



**TRAFFORD &  
STOCKPORT**  
COLLEGE GROUP

# **Health and Safety Policy**

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|-----------------------|---|
| <b>Author:</b>        | <b>Group Director of Premises/Head of Health, Safety &amp; Sustainability</b> |
| <b>Consultation:</b>  | <b>TSCG Leadership Team and Health and Safety Committee</b>                   |
| <b>Approval:</b>      | <b>Board of the Corporation</b>   |
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## **1. Purpose**

The purpose of the Health and Safety Policy and the Policy Statement is to provide structured safety guidance to the Trafford and Stockport College Group leaders.

The Trafford and Stockport College Group is committed to continuous improvement in health and safety performance and to attaining the highest possible practice standards to minimise and prevent risk.

To meet statutory compliance, we aim to:

- Commit to a Health & Safety Policy Statement with regard to health and safety for the organisation.
- Provide procedural details for the organisation and implementation of the Policy.
- Identify the arrangements for the allocation of functions to individuals and the responsibilities of those functions.

This Policy is a framework, and the details will be given in procedures, risk assessments and guidance.

## **2. Scope**

Each College campus is responsible for complying with the Trafford and Stockport College Group's legal requirements. The Trafford and Stockport College Group requirements, set out in this document, are the minimum requirements applicable for all campuses and this policy applies to all internal and external customers including contractors, customers, employees, governors, students, visitors, and the local community and repeals all previous policies in relation to health and safety.

## **3. References**

### **3.1 The Health and Safety Policy is underpinned by:**

- Health and Safety at Work Act 1974 and associated specific statutory compliance thereafter.
- The Management of Health & Safety at Work Regulations 1999.
- Keeping Children Safe in Education 2025.

### **3.2 Associated Internal Regulations include:**

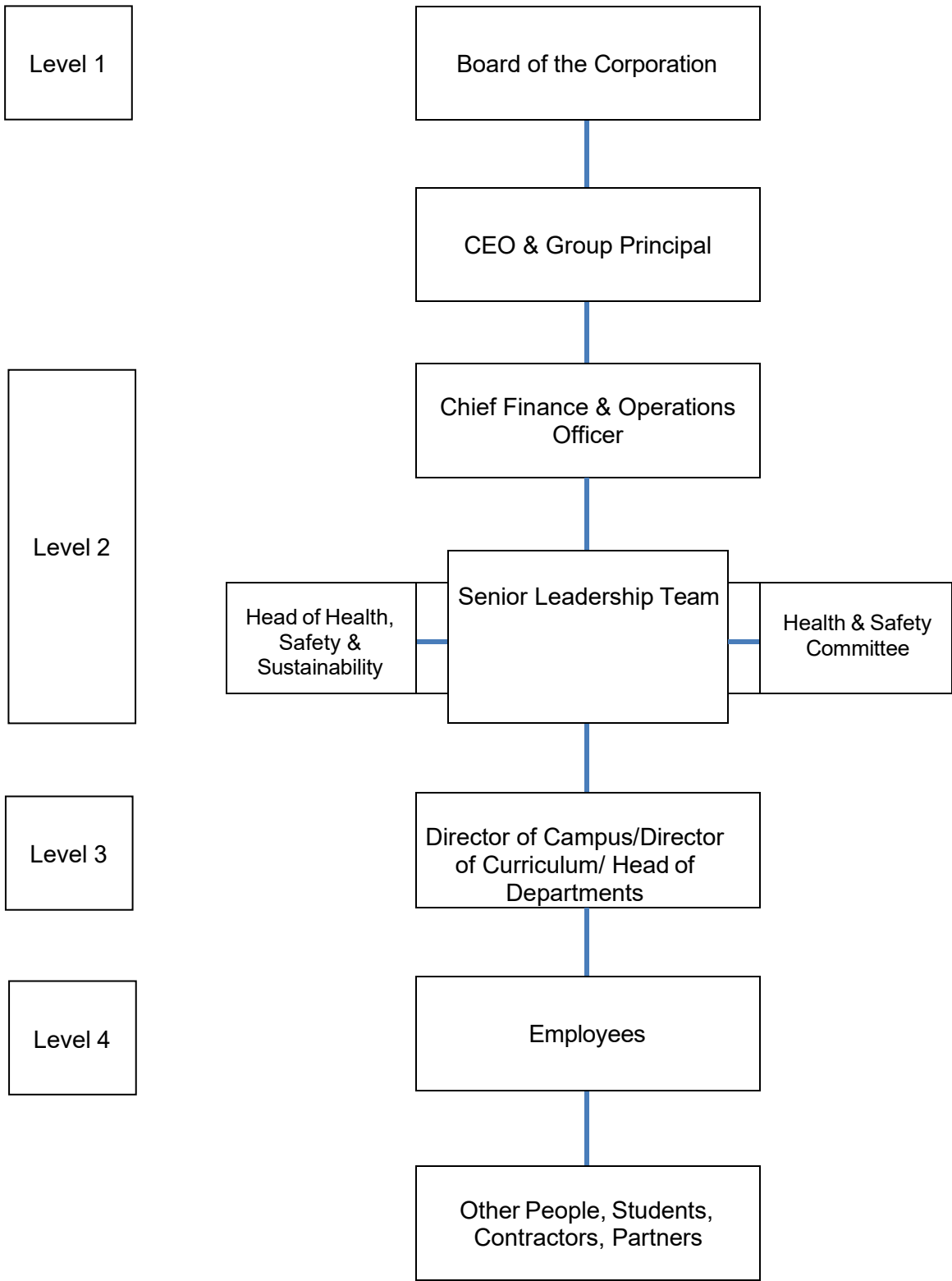
- Equality & Diversity Policy & procedures
- Online Learning protocols
- Complaints Procedure
- Visitors Protocol
- Staff Safeguarding Code of Conduct
- Data Protection Policy
- Health & Safety Procedures
- Child Protection & Safeguarding Vulnerable Adults

#### 4. Acronyms and Definitions

| Acronym | Description   | Definition  |
|---------|---|---|
| RACI    | <b>Responsible</b><br><b>Accountable</b><br><b>Consulted</b><br><b>Informed</b> | <p><b>Responsible:</b> those who do the work to achieve the task.</p> <p><b>Accountable:</b> the one ultimately answerable for the correct and thorough completion of the task. In other words, an accountable must sign off (approve) work that responsible provides.</p> <p><b>Consulted:</b> those whose opinions are sought, typically subject matter experts.</p> <p><b>Informed:</b> those who are kept up to date on progress, often only on completion of the task.</p> |

#### 5. Roles and Responsibilities / RACI Matrix

| Tasks / Activities  | Head of Health, Safety & Sustainability | Group Director of Premises | Chief Finance & Operations Officer | Group Principal & CEO | HS Committee | People & Culture | Board of the Corporation | Head of Studies |
|---|---|----------------------------|------------------------------------|-----------------------|--------------|------------------|--------------------------|-----------------|
| Arrange for Policy Statement to be signed, archived and displayed as appropriate within each Campus | R                                       | R                          | C                                  | A                     | I            | I                | C/I                      | I               |



## **Board of the Corporation**

The Board of the Corporation is the approving Body of the Corporation and therefore has the ultimate responsibility for health and safety.

### **Level 1: CEO & Group Principal**

The CEO & Group Principal will:

- Be responsible to the Board for the normal running of the College in all of its activities, including the management of health and safety.
- Authorise this Policy and shall satisfy the Board that it has been implemented.

### **Level 2: Chief Finance & Operations Officer/Senior Leadership Team**

The Senior Leadership Team will:

- Ensure this policy is carried out effectively.
- Provide adequate resources for health, safety, and welfare.
- Be actively involved in encouraging and promoting a healthy and safe place to work and learn.

Some members of the SLT may have personal duties, for example:

The Group Director of Premises is responsible for the condition of the estate and fire safety management and is also the Designated Duty Holder for Legionella.

### **Head of Health, Safety & Sustainability**

The Head of Health, Safety & Sustainability will:

- Provide advice, guidance and support to all levels of the organisation.
- Identify requirements contained in any legislation, codes of practice and guidance from the Health & Safety Executive and any other relevant enforcing authority/body.
- Produce and review procedures and guidance to assist managers and employees.
- Record and investigate, as necessary, all accidents, incidents, and dangerous occurrences. Reporting under RIDDOR is the responsibility of the Head of Health, Safety & Sustainability.
- Monitor health and safety standards across the College, taking appropriate action where necessary.

### **Level 3: Director of Curriculum / Heads of Departments**

Director of Curriculum and Heads of Departments will:

- Take “day-to-day” responsibility for health and safety issues within their areas of responsibility.
- Ensure that suitable and sufficient risk assessments are completed and reviewed on an annual basis.
- Ensure all procedures and systems of work relevant to their areas of responsibility are always followed.
- Identify health and safety training needed within their areas of responsibility and arrange for such training to be undertaken.

- Ensure all accidents/incidents within their areas of responsibility are reported in the appropriate manner, and that any subsequent recommendations are implemented.
- Ensure suitable and adequate protective clothing and equipment is provided and worn when required.

#### **Level 4: Employees**

All employees of the Trafford and Stockport College Group, including evening, agency and community staff will:

- Take all reasonable care of their own health, safety and welfare and that of other people who may be affected by the work they do.
- Co-operate with the College so that it can meet its legal duties.
- Not misuse, or interfere with, anything provided for health, safety and welfare.

This includes:

- Following all procedures, guidance and risk assessment
- Checking that their work environment and equipment is safe before use
- Reporting any defects to their Line Manager
- Reporting of all accidents, incidents and concerns to their line manager, and to the Head of Health, Safety & Sustainability if appropriate
- Setting an example to students, colleagues and visitors

#### **Students**

All students must co-operate with employees to create a safe and healthy place to work and learn.

Students must:

- Not behave in any way likely to cause harm to either themselves or others.
- Follow safety procedures, e.g. wearing of personal protective equipment, evacuation procedures.
- Report any accidents, hazards or concerns to a member of staff.
- Not misuse or interfere with anything provided for health and safety.
- Not be under the influence of alcohol, drugs or other substances which could impact on their or other persons' health and safety.

#### **Other People**

Any other person working in the College, including contractors, partner agencies, or individuals using College premises/facilities (e.g. external organisations hiring College space such as a training kitchen) has a duty to work with the Trafford and Stockport College Group to ensure the College campuses are safe and healthy places for all.

They must:

- Provide all documentation requested by the Head of Health, Safety & Sustainability and the insurance company, where appropriate.
- Follow all relevant procedures, including emergencies and security.
- Take all necessary measures to ensure that their work activity does not adversely impact on the health, safety and welfare of any employee, student or visitor

**Note:**

Under the Health and Safety at Work Act 1974 everyone has a duty of care for themselves and others.

It is essential that all individuals play their part in ensuring the health and safety of all those who are affected by the Trafford and Stockport College Group activities. Employees will therefore take steps to meet their responsibilities with particular attention to:

- Taking care of themselves and others, including students and visitors and others.
- Co-operating with the Members of the Corporation or the Principal & CEO on any matters necessary to ensure compliance with statutory duties.
- Observing safety instructions, internal procedures, codes of practice, regulations and safe systems of work.

## **6. Health and Safety Procedure**

### **Health & Safety Policy Statement**

The Health & Safety Policy Statement documents the commitment of the Trafford and Stockport College Group to deliver a top-down approach to operate in a way that safeguards the health, safety, and welfare of employees, governors, students, visitors, the general public, contractors and the environment. (Appendix A).

### **Frequency of Statement Revision**

The Health & Safety Policy Statement will be signed annually or when there is a change in responsible persons (whichever occurs soonest), archived and publicised as appropriate:

The Head of Health, Safety & Sustainability will be responsible for arranging approval of the Policy, signed and dated, scanned to PDF and shared with the wider Trafford and Stockport College Group network.

### **Archival and Display**

All PDF copies of the signed Health & Safety Policy Statement will be archived on the Health and Safety SharePoint once completed and circulated to the wider Trafford and Stockport College Group.

The Policy Statement will be printed, laminated and displayed as appropriate within each College campus.

### **Changes and Exceptions**

Should you wish to request a change (addition / amendment / removal of any detail) to this procedure, or if you wish to formally request an exception to the guidance detailed above, please submit a request via email and send to the Head of Health, Safety & Sustainability, [Natalie.Thornborough@tscg.ac.uk](mailto:Natalie.Thornborough@tscg.ac.uk)



## Appendix A: Health & Safety Policy Statement

The Trafford and Stockport College Group is committed to operating in a way that safeguards our people and the environment. This Policy Statement provides a framework for setting, monitoring, reviewing, and achieving our objectives, programmes and targets. This ongoing commitment to Health, Safety & Sustainability (ISO 45001 and ISO 14001) is embedded in our business practices and reflects our belief that our long-term success will be measured by a continued focus on good corporate citizenship for employees, students, visitors, contractors, and the communities we serve.

Our focus on Health and Safety is fundamental to achieving the highest standards of Health and Safety performance. To achieve excellent performance, The Trafford and Stockport College Group is committed to the following:

### **Our Students**

We deliver services that prioritise equality and safeguarding, ensuring that health and safety expectations are consistently met or exceeded.

### **Our Employees**

We maintain a safe and healthy working environment through proactive and consultative health and safety management.

We implement robust incident management and emergency response plans.

We take timely and appropriate corrective actions to prevent recurrence of incidents, both locally and across the Group.

We provide training and resources to support compliance with this policy and our health & safety standards and practices.

### **Our Communities**

We remain responsive to community concerns regarding health, safety and sustainability, and strive to act as a responsible neighbour.

### **Our Network**

We integrate sustainability and environmental considerations into our decision-making processes.

We establish, implement and validate Environmental, Health & Safety standards in line with applicable legislation and best practice.

We conduct annual audits to ensure compliance with ISO 45001 and ISO 14001 certification requirements.

We promote continuous improvement and H&S performance across all campuses and share best practice throughout the Group.

### **Regulatory Authorities**

We apply sound management systems and processes to ensure that all relevant regulatory requirements are met or exceeded.

### **Strengthening Our Approach**

To reinforce our commitment to safety and compliance, we have introduced the following enhancements:

#### **Senior Leadership Engagement**

Senior leaders will actively participate in key compliance meetings & reviews.

This reinforces a top-down commitment to safety and risk management.

#### **Enhanced Communication**

Regularly scheduled meetings will focus on the importance of compliance.

These sessions will also address the consequences of non-compliance to drive awareness and accountability.

#### **Training & Support**

Additional training and resources will be provided to all Departments (where required).

This ensures they are fully equipped to meet their health & safety responsibilities.

#### **Accountability**

All departments will be required to track and report on their compliance activities and progress.

The Senior Leadership Team is responsible and held accountable for implementing this Policy Statement. This includes allocating sufficient resources to deliver EHS programmes, ensuring legal compliance and driving performance within their areas of responsibility. They are expected to demonstrate behaviours that reflect a culture of excellence in health, safety & environmental performance.

Each one of us, including employees, students, contractors and visitors, are responsible for integrating sound EHS practices into everyday activities and acting in a manner that safeguards our environment and all people affected by our activities. We must work safely following EHS procedures and safety rules, challenge and report incidents, near misses and unsafe acts and not misuse or interfere with anything provided for EHS.

The Health & Safety Policy Statement will be reviewed and amended as necessary.

#### Approval Declaration:

Signed:   
Chief Executive - James Scott

Date: 1/10/2025

Signed:   
Chairperson of the Board of the Corporation - Graham Luccock

Date: 1/10/2025

