



Health and Safety Policy

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1. Introduction

Magna Carta College (MCC) is committed to maintaining an environment that prioritises and ensures the safety of all its staff, students, contractors and any authorised visitors at all campus locations. Through this policy, MCC aims to prevent as far as reasonably practicable any accidents and illness that can affect individuals at the College and to ensure that health and safety consideration is at the heart of all actions, processes, procedures and operations. This policy sets out the College's commitment to protecting the talent and energy of the people who work and study at MCC as they are considered the most valuable asset.

The policy also outlines the College's commitment to protecting individuals from harm, promoting a culture of safety and well-being. MCC has an ongoing responsibility, as set out under the UK health and safety legislations to ensure that its premises, procedures, operations and practices do not pose any risk to the life, health or safety of any individuals or the environment. This policy details the College's framework for continuous improvement in health and safety performance. The College has based the health and safety monitoring process in accordance with the latest guidance available from regulating authorities, including the Health and Safety Executive (HSE).

2. Rationale and Scope

The rationale for this policy is to clearly articulate MCC's duties and the ongoing mechanisms by which it aims to prevent harm, reduce risk and respond effectively to any incidents that may adversely affect the health and safety of any individual. Through the implementation of this policy the College seeks to embed health and safety considerations as a core element of the culture and operations. In order to achieve this aim, the College shall provide appropriate resources to achieve a healthy and safe working environment for all its staff and students. It is the College's responsibility to provide safe equipment, use of safe systems of work and to ensure adequate information, training and supervision is provided relating to health and safety considerations.

The policy applies to all MCC-owned or managed properties/locations and all activities that are undertaken under the MCC name. The policy is applicable to all individuals engaged with the College, including board members, full and part-time staff, students, contractors, temporary workers, volunteers, students, and visitors. The College acknowledges its duty that health and safety requirements can extend beyond the physical premises, and the policy scope also covers digital and remote working environments.

2.1. Health & Safety Policy Statement

Magna Carta College (MCC) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all members of its community, all individuals who use or visit the premises and those affected by its activities or services. In order to achieve this, it is the College policy to:

- Provide the appropriate and required resources to maintain a safe and healthy working and learning environment

- Identify and assess risks and implement effective control measures
- Provide appropriate training, instruction and supervision
- Ensure safe access to and from premises
- Monitor and review safety performance regularly
- Encourage staff and students to participate in safety matters
- Comply fully with statutory requirements

The College will remain up to date with the legal responsibilities and requirements, including legislation updates and CPD undertaken by the internal health and safety resources. MCC considers the management of health and safety as an essential element of its governance arrangements. This includes a commitment to prevention of accident, injury or ill health and an on-going commitment to improve Occupational Health and Safety management.

3. Aims and Objectives

MCC is committed to active and resilient health and safety management, and the overarching aim of this policy is to protect and safeguard the well-being of the MCC community, by establishing a safe learning and working environment while delivering an exceptional learning experience that creates extraordinary opportunities for the learners.

MCC also has a commitment to developing and promoting a culture where safety is an integral element of daily activities. To achieve this there is a keen focus on:

- enhancing awareness of individual and collective responsibilities
- conducting regular assessments
- implementing control processes
- timely investigation and reporting of incidents
- Promoting a culture of continuous improvement and vigilance in safety standards

The College also aims to provide appropriate and regular training and support to empower all members of its community to act safely and responsibly.

4. Definitions

4.1. Hazard

In the context of this policy, a 'hazard' is defined as anything with the potential to cause harm, including substances, equipment, and environmental conditions.

4.2. Risk

A 'risk' refers to the likelihood that the hazard will actually cause harm and the potential severity of that harm.

4.3. Incident

An 'incident' is any unplanned event that causes or has the potential to cause injury, illness, damage or disruption.

4.4. RIDDOR

RIDDOR refers to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, which mandate the formal reporting of specific workplace incidents to relevant authorities in the UK.

5. Commitment to Health and Safety

MCC is committed to maintaining a safe and healthy working and learning environment for all staff, students and visitors. Through effective management and in line with legal obligations, the College will, as far as is reasonably practicable, ensure:

- **Adequate Resources:** Sufficient resources are allocated to support health and safety initiatives.
- **Risk Management:** Risk assessments are conducted regularly and reviewed to identify and mitigate hazards.
- **Safe Working Practices:** Systems of work are designed and maintained to minimize risks to health and safety.
- **Safe Handling of Materials:** Procedures for the use, storage, handling and transport of substances are safe and health conscious.
- **Training and Supervision:** Employees receive appropriate information, instruction, training and supervision to ensure their safety and that of others.
- **Health Surveillance:** Where necessary, health monitoring is provided to safeguard employee wellbeing.
- **Safe Equipment:** All machinery, equipment and tools are maintained in a safe condition.
- **Safe Environment:** The workplace is kept free from health risks and hazards for both employees and learners.
- **Welfare Facilities:** Adequate welfare provisions are available to support staff wellbeing.
- **Safe Access:** Safe entry and exit routes are maintained throughout the premises.
- **Monitoring and Prevention:** Regular monitoring is conducted to uphold safety standards and prevent accidents or work-related illnesses.
- **Public Health Measures:** Any additional health and safety measures in response to public health risks are implemented in accordance with current Government guidance, in collaboration with local public health authorities, and aligned with the College's Business Continuity Plan.

6. Organisational Structure for Health and Safety- Roles and Responsibilities

MCC is an institution where all individuals are aware of their own health and safety requirements and have the information, knowledge and competency to carry these out.

6.1. Governing Body and Senior Management Team

At Magna Carta College, the Governing Body and Senior Leadership Team (SMT) bear the overarching responsibility for ensuring that the college meets its legal duties under health and safety legislation. This includes ensuring that robust health and safety policies are in place, that performance is regularly monitored, and that sufficient and appropriate resources are allocated to support the implementation of this policy. The SMT provides strategic direction to ensure that the health, safety, and welfare of staff, students, visitors, and contractors are prioritised at all times.

The operational responsibility for health and safety across the College rests with the CEO and the SMT. They promote a positive culture and the implementation of this policy

The CEO and the SMT hold operational responsibility for health and safety across the College. They are responsible for leading the implementation of this policy and promoting a positive culture of safety throughout the organisation. Through delegated authority, the CEO ensures that effective structures are in place to manage health and safety, including the appointment of a competent person to oversee daily implementation and compliance.

The overall responsibility and accountability for creating and maintaining a safe working and learning environment at MCC rests with the CEO and the SMT. The College leadership must allocate sufficient resources and provide consistent, strategic direction; demonstrating a continuous commitment to developing and maintaining a safety-conscious culture.

The Operations Committee is responsible for overseeing this policy, ensuring all practices are aligned with health and safety regulatory standards. The Head of Operations acts as the designated Health and Safety Lead and competent person under the Management of Health and Safety at Work Regulations. This role includes:

- overseeing all risk assessments
- ensuring that emergency procedures are clearly established and practiced
- liaising with external contractors
- coordinating health and safety training, inductions and compliance audits

The Head of Operations also organises the meetings of the Operations Committee and ensures accurate reporting and recording of any health and safety incidents or near misses at these meetings.

6.2. Academic and Administrative Managers

Academic and departmental leaders are responsible for applying safety policies within their areas and ensuring that students and staff understand and adhere to relevant protocols.

All staff at MCC have a duty to:

- Take care for their own health and safety and also cater to the safety of others who may be affected by their actions or omissions
- Cooperate with the College Health and Safety Lead to meet the statutory health and safety obligations
- Refrain and avoid interfering with or misusing any safety equipment or procedures provided for health and safety purposes.

The managers within each department at the College have the responsibility for the implementation of health and safety processes within their workspaces. They are responsible for the safety of their teams and to facilitate the organisation of risk assessments. They are also responsible for ensuring that staff are adequately trained for maintaining health and safety considerations. All reports of incidents or hazards within their areas must be overseen by them to ensure accurate documentation. They play a key role in creating and maintaining safe workplace practices and are required to regularly monitor their areas and teams to ensure risks are minimised through ongoing compliance with health and safety standards.

All MCC employees have a duty to cooperate fully with any measures and procedures introduced by the College to support health and safety practices. Staff must use equipment and resources appropriately, wear personal protective equipment (PPE) when required, and report any hazards or incidents to their line manager or the Health and Safety Lead.

All employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. They are required to cooperate fully with any measures introduced by the College to support health and safety and must use equipment appropriately, wear personal protective equipment (PPE) when required and report hazards or incidents promptly to their line manager or the Health and Safety Lead. Employees must not interfere with or misuse anything provided in the interests of health, safety or welfare.

6.3. Students

Students are also expected to uphold the College's health and safety standards. They must comply with instructions given by staff, use College facilities responsibly, report any hazards or unsafe behaviours and participate in drills or emergency procedures as required. As active members of the College community, students share the responsibility of ensuring that the learning environment remains safe for all.

7. Health & Safety Arrangements

Magna Carta College is committed to ensuring that health and safety is an integral part of all operational and educational activities. The following arrangements outline the key systems and procedures that support our Health and Safety Policy. These arrangements are designed to ensure legal compliance, embed a positive safety culture and provide clear guidance on the implementation of safe working practices across the College. Each arrangement is monitored and reviewed regularly to ensure effectiveness and continuous improvement.

7.1. Risk Assessment Procedures

The College ensures that risk assessments are carried out for all significant activities and working environments. These assessments are designed to identify hazards, evaluate associated risks and implement control measures to reduce those risks to an acceptable level.

Staff responsible for specific areas must complete, review and update risk assessments annually or whenever significant changes occur. All assessments must be appropriately documented and made accessible to relevant personnel.

7.2.Fire Safety & Emergency Evacuation Plans

Fire safety is a priority at Magna Carta College. The College has established clear procedures for fire prevention, detection and response. All premises are equipped with appropriate fire detection systems, extinguishers and clearly marked escape routes. Fire drills are conducted at least twice annually to ensure all occupants are familiar with evacuation procedures. Staff and designated fire marshals are trained to respond effectively in the event of a fire or other emergency. Personal Emergency Evacuation Plans (PEEPs) are developed for individuals who may require assistance during evacuation.

7.3.Accident Reporting & Investigation (RIDDOR)

All accidents, incidents and near misses must be reported promptly using the College's designated reporting system. Reports are reviewed by the Health & Safety Lead, and where applicable, incidents are reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Investigations are carried out to determine root causes, identify trends and prevent recurrence. Lessons learned are communicated to relevant stakeholders and may inform revisions to risk assessments or procedures.

7.4.First Aid Provisions

Magna Carta College provides sufficient first aid resources, including trained first aiders and fully stocked first aid kits, throughout its sites. The number and distribution of trained personnel are determined by a risk-based assessment of each building and activity area. All staff and students are made aware of how to contact a first aider in the event of an emergency. First aid incidents are recorded and reviewed as part of the College's ongoing commitment to health and wellbeing.

7.5.COSHH Compliance

Where hazardous substances are used or stored on college premises, compliance with the Control of Substances Hazardous to Health (COSHH) Regulations is mandatory. Relevant departments are responsible for maintaining up-to-date COSHH assessments for all chemicals and ensuring that staff and students are appropriately trained in their safe use. Storage and disposal must follow legal and environmental guidelines, and safety data sheets must be readily accessible in case of emergency.

7.6.Display Screen Equipment (DSE) Assessments

To support the health and comfort of staff using computers and other display screen equipment, the College requires all desk-based staff to complete a DSE self-assessment. These assessments identify potential ergonomic risks and ensure that appropriate adjustments are made to workstations. Staff are encouraged to take regular screen breaks

and report any musculoskeletal discomfort. Where necessary, additional assessments are carried out by the Health & Safety Lead.

7.7. Training Programme for Staff (including Induction)

Health and safety training is mandatory for all fresh staff as part of their induction and is refreshed at regular intervals. This includes awareness of general safety procedures, fire evacuation protocols, first aid arrangements and risk assessment responsibilities. Additional training is provided based on roles and specific risks such as manual handling, fire marshal duties and COSHH awareness. Records of all training are maintained by HR and reviewed annually to ensure compliance and coverage.

7.8. Lone Working & Out-of-Hours Working Procedure

Staff and students who need to work alone or outside of normal operating hours must follow the Lone Working and Out-of-Hours Working Procedure. These arrangements are in place to protect individuals from avoidable risk when working without immediate supervision or support. Lone workers must seek prior approval, notify a line manager and ensure that appropriate safety checks and communication arrangements are in place. Risk assessments for lone working are required in higher-risk scenarios.

8. Communication and Review

Magna Carta College is committed to maintaining open, transparent and effective channels of communication and consultation between management and all members of staff on matters relating to health, safety and welfare. The College recognises that active engagement with staff is essential for fostering a positive health and safety culture and for identifying and addressing potential risks in a timely manner. Mechanisms such as team meetings, safety briefings, the Health & Safety Committee and regular updates via internal communication platforms will be used to ensure that information flows freely in both directions. Staff are encouraged to raise concerns, provide feedback and participate in the ongoing development of safety procedures.

This Health and Safety Policy will be formally reviewed on an annual basis to ensure that it remains compliant with current legislation, reflects changes in the College's operations and incorporates lessons learned from incidents or audits. Where revisions are made, these will be clearly communicated to all employees through appropriate channels to ensure understanding and compliance.

8.1. Periodic Safety Audits

To ensure compliance and promote continuous improvement, the College conducts regular safety audits of its premises and procedures. These audits are led by the Health & Safety Lead in coordination with relevant department heads. Findings are documented and shared with the Senior Leadership Team, and any identified non-conformities are followed by corrective action plans. Audits also support strategic planning by highlighting trends, best practices and areas for investment.

9. Access to the Policy

- All employees will receive an electronic copy of this policy via the college website
- The policy, along with supplementary documents and procedures, is also available on the College's internal data storage system