HART LEARNING GROUP

HEALTH & SAFETY POLICY

GOVERNANCE AND CONTROL

Date approved by Board	December 2025
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Accountable member of Group SMT	Lizzie Jones
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AUDIENCE

Applicable to students?	Yes
Accessible to students?	Yes
Accessible to public?	Yes

PURPOSE

The policy helps us ensure that:

- The Group's commitment to maintain a positive health and safety environment is reinforced.
- Everyone is aware of, and meets, their responsibilities for the health and safety of themselves and others.
- Health and safety planning is integrated into the Group's mainstream planning cycles.

SCOPE

This policy prescribes our approach to health and safety for all staff and students within NHC, HL&D and Group Corporate Services.

This Policy operates as the overarching statement of intent within the Hart Learning Group's integrated Health and Safety Management System.

It must be read in conjunction with the Safety Management and Work Control Policy and the accompanying Safety Management and Work Control Arrangements, which define how health and safety risks are planned, controlled, and reviewed across all Group operations.

It also links directly to the Fire Safety Policy, which sets out statutory requirements and internal procedures for fire prevention, evacuation, and emergency response, and Accident and Reporting Procedure which is incorporated in this document as Annex A.

DEFINITIONS

- The Group: refers to the Hart Learning Group (HLG) and for the purposes of this policy, includes NHC and subsidiary companies employing staff for HLG.

- Staff: for the purposes of this document, the term staff is used to refer to employees, agency workers and contractors.

- Health and safety management system: a systematic approach to managing safety, including the necessary organisational structures, responsibilities, policies and procedures.

THE PROCESS

The key aspects of the Health and Safety policy are:

- General statement of Health and Safety Policy: the Group is committed to the provision of a healthy and safe environment for all staff, students and visitors.

- Responsibilities: Although the Board is ultimately accountable for health and safety within the Group, managers, staff and students have specific responsibilities for health and safety too.

- Carrying out health and safety arrangements: Health and safety activities are conducted throughout the Group in accordance with the Health and Safety policy and associated arrangements. These arrangements will normally be in the form of procedural documents and associated forms.

- Trade Union and Staff Consultation: the Group is committed to consult with employees and unions on key health and safety matters. This will usually be done through the existing channels.

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

- The Group is committed to the provision of a healthy and safe environment for all staff, students and visitors.

- The management of risks to health and the control of workplace hazards are responsibilities of everyone and all members of the Group must be committed to creating a safe and healthy workplace.

- The senior management team leads by example in communicating and promoting this policy and will seek continuous improvement in health and safety performance.

- It is vital that, as part of a positive health and safety culture, managers are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues in support of the Group's wider aims.

- The Group will consult with employees on key health and safety matters.

RESPONSIBILITIES AND DUTIES

The Board and Health and Safety Committee

- The Corporation Board has the ultimate accountability for health and safety within the Group and takes its role in this regard very seriously.
- The Board provides leadership in the development of health and safety strategy and makes every effort to meet its duties for the health and safety of employees and others affected by the Group's activities.
- The Board is committed to continuous improvement in health and safety performance throughout the Group. The Board aims to achieve this by:
- Providing leadership
- Having a formal role in developing health and safety strategy
- Ensuring that adequate resources are provided to meet the strategy
- Supporting the active participation of all employees in improving health and safety
- Ensuring health and safety performance is regularly reviewed.
- The Board has formally delegated a series of responsibilities relating to health and safety to the Health and Safety Committee. These include:
- Monitoring the effectiveness of the health and safety management system including assessing the results of safety inspections, incident reports, training reviews and audits.
- The setting of health and safety objectives and reviewing the progress of their implementation.
- Monitoring of a series of key performance indicators selected by the Board.

Group CEO and Health and Safety Manager

- The Group CEO is charged by the Board to ensure there is effective management of health and safety within the Group and to this effect the CEO allocates the task of the day-to-day operation to the Health & Safety Manager.
- The Health and Safety Manager is responsible for the following:
- Reporting to the Group SMT on health and safety matters.
- Overseeing the implementation of the Health and Safety policy.
- Overseeing the management of health and safety generally, including the application of the Management of Health and Safety at Work Regulations.
- Developing and maintaining the health and safety management system.
- Providing specialist advice to managers and staff.

- Informing the Group SMT of developments that may affect the Group's responsibilities in respect of health and safety.
- Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards.
- Assisting the Health & Safety committee with their duties as required.
- Have the delegated authority to order the immediate cessation of any activity, which they consider, poses an unacceptable risk to the health or safety of employees or others. In such a case, they will make an immediate report to the Head of Estates and Facilities.

The Head of Estates

The Head of Estates will be responsible for:

- Ensuring any building works comply with building regulations, fire regulations and construction design management.
- Ensuring compliance with the Group Fire Safety Policy and maintaining liaison with the Health and Safety Manager to verify that all fire risk assessments, evacuation procedures, and fire-safety systems meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring, so far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner.
- Managing the provision and maintenance of firefighting equipment.
- Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards and recommending specific emergency expenditure.
- Reviewing and effecting procedures to be followed in the event of serious and imminent danger.

The Head of Estates shall refer to the Health and Safety Manager who will provide advice and support to staff, students and others in relation to health and safety matters.

Managers

Managers have a general responsibility in their area of work for:

- The implementation of the Health and Safety policy and applicable health and safety arrangements.
- The effective management of health and safety.
- Ensuring all staff and students are aware of, understand and implement the Health and Safety Policy and associated arrangements.
- Maintaining a safe place of work.
- Ensuring health and safety problems are resolved, as far as they are able to do so, referring to the Health and Safety Manager for advice and further

assistance if necessary.

- Maintaining appropriate health and safety records.
- Ensuring regular safety inspections are conducted with remedial actions undertaken in a timely manner.
- Ensuring suitable and sufficient risk assessments are conducted and adequate control measures implemented.
- Ensuring staff and students are trained to the required standard with regard to health and safety matters.
- Encouraging staff and students to contribute positively to their own health, safety and welfare.

All Staff

All staff, whether permanent or temporary, are expected to:

- Comply with the Health and Safety policy and arrangements.
- Bring to the attention of the line manager concerns over matters affecting health and safety.
- Observe good standards of dress and housekeeping consistent with health and safety.
- Promote high safety standards in their department.
- Use and not willfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others.
- Comply with instructions given by their line manager in relation to health and safety.

Teaching Staff

- The safety of students in classrooms, laboratories, studios, workshops and other such areas is the responsibility of the class tutor, or alternatively the tutor under whose control the students have been given access to the area concerned.
- If, for any reason, (e.g. the condition or location of equipment or the physical state of the room) a tutor considers that they cannot accept this responsibility, they should discuss the matter with their line manager before allowing practical work to take place or access to be given.
- The safety and wellbeing of all students participating in educational visits and other similar off-site activities is the responsibility of the tutor in charge.
- In addition to the responsibilities listed above, tutors are expected to:
- Ensure that all students gain an understanding of the importance of health and safety and develop a set of behaviours that promote a safe environment.
- Exercise effective supervision of their students

- Ensure students follow evacuation procedures and Personal Emergency Evacuation Plans are in place where required.
- Be aware of the first aid procedures in relation to students.
- Ensure activity/area specific risk assessments and control measures are understood and applied by all students.
- Deliver a health and safety induction to all students, commensurate with risk, and conduct checks on the student's understanding.
- Give clear guidance and instructions to students related to health and safety matters as often as is necessary.
- Ensure students, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.

Students

All students are expected to:

- Exercise personal responsibility for the safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene.
- Follow the instructions of staff in relation to safety and particularly in the use of tools, machines and apparatus.
- Obey all the Group safety rules and in particular the instructions of staff given in an emergency.
- Use and not willfully abuse, neglect or interfere with things provided for their safety.
- Comply with the Health and Safety policy and associated arrangements.

Apprentices

All apprentices are expected to:

- Take reasonable care of themselves and anyone else who may be affected by their work
- Use the correct tools and equipment for the job and ensure that they are kept in good condition
- Understand the emergency procedures for the building they are working from
- Work in accordance with information and training that has been provided to ensure their own safety and that of their colleagues
- Make use of safety aids, appliances, equipment and PPE where necessary provided adequate training has been provided on their use beforehand
- Refrain from intentionally misusing or recklessly interfering with anything

that has been provided for health and safety reasons

- Report any hazardous defects in their workplace, any plant/equipment, or shortcomings in any existing safety arrangements to their line manager/supervisor/mentor, while making the area/equipment safe if possible
- Not undertake any task for which authorisation and/or training has not been given
- Attend any health and safety training as required for their role
- Co-operate in keeping welfare facilities clean and tidy
- Know where the first aid box and first aiders are within their respective offices
- Ensure that corridors, office floors and doorways are kept clear and free from obstruction
- Report any accident, incident or near miss, however minor, to their line manager/mentor or supervisor at the earliest opportunity

ARRANGEMENTS FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

- The Group will conduct its health and safety activities in accordance with the Health and Safety Policy and associated arrangements. These arrangements will normally be in the form of procedural documents and associated forms.
- The principal supporting documents to this Policy are:
  - Safety Management and Work Control Policy – sets the strategic framework for all work control and safe-system arrangements.
  - Safety Management and Work Control Arrangements – details the operational procedures, permit-to-work system, and risk-assessment integration.
  - Fire Safety Policy – establishes fire-safety governance, emergency arrangements, and responsibilities under the Fire Safety Order 2005.
- Together, these documents form the core of the Hart Learning Group's Safety Management System.
- The policy and procedure documents are supplemented by area specific procedures, safety rules and safe systems of work. All the relevant information can be found on SharePoint.
- All health and safety procedures will be reviewed by the Health and Safety Manager annually or sooner if prompted by external factors such as legislative changes, new or revised Approved Codes of Practice or Guidance or internal factors such as audit findings, accidents, work related ill health, organisational changes etc.
- All health and safety policy and procedural documents will be regarded as

indicating the standard to be observed by all staff and students. Staff or student disciplinary procedures may be invoked if there is a breach or disregard of these policies or procedures.

TRAINING

All identified staff training in health and safety matters will be delivered via the normal staff development route. The Health and Safety Manager will liaise with the Staff Development team in identifying and fulfilling these needs.

TRADE UNION AND STAFF CONSULTATION

- The Group recognises the importance of all employees and Trade Unions in creating and maintaining a positive health and safety culture and is committed to consultation and dialogue in order to achieve this aim.
- The process of formal consultation on matters of health and safety is through the Staff Council and established Trade Union meetings.

LINKED POLICIES / PROCESSES

- Safeguarding policy
- Educational Visits policy and guidelines
- Risk Assessment procedure
- Work Based Learning Work Experience policy
- Safety Management and Work control policy and arrangements
- Fire Safety Policy

Annexe A

HART LEARNING GROUP

HLG ACCIDENT AND INCIDENT REPORTING PROCEDURE

GOVERNANCE AND CONTROL

Date approved by Group CEO	December 2025
Scheduled review date	August 2027
Accountable member of Group SMT	Lizzie Jones
Responsible member of staff	Emilia Krysztopowicz
Document author	LJ/EK

AUDIENCE

Applicable to students?	Y
Accessible to students?	Y
Accessible to public?	Y

SCOPE

This policy applies to all employees and students within NHC, HL&D and Group Corporate Services.

This procedure applies to all accidents, incidents or near misses arising out of or in connection with work which involves any student, employee, contractor, or visitor. It is applicable whether or not a physical injury is sustained and applies:

- At all Hart Learning Group centres
- Whilst travelling on NHC related business, this does not include commuting to and from work.
- On all educational visits
- At all outreach venues
- During work experience/work-based learning

In addition, it may also be necessary to comply with reporting procedures in place at the external venues or workplaces where any accident, incident or near-miss occurs to any NHC employee or student.

It is the policy of Hart Learning Group (HLG) and North Hertfordshire College (NHC) to investigate all accidents, injuries, diseases and dangerous occurrences, record and report on them and formulate action to prevent recurrences of a similar nature.

This procedure must be applied in conjunction with the Safety Management and Work Control Policy and Arrangements, which define the process for investigating, recording and analysing incidents under the Group Safety Management System.

Fire-related events (including evacuations, alarms, or near misses) must also be logged in accordance with the Fire Safety Policy.

MAIN APPLICABLE LEGISLATION

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Fire Safety Order 2005
- HSG245 – Investigating accidents and incidents

DEFINITIONS

Accident – an unplanned, uncontrolled and unexpected event caused by an unsafe act and/or condition which may results in injury, damage, disease or death. This includes acts of non-consensual violence.

Near-Miss – an accident that did not result in injury, damage, disease or death

Incident – illness/medical issue which is not work related (whether requiring first aid treatment or not), bullying (student to student), theft, verbal abuse etc.

PROCEDURE

All accidents, incidents and near-misses are to be reported using Accident/Incident/Near-Miss Report Form (ACC1):

- Available from NHC Receptions
- To be completed by First Aider if present or line manager/tutor
- All sections to be completed in full
- Completed ACC1 to be sent to the Health and Safety Manager as soon as possible – note that once completed the data is protected, copies should not be taken nor, should the information be shared with any other party
- The Health and Safety Manager will determine what further action to take, if any
- ACC1 forms will be held, confidentially, by the Estates department for a period of 7 years

RIDDOR – Certain injuries, dangerous occurrences and diseases are notifiable to the Health and Safety Executive (HSE) within ten (10) working days. The Health and Safety Manager is

responsible for all such reporting where the incident occurred on NHC controlled premises and which will include: -

Types of reportable injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours
- Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include: -

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.
- occupational cancers
- diseases associated with biological agents

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example: -

Lifting equipment
The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

Pressure systems
The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system.

Overhead electric lines
Any plant or equipment unintentionally coming into—
a) contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
b) close proximity with such an electric line, such that it causes an electrical discharge.

Electrical incidents causing explosion or fire
Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either—
a) results in the stoppage of the plant involved for more than 24 hours; or
b) causes a significant risk of death.

Explosives
Any unintentional fire, explosion or ignition at a site or explosion or ignition of explosives except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition.
The misfire of explosives except where a fail-safe device or safe system of work prevented any person being endangered as a result of the misfire.

Biological agents
Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

Radiation generators and radiography
The malfunction of—
a) a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, which causes it to fail to de-energise at the end of the intended exposure period; or

b) equipment used in fixed or mobile industrial radiography or gamma irradiation, which causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.
c) "radiation generator" means any electrical equipment emitting ionising radiation and containing components operating at a potential difference of more than 5kV.

Collapse of scaffolding
The complete or partial collapse (including falling, buckling or overturning) of—
a) a substantial part of any scaffold more than 5 metres in height;
b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

RIDDOR notifications concerning students may also need reporting to relevant funding bodies irrespective of whether they occur on NHC premises or elsewhere e.g.: work-based learning, work experience or educational visit. The Health and Safety Manager is responsible for such reporting.

Serious Accidents/Incidents – the first priority shall always be the administration of first aid to any casualties and transfer to hospital if necessary. It is, however, important that the following action is taken as is appropriate by whoever is at the scene:

- Prevent the cause of the accident-causing harm to other persons, damage to property or other loss
- Preserve the scene of the accident
- Ensure contact details of any witnesses are obtained
- Inform the Health and Safety Manager and the Head of Estates as soon as possible

INVESTIGATION

The Health and Safety Manager will determine the extent of any accident/near-miss investigation and actions to be taken to prevent a recurrence. Managers/tutors will provide any information, documentation or assistance and effect remedial measures as deemed necessary. Managers/tutors must also review and, if necessary, revise the applicable risk assessment(s) following any accident or near-miss.

By law, appointed Trade Union Safety Representatives can investigate dangerous occurrences and examine the causes of accidents in the workplace. The Health and Safety Manager is responsible for informing trade unions about any RIDDOR notification. All accidents, incidents and near-misses shall be reported to the College Health and Safety Committee and the Finance and General Purposes Committee with details of remedial measures taken.

Root Cause Analysis: The Group Health and Safety. All significant incidents must be investigated using the Group Incident Investigation Template. Root causes and contributing factors (human, organisational, technical) must be recorded. – Findings must feed into the Continuous Improvement section of the Safety Action Plan.

Findings from incident investigations will be reviewed quarterly by the Health and Safety Committee and integrated into the Safety Management and Work Control KPIs.

DISTRIBUTION/REFERENCE FOR POLICY AND PROCEDURE DOCUMENTS

Policy and procedural documents and forms (new or revised) will be made available to all staff via SharePoint as soon as they are adopted. It is the responsibility of teaching staff to ensure that relevant documents are made available to affected students.

It is the responsibility of all managers to be aware of the College Health and Safety Policy and procedural documents and to ensure that their staff (permanent or temporary) are able to access relevant health and safety documents.

REPORTING AND MONITORING OF ACCIDENTS

The Health and Safety Manager will present accident statistic to each Health & Safety Committee Meeting, usually in the form of graphs. There will a graph for each side and whether the incidents are of staff or student. Any particular spikes or trends in the type or frequency of accidents will be discussed at the Health & Safety Committee Meeting.

Where a particular accident / dangerous occurrence has been reported to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Health & Safety Manager with produce a SMT / Board paper on the incident, focusing on the events leading up to the incidents and recommendations to prevent a reoccurrence. A copy of this paper will be presented to the committee.