*This policy is reviewed annually. The current version is always available on the College intranet and on request from the HSO.*

*Educate. Develop. Empower.*