Beacon Plus College

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Health, Safety and Welfare Policy

SEPTEMBER 2026

POLICY STATEMENT:

Beacon Plus College recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and associated health and safety legislation, both as an employer and as an institution of further education and training to provide a safe working and learning environment for its employees and for other users of its premises, including learners, visitors, contractors, and members of the public.

This policy sets out the responsibilities and how they will be met by Beacon Plus College in greater detail to comply with statutory regulations and to ensure, as far as is practicable, that a healthy and safe working environment is in place. Beacon Plus College takes the following stance on health, safety and welfare matters:

- Health, safety and welfare are everyone's responsibility.
- Beacon Plus College acknowledges the importance of mental health and wellbeing as integral to overall health and safety and will promote resources, training, and support to address these areas.
- The personal health, safety and welfare of everyone who uses our sites is our highest priority. We also focus on continuously improving the work and study environment.
- Health, safety and welfare can, and will be, effectively managed at every level.
- We believe that incidents can be prevented through effective leadership, risk assessment, staff engagement and continuous improvement. We strive continuously for zero harm to staff, learners, contractors and visitors. We choose to conduct our operations through efficient use of materials and energy, with minimum waste and damage to the environment.

To ensure maximum health, safety and welfare of everyone, we:

- Require every employee to take personal responsibility for health, safety and welfare by focusing on their own behaviour;
- Apply a systematic and measurable approach to continually improve our health, safety and welfare culture and performance;

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- Bring with us our high health, safety and welfare standards wherever we do business. Complying with applicable laws and regulations is only the minimum;
- Provide suitable health, safety and welfare information, instruction and guidance for all learners attending Beacon Plus College Openly communicate health, safety and welfare issues and performance, and share and learn from best practice, internally and externally;
- Integrate health, safety and welfare considerations into all business processes;
- Require managers to provide health, safety and welfare leadership and implement this policy within their areas of responsibility.

The policy is applicable to all staff, governors, learners, contractors and other stakeholders, whether they utilise Beacon Plus College's resources and premises, work remotely/on a mobile basis or at outreach sites. The College Principal retains overall accountability for health and safety. Responsibility for the day-to-day coordination, monitoring and implementation of health and safety arrangements is delegated to the College Business Manager, who acts as the designated Health and Safety Lead.

Beacon Plus College recognises the evolving nature of work and will ensure that health, safety and welfare arrangements extend to remote, hybrid and outreach working environments through appropriate risk assessment, supervision and support.

Digital safety, including cybersecurity and safe use of online platforms, is considered part of our health and safety responsibilities. This policy will be reviewed annually and updated where necessary, or sooner where significant legislative, organisational or operational changes occur.

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DETAILS:

HEALTH AND SAFETY ROLES AND RESPONSIBILITES

1. Directors & Governors

The Board of Governors accepts its collective responsibility for ensuring effective oversight of health, safety and welfare arrangements throughout Beacon Plus College. Leaders will take account of the health, safety and welfare implications of all decisions taken and provide the same positive attitude towards risk management and mitigation that is expected from all staff. Governors receive and approve an annual report on Beacon Plus College' health and safety performance.

2. The Beacon Plus College Principal.

2.1 Ensure that health, safety and welfare matters are an integral part of all strategic decision making

2.2 Promote a positive and pro-active health and safety culture across Beacon Plus College.

2.3 Ensure that the principles of the health, safety and welfare policy are embedded within Beacon Plus College and that its principles are supported at the highest level.

2.4 Ensure that adequate funds are included in all financial planning to support the successful implementation of the policy.

2.5 Advise on the strategic direction of health and safety and ensure that Beacon Plus College has an appropriate and up to date policy and procedures in place.

2.6 Advise, support and guide the Executive and other staff in performing their duties under health and safety legislation.

2.7 Report annually to the Board of Governors on the record of health, safety and welfare in Beacon Plus College and advise the Board of any necessary changes in the situation for the future. Report on the health and safety performance to the Risk, Audit and Compliance committee.

2.8 Ensure consistent processes and procedures are in place for all operational health and safety matters e.g. internal inspections, fire risk assessments, accident reporting and monitoring etc.

2.9 Commission external health and safety expertise to enable a balanced perspective on health and safety matters.

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- In addition, Leadership will:
    - Promote a positive and pro-active health and safety culture across Beacon Plus College and ensure that Managers and leaders act as role models for good health and safety practice.
    - Ensure that the principles of the health, safety and welfare policy are embedded within Beacon Plus College and that procedures are adhered to.
    - Ensure that adequate funds are included in all financial planning to support the successful implementation of the policy.
      Manage any breaches of health and safety policy and procedure.
      Chair local health and safety committees where they are in place and ensure that actions are followed up on in a timely manner.

2.10 The College Principal may delegate the day-to-day coordination, monitoring and implementation of health and safety arrangements to the College Business Manager or other designated Health and Safety Lead, whilst retaining overall accountability for health and safety performance.

3. Members of Staff

All employees have a duty under Section 7 of the Health and Safety at Work Act 1974 to co-operate with management in the implementation of the health, safety and welfare policy, and to take reasonable care of their own health, safety and welfare and that of others who may be affected by what they do or fail to do whilst at work. In particular, all staff will ensure that they:

3.1 Observe safety rules at all times and make themselves familiar with Beacon Plus College health, safety and welfare policy, procedures or other instructions that may from time to time be issued.

3.2 Make full and proper use of protective safety clothing, equipment and devices and report any damage or defect to line management without delay. Ensuring where necessary that learners use all appropriate safety clothing and equipment required where identified through risk assessment.

3.3 Report all accidents, injuries, near misses work related ill health and damage, to their line manager, whether persons are injured or not, using correct reporting procedures.

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3.4 Report all hazards to their line manager who will also be pleased to receive any suggestions to improve health, safety and welfare.
3.5 Do not recklessly interfere with, or misuse, anything provided to comply with any regulation made under the Health and Safety at Work Act 1974.
3.6 Report anyone interfering with, or misusing, anything provided to comply with health, safety and welfare legislation to their Manager.
3.7 Co-operate with Beacon Plus College to enable Beacon Plus College to comply with statutory duties under the Health and Safety at Work Act 1974
3.8 Report any work situation, which might present a serious and imminent danger to their line manager without delay. This danger may be to themselves or to others.
3.9 Report any shortcomings in the health, safety and welfare arrangements that are outside their remit to correct, even when no immediate danger exists, to their line manager so that remedial action can be taken as needed. Where the corrective action is within the remit of the member of staff action must be taken promptly to correct the situation.
3.10 Attend for health surveillance where risks to their health, safety and welfare have been identified to enable Beacon Plus College to discharge its responsibility for providing appropriate health surveillance.
3.11 Only work within their own competence, training and authorisation.
3.12 Make themselves familiar with the emergency procedures in place in their area(s) of work
3.13 Academic staff are responsible for the learners under their control and must ensure that the learners receive:

- Health and safety instructions, risk controls and emergency procedures are accessible to all learners, including those with disabilities, through appropriate formats and support timely instruction, training information and supervision to ensure that all coursework is carried out in safety.
- Instruction in the fire and emergency procedures including those for disabled learners to be followed as soon after enrolment as is reasonably practicable.
- Information on the use, handling and storage of potentially hazardous substances, materials or plant.

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- Use correctly, and without fail, such Personal Protective Equipment as is required by statute or College risk assessment.
- Demonstrate the safe use of equipment and machinery and ensure that machinery is only used with appropriate supervision and in accordance with safe systems of work.

7. Learners

7.1 Comply with instructions and not take actions that put themselves and others at risk.

7.2 To wear all PPE provided by Beacon Plus College. Report any concerns with health and safety to their Tutor immediately.

MONITORING OF HEALTH AND SAFETY

Reporting on health and safety compliance and developments will take the following format:

- An internal audit schedule is in place for all areas. Areas considered higher risk are audited annually and lower risk areas are audited every two years.
- Each audit has an action plan which is followed up on. Union reps undertake area walkthroughs and report
- Beacon Plus College performance indicators for accident/incident and near miss monitoring are in place.
- An annual report on health and safety performance will be provided to the Governing Body.
- Analysis and monitoring of the outcome of health surveillance.
  Beacon Plus College retains the services of external health and safety consultants.

PROCEDURES FOR RAISING COMPLAINTS ON MATTERS OF HEALTH AND SAFETY

- Any person (employee, learner or visitor) who is concerned about a particular health or safety problem shall first raise the matter with the College Principal

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at Beacon Plus College who shall consider the matter and take action as appropriate.

- If the person's point of concern is not dealt with satisfactorily by this approach, he/she shall take up the matter with the principal and it will be dealt with via Beacon Plus College' complaints procedure for external complaints (from learners, visitors etc) or via Beacon Plus College' grievance, procedure for complaints from staff.

UPDATE SCHEDULE

Version	Reviewed	Reason for Update	Next review date
1	Sep 2019	New	Sep 2020
2	Sep 2020	Stated review	Sep 2021
3	Sep 2021	Review	Sep 2022
4	Sep 2022	Review	Sep 2023
5	Sep 2023	Review	Sep2024
6	Sep 2024	Review	Sep 2025
7	Sep 2025	Review	Sep 2026
8	Sep 2026	Review	Sep 2027

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