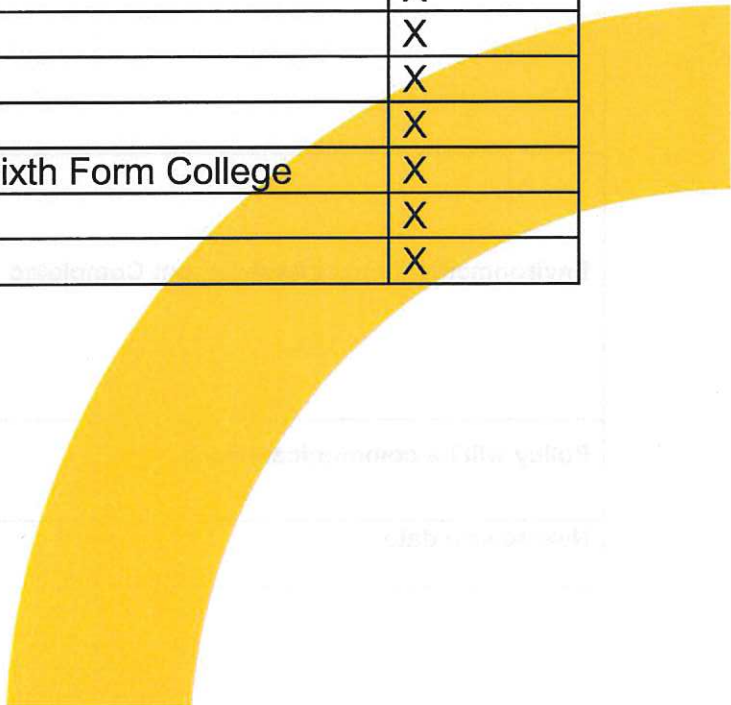


# Health and Safety Statement of Intent and Policy 2023/24

APPROVED BY GROUP BOARD ON 18/12/23

<b>Applies to:</b>	
Harrogate College	X
Keighley College	X
Leeds City College	X
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	X
Luminate Group Services	X
University Centre Leeds	X

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## CHANGE CONTROL

<b>Version:</b>	Version 2. 18.10.21. Reviewed in 2022 with no change. Reviewed in 2023 with no change.	
<b>Approval route</b>		
<b>Approval committee (ELT, SELT, Board)</b>	<b>Date approved</b>	<b>Version</b>
Health and Safety Committee	09/11/2023	2
SELT	23/11/2023	2
Leeds Conservatoire Board	07/12/23	2
Group Board	18/12/23	2
<b>Name of author:</b>	Safety, Health and Environmental Services	
<b>Name of responsible committee:</b>	SELT / Health and Safety Committee	
<b>Related policies: (list)</b>	Part II Health and Safety Policy Organisation Part III Health and Safety Policy Arrangements Part IV Health and Safety Policy Templates Part V Health and Safety Policy Guidance Part VI Health and Safety Policy manuals and Handbooks	
<b>Equality impact assessment completed</b>	<b>Date:</b>	
	<b>Assessment type</b> <input type="checkbox"/> Full <input checked="" type="checkbox"/> Part <input type="checkbox"/> Not required	
<b>Environmental Impact Assessment Completed</b>	<b>Date:</b>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not required	
<b>Policy will be communicated via:</b>	Share Point, Google and Health & safety Management Systems	
<b>Next review date:</b>	December 2024	

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## 1. Policy statement

The Luminate Education Group (the Group) and Leeds Conservatoire accept their legal and moral responsibility and are committed to ensuring the Health, Safety and Welfare of employees, so far as is reasonably practicable.

The principal objective of this Policy and associated arrangements are to prevent, injury or loss to any person affected by Luminate Education Group's and Leeds Conservatoire's activities insofar as it is reasonably practicable.

The Group fully accepts responsibility for other persons who may be affected by Group activities such as students, visitors, other employers working on the Group's premises, the general public and other workers not in Group employment.

The Group is committed to:

- Compliance with The Health and Safety at Work, etc. Act 1974 and associated health and safety legislation, regulations, approved codes of practice and guidance.
- Continuous improvement in health and safety performance and to attaining the highest possible standards of compliance.

To facilitate implementation of this Policy and associated procedures, Occupational Health and Safety Management Systems will be implemented and maintained throughout the Group.

This Policy will be regularly monitored to ensure that the objectives are achieved and reviewed annually or sooner in the light of legislative or organisational changes.

A positive health and safety culture can only be achieved if everyone plays their part. The Group wants everyone to promote and work towards a safe and secure working environment as this is the only way we can improve safety throughout the organisation. Further information and support can be provided by the Safety, Health and Environmental Services (SHEs).


Name JOHN TOON Position CHAIR OF LEG BOARD OF GOVERNORS

Signed  Date 8/2/24

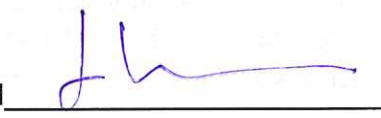
Name COLIN BOOTH Position GROUP CEO

Signed  Date 08/02/24

Name CAROLYN LORD Position CHAIR OF LEEDS CONSERVATOIRE BOARD OF DIRECTORS

Signed  Date 8/2/24

Name JOE WILSON Position PRINCIPAL, LEEDS CONSERVATOIRE.

Signed  Date 8/2/24.

#### Notes:

Luminate Education Group (LEG) is a Further Education Corporation governed by a Board of Governors (the group board) and consisting of Leeds City College, Keighley College, University Centre Leeds and Harrogate College. LEG is the sole member of Leeds Conservatoire, a company limited by guarantee, governed by a Board of Directors.

This Policy is due to be reviewed on or before: October 2024.

## 2. The Luminate Education Group Policy aims

The Luminate Education Group (Group) accept their legal and moral responsibility and are committed to ensuring the Health, Safety and Welfare of employees, so far as is reasonably practicable.

The principal objective of this Policy and associated arrangements are to prevent, injury or loss to any person affected by the Group's activities insofar as it is reasonably practicable. The Group fully accepts responsibility for other persons who may be affected by its activities such as students, visitors, other employers working on the Group's premises, the general public and other workers not in Group employment.

## 3. Group Objectives

- 3.1. Set standards which will meet the relevant statutory requirements for Health, Safety and Welfare matters, as these affect its own employees, students, contractors (and their employees) and the public visiting Group locations.
- 3.2. Provide a safe working and learning environment and the provision of adequate welfare facilities. A place of work including access and egress that is safe and without risk to health. All premises and equipment contained therein are kept in a clean and safe condition, free from risk to health.
- 3.3. Arrangements for the planning, development and review of this Health and Safety Policy and associated procedural arrangements and where appropriate, develop these standards in the light of changes in legislation, working practices, technology,

- organisational change, accidents, incidents, near-misses, and any national sector trends identified.
- 3.4. Undertake suitable and sufficient risk assessments to identify all reasonably foreseeable risks of its activities and ensure appropriate controls are implemented to mitigate those risks.
  - 3.5. Ensure that procedures for consultation with employees, students, and contractors (and their employees) on matters affecting health and safety at work are established and followed.
  - 3.6. Ensure cooperation and consultation on health and safety issues with employees, other employers working on the Group's premises or other workplaces in which the Group operates.
  - 3.7. Provide necessary information, instruction, training, and supervision to ensure that all employees are properly informed of their responsibilities for Health, Safety and Environmental matters; any risks they face whilst at work; and the controls and procedures in place and to be followed.
  - 3.8. Provide encouragement and safety leadership for all staff to set high standards of health and safety by personal example.
  - 3.9. Establish and maintain procedures for the reporting, recording and investigation of accidents, incidents and near-misses ensuring that proportionate remedial action is taken to reduce the likelihood of reoccurrence.
  - 3.10. Provide and maintain safe systems of work and a safe working environment with respect to the Group's estate, buildings, grounds, facilities, and equipment.
  - 3.11. Ensure that suitable and sufficient training is identified, delivered and maintained to enable employees to discharge their duties safely and competently.
  - 3.12. Comply with specific objectives as detailed in the Health and Safety Policy.
  - 3.13. Maintain a Health and Safety Committee structure which fully represents the Group, including Union and non-Union employees. Together with a means of formally reporting Health & Safety matters across the Group.
  - 3.14. Work effectively with partners, stakeholders, and other agencies to ensure that health and safety standards are maintained or improved to meet the needs of the Group, staff, students, and any changes in legislation.
  - 3.15. Promote a positive Health and Safety Culture throughout the Group and demonstrate health and safety leadership of the highest standards.
  - 3.16. Ensure that this written statement of the Group Health and Safety Policy is brought to the attention of all employees.
  - 3.17. In the application of this Health and Safety Policy, make available the necessary resources including finance, equipment, personnel, and time to ensure the health and safety of all employees and others who may be affected by the Group's activities.

To assist in discharging responsibilities for health and safety as required the Group will engage the services of individuals from within the staff body and, as appropriate, additional external consultants to provide specialist competent health and safety support.

## **4. Duties and Responsibilities**

All employees and anyone working off-site on Luminate Education Group activities are responsible for their own health & safety and that of others who may be affected by their actions/activities. It is important for everyone to act responsibly at all times and an activity should not be carried out unless it is safe to do so.

Whilst everyone has health & safety responsibilities, listed below are specific responsibilities for individual post holders and different groups within the organisation.

### **4.1 Luminate Education Group - Chief Executive Officer (CEO)**

The CEO has overall responsibility to provide a safe working environment, and systems of work ensuring compliance with general duties of the Health and Safety at Work, etc. Act 1974, its delegated legislation and the requirements of these Policy arrangements. The CEO is also responsible for ensuring that the health and safety framework, as agreed by the Board of Governors, is implemented.

### **4.2 Luminate Education Group Board of Governors (Board)**

The Board accepts its collective role in providing Health and Safety Leadership. It expects management to ensure that all regulations and legislation relating to health and safety are an integral part of the Group's operations. It is the Board's responsibility to ensure that its decisions reflect the Group's health and safety intentions, as articulated in the Policy statement.

### **4.3 Leeds Conservatoire Board of Directors**

The Board accepts its collective role in providing Health and Safety Leadership. It expects management to ensure that all regulations and legislation relating to health and safety are an integral part of the Conservatoire's operations. It is the Board's responsibility to ensure that its decisions reflect the Conservatoire's health and safety intentions, as articulated in the Policy statement.

### **4.4 Luminate Education Group Executive Leadership Team (ELT)**

The ELT have delegated responsibility from the CEO to provide a safe working environment under Health and Safety legislation and to implement the health and safety framework, as agreed by the Board of Governors. ELT are also responsible for exercising the organisation's duty of care and shall ensure adequate resources are allocated for implementing this Policy and any associated safe systems of work within the Group.

In practice, the ELT will delegate responsibility for the Health and Safety Management to the Campus Principal / Site / Services Managers.

### **4.5 Group Vice Principal Development (ELT member)**

The Group Vice Principal Development has overall responsibility for the work of the Health, Safety and Environmental Services (SHEs) and in particular for ensuring that the Group's; Health and Safety Policies are implemented and reviewed regularly, to undertake the duties of the Chair of the Group's Health and Safety Committee.

In practice, the Group Vice Principal Development will delegate responsibility for Health and Safety Management to the Group Director of Estates.

#### **4.6 Group Director of Estates**

The Group Director of Estates has overall responsibility for ensuring that the Group's estate is maintained in a safe condition and suitable for day-to-day occupation and in particular ensure that: fire safety provisions are in place and maintained in accordance with current Legislation and guidance. Asbestos and Legionella is suitably managed in accordance with current Legislation and guidance. Statutory inspections of plant, equipment and services are carried out covering gas equipment, electricity, and water use, lifting equipment for the movement of people, fire safety and pressurised vessels.

In practice, the Group Director of Estates will delegate operational responsibility to the relevant competent manager.

#### **4.7 Head of Safety, Health and Environmental Services**

The Head of Safety, Health and Environmental Services is appointed as the Group's Competent Person for health and safety and has day-to-day responsibility for the work of the Safety, Health and Environmental Services Advisors (SHE Advisors). The Head of SHEs has the responsibility to ensure:

- The development and implementation of Group Health and Safety Policies and procedures. Fire Safety Policies and procedures. Environmental Policies and procedures. Business Continuity Policies and procedures. Group Emergency procedures.
- Advising the Groups management, staff and students on health and safety matters both proactively and reactively.
- Acting as the point of contact for, and liaising with, outside agencies on matters concerning health and safety, fire, and environmental safety.
- Ensuring appropriate health and safety training is made available to all members of staff.
- Ensuring where appropriate, accidents, near-misses and other health and safety concerns are fully investigated, and suitable records are maintained.
- Ensures that all First Aid facilities are appropriate and managed correctly.
- Monitoring health and safety performance through the analysis of audit, accident, near miss and training data.
- Providing regular and annual Health and Safety Reports to the Luminate Health and Safety Committee and the Board of Governors.
- Providing updated H&S data for Principals / Heads of Service and Campus Leads.
- Ensuring regular departmental Health and Safety Audits are undertaken.
- Ensuring regular health and safety site inspections are undertaken.
- Manage all Health & Safety Consultant(s) employed by the Group.



- Ensuring all Fire Risk assessments are undertaken.
- Ensure the SHE Advisors attend campus / site / service health and safety committees.
- Ensures that all statutory reports to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are completed.
- Communicating relevant health and safety information to all departments and campuses to ensure continuing compliance, the raising of health and safety standards and the promotion of a positive health and safety culture.
- Developing Personal Emergency Evacuation Plans (PEEPs) for staff who require assistance to evacuate.
- Liaise with curriculum managers and Estate Services to ensure termly Fire Evacuation drills are completed and recorded.

#### **4.8 Health and Safety Committee**

The Health and Safety Committee will provide forums to formally consult on health and safety in accordance with the Terms of Reference. Their functions are to keep under review, the effectiveness by monitoring compliance to this Policy and recommend amendments to the CEO and Board. Agree and set Health and Safety Key Performance Indicators (KPI) through periodic review including risk assessment actions, incident reports and audit and inspection data, and any other relevant statistics and trends.

Individual campus sites will provide forums to formally consult on Health & Safety and report to the Health & Safety Committee on a regular basis via the Head of Safety, Health & Environmental Services

#### **4.9 The Group People Directorate**

The HR Business Partnering Team will support Health & Safety colleagues in undertaking Health Surveillance Assessments with line managers and where necessary will arrange Occupational Health referrals.

#### **4.10 Campus Principal / Site / Services Managers**

The Campus Principal / Site / Services Managers have delegated management responsibility for; ensuring the Group's Health and Safety Policies are communicated and implemented, to act as Chair for the Campus / Site / Services areas Health and Safety forum. In practice, the Campus Principal / Site / Services Managers will delegate operational responsibility to the relevant competent manager under their direction.

#### **4.11 Head of Department**

The Head of Department's responsibility is to:

- Ensure staff are aware of and adhere to all Health and Safety Policy and arrangements documents and procedures.
- Ensure local resources are provided in implementation of this Policy.

- Report any concerns about health and safety, to the Safety, Health and Environmental Services prior to taking any action.
- Ensure attendance at Campus / Site / Services health and safety committee meetings as required and ensure any actions required as a result are fully completed and implemented.
- Ensures that all staff and learners with declared additional needs, which may cause them difficulties to evacuate a building in a fire alarm, have a Personal Emergency Evacuation Plan (PEEP) and that procedures are being followed in accordance with the Group's Fire Safety Policy.
- Ensure hazards and risks relating to academic activities (including offsite activities) are identified and suitable and sufficient risk assessments are undertaken.
- Ensure students are instructed in safe working practices and corrective action is taken where necessary.
- Ensure that adequate numbers of qualified first aiders are available when the site is open.
- Ensure that adequate numbers of qualified fire wardens are available when the site is open
- Ensure staff Health, Safety and Welfare assessments (personal, pregnancy, workstation, return to work, etc.) are undertaken.
- Identifying the training needs of their staff and ensuring staff receive all necessary training (mandatory and role-specific) to allow them to carry out their roles safely.
- Ensure equipment owned by the department is serviced and maintained regularly by competent external contractors to maintain it in a safe condition.
- Ensuring statutory inspection of equipment is carried out as per current legislation and at regular intervals not exceeding that detailed in current legislation.
- Ensuring contractors engaged by the department are assessed as competent by Estates to carry out works and are appropriately managed.
- To carry out initial incident investigations and to report the findings to the Safety, Health & Environmental Services.
- Provide PPE, safety equipment and / or protective clothing.

#### **4.12 Teaching Staff**

Teaching staff are responsible for:

- Ensuring that they are aware of, the risk assessments and safe working procedures for activities and equipment used in their areas.
- Ensuring risk assessments for their areas are up to date, that safe systems of work are in place.
- The safe evacuation of their class in cases of emergency.

#### 4.13 Individual Employee

All individual employees must:

- Comply with the Health & Safety Policy Statement and arrangements.
- Report any health and safety hazard or unsafe practice within their work area and any defect in any machinery, plant or equipment.
- Report all accidents and incidents using the Group Accident and Incident Reporting procedure.
- Comply with all written or verbal instructions given to them to ensure their personal health and safety and that of others.
- Comply with the health and safety requirements set out in risk assessments.
- Observe all procedures concerning work activities, plant, materials, and substances.
- Only move heavy items after completing a Manual Handling and General Risk Assessment, assessing the need for mechanical assistance, personal protective equipment (PPE), etc.
- Use PPE, safety equipment and / or protective clothing provided in accordance with training or manufacturer's instructions.
- Operate equipment and use material and substances in accordance with relevant instructions and guidance for use.
- Observe the Fire/Evacuation procedures and learn the location of the nearest fire-fighting equipment and designated exit routes.
- Maintain all tools and equipment in good condition and report any defects immediately.
- Attend as requested any training courses, meetings etc., designed to further the interests of health and safety.
- Conduct themselves in an orderly manner in the workplace.
- Attend Health Surveillance when necessary.
- Not interfere with, or misuse, anything provided for their Health, Safety or Welfare.
- Report any accidents, incidents and near-misses in a timely manner.
- Any other health and safety duties reasonably required of them by the organisation.

#### 5. Arrangements / procedures

Supporting arrangements and procedures documents to support and implement the health and safety policy and associated templates for the procedures are located in the Group health and safety management systems as highlighted in **Appendix 1** of this policy. Manuals and handbooks covering specific more complex topic areas and general support is available via Safety Health & Environmental Services.

#### 6. Facilities and equipment

To ensure successful implementation of this Policy there are basic facilities and equipment that must be accessible to all employees. All employees must be able to access the health & safety management system used by the Group. To facilitate this all members of staff will be provided with adequate training to enable them to competently use the system.

## **7. Summary policy statement for all members of staff**

Although all requirements are important to ensure the health safety and wellbeing of employees and those who could be affected by Group undertakings, the following key points are a starting point and critical to ensure that Group sites and activities are safe and remain so.

- Ensure there is understanding of all responsibilities for the health, safety and wellbeing of yourself, your colleagues, students, contractors and visitors.
- Ensure there is understanding of any procedures and guidance to enable you to undertake your job safely and without endangering anyone who could be affected by your acts or omissions.
- Ensure that you report anything (e.g., a workplace issue, a procedural issue) that you believe is unsafe as soon as is practical, after first making attempts to immediately rectify the issue. Reports must be to your line manager in the first instance who must then report the non-conformance or incident / issue on the Group Health & Safety management reporting system.

## **8. Review**

The Group reserve the right to review this policy at any time. However, at minimum this will be no later than October 2024.

The Senior Executive Leadership Team (SELT) and approved Trade Union Representatives to be consulted on any changes proposed to this policy.

## **9. Acceptance of policy**

I confirm that I understand the contents of this Policy and procedure (Luminate Health and Safety Policy arrangements document), and I accept responsibility for ensuring the Policy is implemented and followed in the areas within my control.

## 10. Appendix I- Health and Safety Management System Flowchart

