



## Health and Safety Policy

### UK Skills College Ltd

#### 1. Policy Statement

UK Skills College Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, students, visitors, and contractors. We aim to maintain a safe and healthy working and learning environment by following best practices and complying fully with the Health and Safety at Work etc. Act 1974 and all other relevant legislation.

#### 2. Purpose

The purpose of this policy is to:

- Provide a framework for managing health and safety within UK Skills College Ltd.
- Ensure compliance with legal obligations.
- Promote a culture of continuous improvement in health and safety performance.
- Prevent accidents, injuries, and work-related ill health.

#### 3. Scope

This policy applies to all employees, students, contractors, and visitors who may be affected by the activities of UK Skills College Ltd, whether on or off college premises.

#### 4. Legal Framework

This policy complies with the following key legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Workplace (Health, Safety and Welfare) Regulations 1992
- Fire Safety Order 2005

## **5. Responsibilities**

### a) Directors and Senior Management

- Provide effective leadership and ensure adequate resources for health and safety.
- Approve and review the Health and Safety Policy annually.
- Ensure compliance with statutory requirements and college procedures.

### b) Health and Safety Officer

- Develop, implement, and monitor health and safety arrangements.
- Carry out risk assessments and regular inspections.
- Investigate and report accidents, incidents, and near misses.
- Provide training and support to staff and students.

### c) Staff

- Take reasonable care of their own health and safety and that of others.
- Follow college safety procedures and report hazards immediately.
- Attend required health and safety training.

### d) Students

- Follow safety instructions and behave responsibly at all times.
- Report any hazards, accidents, or unsafe conditions to staff.
- Participate in safety briefings and drills.

## **6. Risk Assessment**

UK Skills College Ltd will ensure that risk assessments are carried out for all activities, areas, and equipment to identify hazards and implement appropriate control measures. Assessments will be reviewed regularly and updated when necessary.

## **7. Emergency Procedures**

- Fire evacuation procedures will be displayed clearly in all areas.
- Regular fire drills will be conducted.
- First aid provisions and trained first aiders will be available on site.
- Accidents and incidents will be recorded and investigated appropriately.

## **8. Training and Communication**

- All staff and students will receive induction training on health and safety.
- Additional training will be provided based on roles and responsibilities.
- Health and safety information will be communicated through notices, meetings, and online resources.

## **9. Monitoring and Review**

- Regular safety inspections will be carried out.
- Accident reports and risk assessments will be reviewed periodically.
- The Health and Safety Policy will be reviewed annually or when legislation or operations

change.

### **10. Breaches of Policy**

Failure to comply with this policy may result in disciplinary action and, where appropriate, legal proceedings.

**Approved by: Board of Directors, UK Skills College Ltd**

Policy Owner: Health and Safety Officer

Last Reviewed: 01 November 2025

Next Review Due: 31 October 2026