

Health and Safety Policy		
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Equality analysis tool <sup>1</sup>		
1. Is the policy relevant to the public sector equality duty?	<b>No</b>	
2. Have any concerns previously been raised about this policy or practice?	<b>No</b>	
3. Is likely to result in discrimination against a protected group?	<b>No</b>	
4. Does this policy positively contribute to the participation of under-represented groups in the Heart of Yorkshire Education Group's activities?	<b>No</b>	
Version Control		
Version	Date	Change(s)
3	Nov 2025	Changes made include the integration of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and enhanced organisational responsibilities, clarifying the roles of Governors, the Principal/CEO, managers, and employees in ensuring compliance. In addition, the Policy reflects the revised team structure and an updated policy statement.
Access		
Location	Address/Link	
SharePoint		
Service Centre		
Document Centre		
Communication		
Medium	Audience	
Virtual College	All Heart of Yorkshire Education Group staff are required to read and acknowledge compliance reported at Health & Safety Management Committee Meetings.	

<sup>1</sup> If the answer to any of these questions is yes, please complete the Screening Template provided and include as an Appendix to your policy.

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## Health and Safety Policy

### Statement of Intent

The Heart of Yorkshire Education Group is a leading and diverse education provider serving communities across North, West, and East Yorkshire and beyond. We are committed to ensuring the health, safety, security, and wellbeing of our staff, students, partners, contractors, visitors, and members of the public who may be affected by our activities.

It is our intent to:

- Demonstrate continuous improvement in health, safety, security, and wellbeing standards.
- Foster a strong and positive safety culture across all sites and activities.
- Ensure that risks, including those relating to health, fire safety, security, and terrorism, are identified, assessed, and effectively managed through robust systems of control.
- Comply with all relevant health, safety, and security legislation, including our duties under the Terrorism (Protection of Premises) Act 2025
- Provide safe, secure, and inclusive learning and working environments where wellbeing, mental health, and personal development can flourish.

We recognise that our staff and students are our most valuable resource, and we are committed to protecting them through effective leadership, management, and consultation at every level of the organisation. Strong strategic leadership and active engagement are essential in preventing incidents, reducing risks, promoting wellbeing, and maintaining compliance with statutory requirements.

However, health, safety, and security and wellbeing are shared responsibilities. We expect all staff, students, visitors, and contractors to take reasonable care for their own safety and that of others, to remain vigilant, and to cooperate fully in the implementation of this policy and related procedures.

As Principal & CEO, I expect and encourage all members of the Heart of Yorkshire Education Group community to actively support and uphold these commitments. By working together, we will ensure our Group remains a safe, healthy, and supportive environment in which education, personal development, and wellbeing can thrive.

A handwritten signature in black ink, appearing to read "Vicky Wright".

Signature of Principal & CEO

## 1 Scope

- 1.1 This policy applies to all individuals directly or indirectly engaged with the Heart of Yorkshire Education Group. This includes:
  - All staff, whether permanent, temporary, or on placement (e.g. trainee teachers).
  - Volunteer staff, including members of the Governing Body.
  - All students, including those visiting from other educational institutions.
  - Contractors, agency workers, and partner organisations working on our behalf.
  - Visitors and members of the public participating in, or affected by, our activities on-site or off-site.
- 1.2 The Heart of Yorkshire Education Group recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HSWA), the Terrorism (Protection of Premises) Act 2025, and all other relevant statutory requirements and regulations. We are committed to safeguarding the health, safety, security, and welfare of staff, students, visitors, volunteers, contractors, and others who may be affected by our activities.

## 2 Policy

- 2.1 This policy fulfils the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Terrorism (Protection of Premises) Act 2025, and all other relevant legislation. These laws require the protection of people at work and others who may be affected by work activities, by securing their health, safety, security, and welfare.
- 2.2 The Heart of Yorkshire Education Group will, so far as is reasonably practicable, ensure the health, safety, security, and welfare of all staff, students, contractors, visitors, and members of the public who use or work on premises for which the Group is responsible. This duty also extends to staff and students engaged in Heart of Yorkshire Education Group-related activities taking place away from Group premises, whether on third-party sites or in the wider community.
- 2.3 All work undertaken, supervised, or managed by the Heart of Yorkshire Education Group will, so far as is reasonably practicable, be carried out in a manner that does not place staff, students, contractors, visitors, or the public at risk to health, safety, or security.
- 2.4 In meeting its statutory and moral responsibilities, the Heart of Yorkshire Education Group will, as far as is reasonably practicable:

- 2.4.1 Provide adequate financial and organisational resources to manage health, safety, security, and wellbeing effectively, including measures required under Martyn’s Law.
- 2.4.2 Provide and maintain safe premises, equipment, plant, and systems of work that are without risk to health and safety.
- 2.4.3 Ensure safe access to and egress from all premises and activities under its control.
- 2.4.4 Develop, implement, and regularly review emergency procedures, including those relating to fire, lockdown, and terrorism.
- 2.4.5 Provide staff and students with suitable information, instruction, training, and supervision to enable them to work and study safely and securely.
- 2.4.6 Promote a positive culture of wellbeing by taking steps to prevent work-related stress, support mental health, and encourage an inclusive and supportive environment in which staff and students can thrive.
- 2.4.7 Ensure robust risk management systems are in place to prevent work-related injuries, incidents, ill health, and security breaches.
- 2.4.8 Investigate incidents and near misses to learn from each experience, promoting a positive, no-blame culture that encourages reporting and continuous improvement.
- 2.4.9 Encourage all staff to model high standards of health, safety, security, and wellbeing by personal example, so that students develop a lifelong mindset of safe and responsible practice.
- 2.4.10 Provide staff and students with relevant information, instruction, training, and supervision necessary to work and study safely, securely, and with wellbeing in mind.
- 2.4.11 Provide appropriate welfare facilities to meet the needs of staff, students, visitors, and contractors in each context.
- 2.4.12 Maintain arrangements to manage emergencies and unplanned events—including fire, lockdown, and security incidents—to protect the health, safety, and security of all persons and minimise harm to Heart of Yorkshire Education Group’s assets and the environment.
- 2.4.13 Establish a system of inspection, monitoring, and auditing to identify risks, verify controls, and ensure acceptable standards of health, safety, security, and wellbeing are maintained across the Heart of Yorkshire Education Group.

2.5 The Heart of Yorkshire Education Group will provide all safety equipment required by statutory regulations for use by any person who may need to use such equipment, and ensure it is properly maintained and fit for purpose.

2.6 For all persons, other than Heart of Yorkshire Education Group staff, who are lawfully engaged in Heart of Yorkshire Education Group activities, the Group will, so far as is reasonably practicable, provide:

- A working and learning environment that is safe, secure, and without risk to health or wellbeing.
- Welfare facilities appropriate to the needs of the individuals and the situation.
- Adequate arrangements for consultation on health, safety, security, and wellbeing measures.
- Sufficient information, instruction, training, and supervision to ensure the health, safety, security, and wellbeing of all relevant persons.

2.7 The Heart of Yorkshire Education Group is committed to minimising risks to health, safety, security, and wellbeing through robust risk assessments and risk control measures. All identified risks and their corresponding control measures will receive prompt attention in accordance with relevant Heart of Yorkshire Education Group policies. Managers are responsible for ensuring that no work or activity begins unless the associated risks have been assessed and adequately controlled.

2.8 The Group recognises that a positive safety culture is essential. This requires active engagement, responsible behaviour, and leadership at all levels. Unsafe behaviour will be challenged, and everyone is encouraged to contribute actively to the implementation of this policy.

2.9 Good practice, innovative ideas, and lessons learned from across the Heart of Yorkshire Education Group will be shared through the reporting structure and relevant health, safety, and wellbeing committees.

2.10 Collaboration, particularly with Trade Unions, is a key element of our approach. The policy establishes formal links with unions and promotes active involvement from their membership in shaping health, safety, security, and wellbeing initiatives.

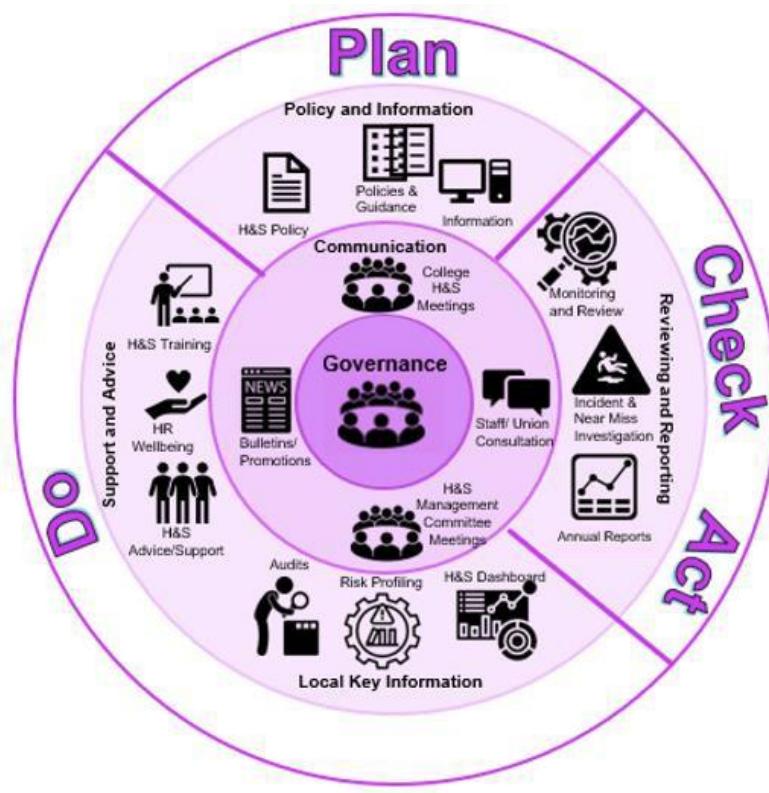
2.11 The Heart of Yorkshire Education Group will ensure compliance with all statutory and legal requirements, maintaining accountability and continuous improvement across all areas of health, safety, security, and wellbeing.

### 3 Organisation

This section outlines how the Heart of Yorkshire Education Group is structured for the effective management of health, safety, security, and wellbeing. It establishes responsibilities, accountabilities, duties, and reporting relationships designed to promote a positive safety culture throughout the organisation.

The Heart of Yorkshire Education Group Health & Safety Policy is supported by a range of subsidiary policies, procedures, and guidance documents, each dedicated to a specific aspect of health, safety, security, and wellbeing arrangements.

The diagram below illustrates the key health, safety, security, and wellbeing elements that the Heart of Yorkshire Education Group implements. These arrangements align with the Health and Safety Executive's Guide 65: "Managing Health and Safety" and adopt the Plan-Do-Check-Act approach, ensuring that effective health, safety, security, and wellbeing management is fully integrated into the Heart of Yorkshire Education Group's operations



The Heart of Yorkshire Education Group is committed to ensuring that all members of the organisation actively contribute to the continued development and maintenance of its safety management system. This commitment underpins the health, safety, security, and wellbeing of all staff, students, visitors, contractors, and other persons affected by its activities. Expectations, responsibilities, accountabilities, and duties are clearly assigned to individuals and groups to achieve this.

The Board of Governors and the Principal & CEO hold overall responsibility for the health, safety, security, and wellbeing of all Heart of Yorkshire Education Group staff, students, and visitors. They ensure that all activities undertaken by the Group are managed in a way that prevents unnecessary risks to persons not employed by the organisation, and that statutory and legal obligations are fully met.

### **3.1 Board of Governors**

- 3.1.1 The Board of Governors holds collective responsibility for ensuring compliance in relation to the health, safety, and wellbeing of all learners, staff, visitors, and contractors. The Board provides strategic oversight and assurance that the Heart of Yorkshire Education Group complies with all relevant health, safety, and security legislation.
- 3.1.2 Lead responsibility for the implementation of the Health and Safety Policy is delegated to the Heart of Yorkshire Education Group Principal, who reports to the Board on compliance and performance.
- 3.1.3 In fulfilling its duties, the Board of Governors will:
  - Be aware of and monitor significant health, safety, security, and wellbeing risks identified across the Heart of Yorkshire Education Group.
  - Ensure that the Principal & CEO takes appropriate action and establishes effective management systems to satisfy all requirements of this Policy and relevant legislation.
  - Ensure that the Heart of Yorkshire Education Group allocates adequate resources including staff, training, and funding to meet its legal obligations and maintain the standards set out in this Policy.
  - Ensure that emergency planning, business continuity, and terrorism protection arrangements are maintained, tested, and kept up to date in line with the Civil Contingencies Act 2004 and the Terrorism (Protection of Premises) Act 2025.
  - Ensure that health, safety, and security are standing agenda items at Board and Committee meetings, and that all strategic papers submitted for approval include consideration of health, safety, and wellbeing implications.
  - Monitor health and safety performance through regular reports, including quarterly compliance reports and the annual Health and Safety Report.
  - Ensure that the Health and Safety Policy is reviewed at least annually, or sooner if significant changes occur in legislation, organisational structure, or risk profile.
  - Seek assurance that:
    - Health, safety, and wellbeing arrangements are adequately resourced and effectively managed;
    - There is a process to identify training and competency needs in line with statutory responsibilities;

- Protective security measures are proportionate to the Heart of Yorkshire Education Group's risk profile and comply with the Terrorism (Protection of Premises) Act 2025.
- Promote a positive safety culture that supports inclusion, wellbeing, and continuous improvement across all Heart of Yorkshire Education Group sites.

### **3.2 Principal & CEO**

- 3.2.1 The Principal & CEO has overall executive responsibility for ensuring the effective and efficient implementation of all measures necessary to secure compliance with the Health and Safety Policy, current legislation, approved codes of practice, and the Heart of Yorkshire Education Group procedures.
- 3.2.2 The Principal & CEO is accountable to the Board of Governors for ensuring the Heart of Yorkshire Education Group meets all statutory and regulatory health, safety, and security requirements. Specific duties may be delegated to other Executive Directors or Directors, but accountability remains with the Principal & CEO.
- 3.2.3 In fulfilling this responsibility, the Principal & CEO will:
  - Ensure that the Group complies with all relevant legislation, including:
    - 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
    - Terrorism (Protection of Premises) Act 2025
    - Equality Act 2010 (in respect of safe and inclusive environments).
  - Provide effective liaison between the Board of Governors and the Health and Safety Management Committee, ensuring that key risks, compliance issues, and incident trends are reported and acted upon.
  - Ensure that adequate human, technical, and financial resources are in place to enable all curriculum and service areas to comply with health, safety, and security requirements.
  - Embed health, safety, security, and wellbeing considerations into the Groups strategic planning and operational decision-making.
  - Ensure that the Group has access to competent health and safety advice, in accordance with the Management of Health and Safety at Work Regulations 1999.
  - Ensure that protective security measures and terrorism risk assessments are developed and maintained in compliance with the Terrorism (Protection of Premises) Act 2025, proportionate to the Heart of Yorkshire Education Group's standard tier obligations.
  - Ensure that health, safety, and wellbeing objectives are integral to the Groups Strategic Business Plan and support continuous improvement.

- Ensure that the Groups health and safety provisions extend to all property owned, leased, or occupied by the Heart of Yorkshire Education Group.
- Ensure appropriate arrangements are made for co-operation and coordination with other employers and contractors sharing Heart of Yorkshire Education Groups premises, to avoid exposing anyone to health and safety risks.
- Promote a culture of leadership, accountability, and wellbeing, ensuring that health and safety is viewed as a core organisational value.

### **3.3 Group Executive Director People**

3.3.1 The Group Executive Director People has strategic and operational responsibility for ensuring that the Groups people management framework fully supports the aims of this Health and Safety Policy and promotes a safe, healthy, and positive working culture across all college sites. This role acts as a key link between the Groups People Services functions, the Health and Safety Management Committee, and the Group Executive Team, ensuring that the wellbeing of staff is embedded as a core organisational value rather than a compliance exercise.

3.3.2 The Group Executive Director People will:

- Ensure that comprehensive arrangements are in place to identify, assess, and address the occupational health and welfare needs of all Group staff, fostering a proactive rather than reactive approach to wellbeing. This includes overseeing effective sickness absence management processes, early intervention strategies, and access to occupational health services where required.
- Ensure that safety training is planned, implemented, and evaluated for all staff, regardless of role or grade. Mandatory training compliance will be monitored and reported through the Health and Safety Management Committee to ensure both legal compliance and consistency of good practice across the Group.
- Integrate health and safety awareness and leadership into the staff and management development programmes, promoting competency, accountability, and an organisational culture in which health, safety, and wellbeing are recognised as shared responsibilities.
- Ensure that individual health and safety responsibilities are explicitly reflected in all job descriptions, reinforcing personal accountability and supporting a culture of continual vigilance and professional responsibility.
- Ensure that all recognised safety representatives are provided with appropriate training, resources, and opportunities to undertake their duties effectively, thereby supporting a system of meaningful consultation and engagement between management and staff.
- Ensure that the Group's People Services policies and procedures actively support a safe and supportive working environment. This includes policies related to stress management, equality and inclusion, flexible working, and

mental health and wellbeing, aligning them with statutory requirements and the Groups broader duty of care under the Health and Safety at Work etc. Act 1974 and the Terrorism (Protection of Premises) Act 2025, where relevant to staff security and welfare.

- Promote a collegiate and preventative culture that values wellbeing as a driver of performance and resilience, ensuring that health and safety considerations are not only embedded in formal procedures but are also reflected in leadership behaviours, communication, and decision-making at all levels of the organisation.

3.3.3 Through these actions, the Group Executive Director People will ensure that the Groups approach to occupational health, safety, and wellbeing is integrated, evidence-based, and aligned with both regulatory expectations and the Heart of Yorkshire Education Group commitment to nurturing inclusion, belonging, and long-term sustainability.

### **3.4 Heads/ Deputy Heads of Curriculum/ Professional Service Manager/Manager**

3.4.1 Heads, Deputy Heads of Curriculum, Professional Service Managers, and Managers are responsible for ensuring the effective implementation of the Heart of Yorkshire Education Group Health and Safety Policy within their respective areas. They are accountable for promoting a positive health, safety and wellbeing culture among staff and students, ensuring compliance with statutory requirements, and embedding safe working and learning practices into everyday operations.

3.4.2 They will:

- Allocate adequate resources, including time, staffing, and finance, to ensure effective health and safety management within their area of responsibility.
- Ensure that all staff are provided with comprehensive and relevant information regarding:
  - o The risks to their health and safety as identified by risk assessments.
  - o The preventative and protective measures in place to minimise risk.
  - o Procedures to be followed in cases of serious and imminent danger.
- Ensure that all staff are aware of and adhere to the Group's health and safety policies, procedures, and statutory requirements relevant to their area.
- Ensure that all teaching and learning activities are planned and delivered safely, that students are properly inducted, and that risk assessments for all curriculum and practical learning activities are completed, reviewed, and acted upon.
- Ensure sufficient staff are trained and competent in the use of the iProtectU risk assessment and auditing software to support effective risk management and compliance monitoring.

- Monitor compliance to ensure that all tasks, activities, lessons, and work areas under their remit have current and suitable risk assessments recorded and maintained on the iProtectU system.
- Ensure all relevant areas containing equipment have items logged on the iProtectU asset management software, with an appropriate audit schedule established and implemented in line with manufacturers' guidelines.
- Ensure the compliance spreadsheet on Microsoft Teams is accurately maintained with up-to-date information for all staff under their remit, including the dates of training and competence related to the equipment required for their role.
- Coordinate and monitor the implementation of risk assessment management plans and ensure that any issues identified are promptly rectified and closed out.
- Require all managers reporting to them to demonstrate effective health and safety management and accountability for staff and students within their areas of control.
- Identify health and safety training needs through risk assessments, induction, and appraisal processes, ensuring appropriate training is completed and records maintained.
- Ensure that any member of staff with designated health and safety responsibilities receives suitable training and support to discharge those duties effectively.
- Take prompt and appropriate action to correct unsafe conditions, practices, or systems, reporting any residual risks or incidents through the appropriate channels.
- Ensure that personal protective equipment (PPE) is provided, worn, maintained, and replaced when necessary, and that its use is monitored.
- Ensure that adequate supervision is provided, particularly during high-risk activities, practical sessions, or when new staff or learners are involved.
- Ensure that lesson and activity plans include any relevant health and safety considerations, including identified risks and appropriate control measures.
- Ensure that contractors commissioned to undertake work for the Heart of Yorkshire Education Group meet required health and safety standards, provide suitable documentation, and that their work is appropriately supervised and managed to prevent harm.
- Ensure that all work equipment is maintained in a safe condition, inspected at appropriate intervals by competent persons, and that records of inspection and maintenance are retained.

- Include health and safety as a standing agenda item at departmental or team meetings to encourage continuous dialogue, improvement, and staff engagement.
- Ensure that their area is represented at the relevant Health and Safety meetings and that feedback and actions from meetings are communicated and implemented locally.
- Support Group-wide initiatives related to emergency preparedness, security, and compliance with the Terrorism (Protection of Premises) Act 2025, ensuring staff understand their role in maintaining a secure environment.

3.4.3 Through these responsibilities, managers provide visible leadership in health and safety, ensuring that all activities within their remit are conducted safely, that staff and students are supported, and that the Heart of Yorkshire Education Group's commitment to a culture of safety, wellbeing, and security is upheld.

### **3.5 Director of Estates / Head of Estates**

3.5.1 The Director of Estates, supported by the Head of Estates is responsible for ensuring that the Heart of Yorkshire Education Group physical environment, including buildings, grounds, and infrastructure, is maintained in a safe, compliant, and sustainable condition. They provide professional leadership and assurance in relation to property compliance, statutory maintenance, and the management of estates-related health, safety, and security risks.

3.5.2 The Director will:

- Ensure that all Heart of Yorkshire Education Group buildings, facilities, and grounds are maintained, so far as is reasonably practicable, in a condition that is without risk to the health and safety of staff, students, contractors, and visitors.
- Develop and manage an annual programme of health and safety inspections across all Heart of Yorkshire Education Group sites, prioritising inspections and remedial actions based on the level of risk and the use of each area.
- Control and coordinate the work of all contractors engaged by the Heart of Yorkshire Education Group to ensure that they meet required health and safety standards. This includes ensuring appropriate inductions, risk assessments, method statements, and permits to work are in place, and that contractor activities do not create risks to others.
- Ensure that robust arrangements are in place for the management of asbestos across the Group, including the commissioning of asbestos surveys, risk assessments, and control measures in line with the Control of Asbestos Regulations 2012.
- Ensure that Legionella risk assessments, monitoring and control measures are implemented and maintained across all Group premises in accordance with current legislation and the Health and Safety Executive's Approved Code of Practice (L8).

- Ensure that effective management systems are in place to monitor and evidence statutory compliance, including within third-party or commercially owned premises where staff or students are located.
- Monitor the condition of the Heart of Yorkshire Education Group buildings, plant, and services, and implement a risk-based maintenance and repair programme within available resources, ensuring prioritisation of issues that could impact safety, operational continuity, or legal compliance.
- Ensure that appropriate records and evidence of statutory inspections, maintenance, and remedial works are maintained and available for audit or inspection.
- Ensure that the Heart of Yorkshire Education Group complies with its environmental and sustainability commitments, including adherence to the Environmental Policy, the Environmental Protection Act 1990, and associated waste management regulations. This includes ensuring appropriate arrangements for the segregation, storage, and disposal of hazardous and special waste.
- Work collaboratively with the Health and Safety Manager and other senior leaders to ensure that premises-related risks, including fire safety, security, and terrorism protection measures, are effectively managed in accordance with the Terrorism (Protection of Premises) Act 2025 and other relevant legislation.
- Ensure that estates and facilities staff are appropriately trained and competent in their roles, particularly in relation to statutory compliance, emergency procedures, and contractor management.
- Promote a culture of continuous improvement in estates management, ensuring that health, safety, environmental, and security considerations are embedded within all planning, refurbishment, and maintenance activities.

3.5.3 Through these responsibilities, the Director and Head of Estates ensure that the Heart of Yorkshire Education Group estate provides a safe, compliant, and sustainable environment that supports effective learning, teaching, and working for all members of the Group community.

### **3.6 Health & Safety Manager/ Deputy Health & Safety Manager**

3.6.1 The Health and Safety Manager, supported by the Deputy Health and Safety Manager are responsible for the operational management, coordination, and continuous improvement of health, safety, wellbeing, and security arrangements across the Heart of Yorkshire Education Group. They provide competent professional advice to ensure compliance with all relevant legislation and promote a proactive culture of safety, wellbeing, and preparedness across all

#### **3.6.2 They will:**

- Promote and embed a positive culture of health, safety, wellbeing, and security across the Group, supporting engagement and ownership at all levels.

- Provide competent advice and guidance to the Principal & CEO, Group Exec, Directors, Head of Curriculums, Professional Service Manager, managers, staff, and governors on statutory requirements, best practice, and measures necessary to ensure compliance with legal obligations and Heart of Yorkshire Education Group policy.
- Develop, review, and amend health, safety, and wellbeing policies, procedures, and codes of practice for consideration and approval by the Health and Safety Management Committee.
- Ensure that all policies and associated documentation are reviewed and updated regularly to reflect legislative, regulatory, or organisational changes.
- Monitor compliance on risk assessments and audit from iProtectU software and report to health and safety meetings
- Provide support/ training to curriculum and service areas on accessing iProtectU modules
- Monitor and report on Microsoft Teams Compliance channel
- Ensure that statutory records, registers, and documentation are maintained accurately and are available for inspection, including accident records, risk assessments, fire safety documentation, and statutory compliance logs.
- Monitor health and safety performance through audits, inspections, and data analysis, providing regular reports, statistics, and trend analyses to the Health and Safety Committee, Group Exec, and Governing Body.
- Liaise with external agencies, enforcement authorities, and relevant stakeholders on all matters relating to health, safety, and security compliance.
- Lead the investigation of incidents, near misses, and dangerous occurrences, whether or not they involve injury. Ensure that incidents are thoroughly investigated, root causes identified, and appropriate corrective and preventive measures implemented to prevent recurrence.
- Keep the Heart of Yorkshire Education Group informed of changes in relevant legislation, approved codes of practice, and guidance, including updates relating to the Terrorism (Protection of Premises) Act 2025, and ensure that the Group Executive team is briefed on implications for Heart of Yorkshire Education Group operations.
- Act as the main liaison point for trade union and staff safety representatives facilitating consultation and ensuring effective communication on all health and safety matters.
- Provide advice and practical support to management in the implementation of safe systems of work, control measures, and risk management strategies.
- Procure and oversee specialist external services where technical expertise is required, such as occupational hygiene testing, fire safety assessments, or asbestos management surveys.

- Manage and coordinate fire evacuation procedures, fire drills, and emergency response exercises across all sites to ensure statutory compliance, evaluating outcomes and implementing remedial actions where necessary.
- Ensure that all fire safety systems and equipment, including alarms, extinguishers, and emergency lighting, are inspected, tested, and serviced at appropriate intervals by competent persons, and that accurate records are retained.
- Develop and deliver in-house health and safety training and induction programmes, ensuring that staff and students understand their responsibilities and are equipped to work safely.
- Conduct internal health and safety audits, ensuring findings are reported and actions are tracked to completion.
- Provide quarterly and annual health, safety, and wellbeing performance reports to the Governing Body, identifying trends, achievements, and areas requiring improvement.
- Immediately notify the Group Executive of any statutory enforcement action or notice (improvement or prohibition) served on the Heart of Yorkshire Education Group and coordinate the response to ensure compliance and closure.
- Support the Heart of Yorkshire Education Group compliance with the Terrorism (Protection of Premises) Act 2025 through security risk assessments, staff awareness training, and implementation of proportionate protective measures appropriate to the Groups standard tier obligations.

3.6.3 Through these duties, the Health and Safety Manager and Deputy Health and Safety Manager ensure that the Heart of Yorkshire Education Group maintains a safe, secure, and legally compliant environment that supports the wellbeing, learning, and productivity of all members of the Group community.

### 3.7 All Staff

3.7.1 All staff have a legal duty and responsibility to ensure their own health, safety, and wellbeing, as well as that of others, under the Health and Safety at Work etc. Act 1974 and associated legislation.

3.7.2 Staff are required to:

- Cooperate with the implementation of all health, safety, security, and wellbeing legislation, codes of practice, and the Heart of Yorkshire Education Group policies, procedures, and guidance.
- Perform their duties in a way that does not place themselves, students, colleagues, or visitors at risk.
- Follow all health and safety policies, agreed procedures, statutory requirements, and codes of practice relevant to their role.

- Use safety equipment and personal protective equipment (PPE) correctly and only for its intended purpose. Any interference, misuse, or deliberate disregard of safety equipment may result in disciplinary action.
- Only undertake tasks for which they are authorised and adequately trained.
- Comply with all instructions issued by the Heart of Yorkshire Education Group in accordance with established safety procedures.
- Report any work situation that presents serious or imminent danger, or any deficiency in protective measures, to their line manager immediately.
- Notify their line manager of any disability, medical condition, or health concern that may be affected by their work, so that appropriate support or adjustments can be provided.
- Adhere to the requirements of the Heart of Yorkshire Education Group risk assessment process and follow procedures designed to protect themselves and others from harm.
- Visually inspect electrically operated equipment and other tools prior to use or issuing to others, ensuring no obvious defects or damage are present.
- Promptly report any unsafe conditions, unsafe practices, or incidents that may lead to injury or ill health to their line manager.
- Actively participate in training, inductions, and briefings relating to health, safety, security, and wellbeing to maintain awareness and competence in their role.

3.7.3 Through these responsibilities, all staff contribute to maintaining a safe, secure, and supportive environment for learning, teaching, and working within the Heart of Yorkshire Education Group.

### **3.8 Staff with responsibility for Students**

3.8.1 Staff who have responsibility for students must ensure that all health, safety, security, and wellbeing requirements are met and that students are adequately protected during learning activities. They are responsible for complying with relevant legislation, Heart of Yorkshire Education Group policies, and procedures, and for ensuring that risk assessments are completed and reviewed prior to any activity.

3.8.2 Staff must ensure that equipment, machinery, or any resources used by students are fit for purpose and are checked for safety before use.

3.8.3 Staff are responsible for ensuring that the students in their care are provided with:

- Relevant health, safety, and wellbeing instruction, information, training, and supervision appropriate to the activity and the student's level of competence. A record must be maintained of all health and safety training provided, including student names, dates, and signatures.

- Health and safety induction, including emergency procedures, evacuation arrangements, and the process for reporting accidents, incidents, or near misses.
- Training in the correct use, maintenance, and care of any personal protective equipment required for activities.
- Clear guidance on who to report health and safety concerns to and how to raise any issues safely.
- Adequate information and training on the hazards, risks, and control measures associated with their activities, ensuring students understand how to work safely.
- Sufficient supervision to ensure that students can participate safely in all learning, practical, and extracurricular activities.

3.8.4 Staff must act promptly to correct unsafe practices or conditions and escalate any concerns that cannot be immediately addressed, ensuring a safe and supportive learning environment for all students.

### 3.9 Students

3.9.1 Students are responsible for taking reasonable care for their own health and safety and for the health and safety of others who may be affected by their actions or omissions during their programme of study, including any work experience, placements, or practical activities.

3.9.2 Students must:

- Refrain from any conduct that could put themselves or others at risk.
- Cooperate fully with staff to enable them to carry out their statutory health and safety duties.
- Promptly report to staff any situation, working practice, or procedure they consider potentially hazardous.
- Use correctly all personal protective equipment, clothing, or safety devices provided, following the instruction and training given.
- Familiarise themselves with the Heart of Yorkshire Education Group fire and emergency evacuation procedures and follow all instructions given by staff during drills or emergencies.
- Report any accidents, near misses, or dangerous occurrences promptly using the Heart of Yorkshire Education Group reporting procedures.
- Use machinery, equipment, tools, or materials provided by the Heart of Yorkshire Education Group only when authorised, trained, and supervised by a member of staff.
- Notify their tutor or relevant staff member of any disability, medical condition, or health concern that may be affected or aggravated by their course or activity.

- Comply with all health and safety instructions, whether verbal or written.
- Consume food and drink only in designated areas and dispose of waste appropriately.
- Not interfere with or misuse any safety equipment, including fire safety equipment, personal protective equipment, or other devices provided to protect people.
- Participate in and complete any health and safety training provided by the Heart of Yorkshire Education Group.

3.9.3 By adhering to these responsibilities, students contribute to maintaining a safe and supportive learning environment for themselves and others.

### **3.10 Visitors**

3.10.1 All users of the Heart of Yorkshire Education Group facilities, premises, and equipment are required to comply with the Health and Safety at Work etc. Act 1974 and associated legislation, and to follow the safety rules, guidance, and instructions provided by Heart of Yorkshire Education Group staff. This includes:

- Hirers of Heart of Yorkshire Education Group premises
- Students or trainees from other organisations on placement or attending the Heart of Yorkshire Education Group under an officially recognised programme
- Visitors attending the Heart of Yorkshire Education Group on official business
- Other invited visitors, including parents, tutors, and employers
- Contractors and their employees
- Members of the general public attending events such as open days

3.10.2 The Heart of Yorkshire Education Group has assessed the risks associated with these groups and has implemented arrangements to inform them of the potential hazards and the procedures in place to reduce or eliminate risk.

3.10.3 All visitors have a responsibility to comply with the Heart of Yorkshire Education Group health and safety requirements and to follow any instructions provided to ensure their own safety and the safety of others while on Heart of Yorkshire Education Group premises or affected by Heart of Yorkshire Education Group activities.

### **3.11 Contractors**

3.11.1 All contractors and subcontractors working on Heart of Yorkshire Education Group premises must comply with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974, and with Heart of Yorkshire Education Group health, safety, and safeguarding policies. Contractors are required to demonstrate competence, provide evidence of

insurance, and submit suitable risk assessments and method statements (RAMS) for approval before commencing work. They must ensure that all staff and subcontractors are adequately trained, supervised, and equipped with appropriate personal protective equipment (PPE).

- 3.11.2 Contractors must report to the designated reception or Estates office on arrival, sign in and out, and wear identification at all times. Work areas must be safely controlled, clearly signposted, and left in a safe condition on completion. All high-risk activities, including hot work, work at height, or confined space entry, require an authorised permit to work. Contractors must follow Heart of Yorkshire Education Group rules on fire safety, security, safeguarding, and environmental management, and immediately report any accidents, incidents, or near misses to the Estates or Health and Safety team.
- 3.11.3 Heart of Yorkshire Education Group reserves the right to inspect contractor activities and to stop work or remove contractors from site where there is non-compliance with health and safety requirements. Persistent or serious breaches may lead to termination of contract and exclusion from future work opportunities.

#### **4 Consultation with Unions, Staff and Student Representatives**

- 4.1 The Heart of Yorkshire Education Group recognises the important role that trade union safety representatives and elected staff, and student safety representatives play in supporting the health, safety, security, and wellbeing of everyone affected by its activities.
- 4.2 The Group has a duty to consult with unions and staff on matters that affect health, safety, and welfare at work. Consultations will be conducted through participation in health and safety inspections and tours, Heart of Yorkshire Education Group Health and Safety Meetings, and the Health and Safety Management Committee.
- 4.3 The Group is legally required to establish arrangements to communicate and consult with all staff on issues affecting their health, safety, and wellbeing, and to consider their views in decision-making.
- 4.4 To achieve this, the Group will:
  - Establish effective lines of communication through Health and Safety Meetings and the Health and Safety Management Committee.
  - Involve and consult with staff through the following channels:
    - Union safety representatives
    - Staff and student inductions
    - CPD Development days
    - Internal Group briefings
    - Principal & CEO briefings
    - Notice boards
    - Health and Safety Meetings
    - Group Executive and Directors meetings
    - Curriculum and Service Area meetings

- Consultation on any proposed changes to activities, equipment, work methods, or processes that may affect health, safety, security, or wellbeing

4.5 The 'Health and Safety Law – What You Need to Know' poster will be prominently displayed on noticeboards throughout the Heart of Yorkshire Education Group premises.

4.6 Students will be consulted through their curriculum areas and relevant student forums to ensure their views are considered in matters affecting health, safety, security, and wellbeing.

## **5. Arrangements**

The following section outlines the specific arrangements in place to implement and maintain effective health and safety management across Heart of Yorkshire Education Group. These arrangements set out the practical measures, procedures, and responsibilities that ensure compliance with health and safety legislation and promote a safe and healthy environment for all staff, students, contractors, and visitors. They support the overarching policy statement and provide guidance on how health and safety standards are achieved and monitored throughout the Group's sites and activities.

### **5.1 Health & Safety Heart of Yorkshire Education Group Meetings**

5.1.1 The three Heart of Yorkshire Education Group sites will hold a joint quarterly meeting each academic year. This meeting will be chaired by one of the Local College Directors and will address all matters related to the health, safety, security, and wellbeing of students and staff across all three sites.

5.1.2 The meetings will receive and analyse information relating to:

- Incidents, near misses, and dangerous occurrences
- Portable appliance testing compliance
- Risk assessment dashboard compliance
- Equipment auditing dashboard compliance
- Wellbeing
- Fire risk assessment compliance and reports on fire drills undertaken
- Statutory compliance reports
- Mandatory health and safety training compliance
- Updates on current or planned areas of work, initiatives, or projects with potential health, safety, security implications

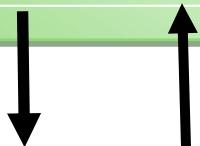
5.1.3 Membership of the Heart of Yorkshire Education Group Health and Safety Meeting will comprise of;

- Local College Directors
- Head of Curriculums and Professional Service Managers
- People Services Advisor
- Health and Safety
- Trade Unions

- 5.1.4 Each Curriculum and Service Area is required to send a representative to attend the joint Health & Safety Heart of Yorkshire Education Group Meeting. If a representative is unable to attend, a named alternative should be arranged, and all relevant meeting papers must be forwarded to that person in advance.
- 5.1.5 The Local College Directors will represent the Heart of Yorkshire Education Groups on the Heart of Yorkshire Education Group Health and Safety Management Committee, ensuring effective communication, coordination, and feedback between the Heart of Yorkshire Education Group-level and Group-level committees.
- 5.1.6 The diagram on page 22 illustrates the Heart of Yorkshire Education Group's health, safety, security, and wellbeing meeting structure, including attendees and reporting lines, reflecting the joint Heart of Yorkshire Education Group meeting format

## Health and Safety Management Committee

Chair –Principal & CEO  
Deputy – Group Executive Director People  
Group Executive Director Finance and Resources  
Group Executive Director Curriculum and Quality  
Group Executive Director Student Experience and Support  
Group Executive Director External Partnerships and Development  
Head of Governance and Legal Services  
Local College Directors – Castleford/ Selby/ Wakefield  
Director of 16-18 Curriculum  
Director of Apprenticeships  
Director of Adult Skills  
Director of Estates  
Trade Unions  
Health and Safety Manager / Deputy



## Health and Safety College Meeting

Chair – Local College Directors – Castleford/ Selby/ Wakefield  
Heads of Curriculum  
Professional Service Managers  
Trade Unions  
Health and Safety Team  
Director of Estates

### 5.2 Health & Safety Management Committee Meeting

- 5.2.1 The Heart of Yorkshire Education Group Health & Safety Management Committee will meet on a quarterly basis. The Committee is accountable to the Principal & CEO and the Board of Governors and operates in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.
- 5.2.2 The Chair of the Committee is the Principal & CEO and is deputised by the Group Executive Director People.
- 5.2.3 Membership is comprised of:
  - Principal & CEO – Chair
  - Group Executive Director, People – Deputy
  - Group Executive Director, Finance & Resources
  - Group Executive Director, Curriculum & Quality

- Group Executive Director, Student Experience & Support
- Group Executive Director, External Partnerships and Development
- Head of Governance and Legal Services
- Trade Union Representatives
- Health & Safety Manager/ Deputy
- Local College Directors – Wakefield, Castleford, Selby
- Director of Adult Skills
- Director of 16-18 Curriculum
- Director of Apprenticeships
- Director of Estates

5.2.4 Quorum for the minimum number of members necessary to conduct the business of the committee is;

- The chairperson or acting Chairperson;
- Health and Safety Manager
- At least four members of the committee; and
- At least one trades union representative.

5.2.5 The Committee will normally meet three times per year. However, in accordance with legislation, meetings may be held as often as necessary to complete the Committee's business.

5.2.6 Extra-ordinary meetings will be convened at either the request of the Chairperson, or by written request from at least three members of the committee to Health and Safety.

5.2.7 The agenda for the meeting will be approved by the Chairperson and circulated at least five calendar days prior to the respective meeting.

5.2.8 Any requests for items to be included on an agenda must be received at least ten calendar days prior to the meeting to Health and Safety.

5.2.9 All papers will be circulated electronically to named individuals in advance of the meeting.

5.2.10 The primary obligations of the Committee are to:

- Review arrangements for the effective management of health, safety, security, and wellbeing across the Heart of Yorkshire Education Group.
- Develop, review, and recommend updates to the Heart of Yorkshire Education Group's Health, Safety, Security, and Wellbeing Policy, making recommendations to the Board of Governors to ensure its continued delivery and effectiveness.

5.2.11 Receive and analyse information on reported incidents, near misses, and dangerous occurrences, offering comments and recommendations where appropriate.

5.2.12 Consider relevant health, safety, security, and wellbeing matters raised by Committee members.

- 5.2.13 Monitor and review the adequacy and effectiveness of health, safety, security, and wellbeing training across the organisation.
- 5.2.14 Be advised of current or planned areas of work, initiatives, or projects with potential health, safety, security, or wellbeing implications.
- 5.2.15 Review forthcoming legislation, assess its implications, and recommend the establishment of new rules or the revision of existing procedures where necessary for Heart of Yorkshire Education Group activities.
- 5.2.16 Promote health, safety, security, and wellbeing communication and training at all levels of the organisation.
- 5.2.17 Approve new or updated health, safety, security, and wellbeing policies and procedures.

### 5.3 Health and Safety Polices, Procedures and Guidance

5.3.1 To ensure that organisational hazards across the Heart of Yorkshire Education Group are effectively identified, assessed, and managed, the following policies and procedures have been formally approved by the Health and Safety Management Committee;

Accident & First Aid Policy	Managing Stress at Work Policy
Alcohol, Drugs and Smoking Policy - Staff	Manual Handling Policy
Alcohol, Drugs and Smoking Policy - Students	Near Miss Guidance
Asbestos Management Policy	New and Expectant Mothers Policy
Controlling Vibration at Work	Noise at Work Policy
Control of Contractors Policy	Personal Protective Equipment Policy
Control of Substances Hazardous to Health Policy	Portable Appliance Testing Procedures
Display Screen Equipment Policy	Provision and Use of Work Equipment Policy
Educational Trips and Visits	Radioactive Substances Policy
Electrical Safety Procedures	Risk Management Policy
Emergency Evacuation Procedures	Roof Work Policy
Fire Safety Policy	Safeguarding Policy
Incident Management & Business Continuity	Safeguarding & Child Protection Procedures
Infection Control Policy	Smoking Policy
Legionella Control	Vehicles Policy
Lifting Operations and Lifting Equipment Policy	Vibration Policy
Lone Working Policy	Work at Height
Managing Medical Conditions and Medication Policy	Work Placement Procedures

- 5.3.2 These policies and procedures will be monitored, maintained, and regularly reviewed by the Health and Safety team to ensure continued compliance and effectiveness.
- 5.3.3 Staff can access all policies and guidance via the Document Centre or the Health and Safety Service Centre.
- 5.3.4 Staff will be notified of new or amended policies through news bulletins or, where relevant to a specific Curriculum Area, via direct emails to the relevant Curriculum Manager.
- 5.3.5 This list of supporting documents is not exhaustive and may be updated, as necessary. All health, safety, security, and wellbeing-related policies and procedures will be maintained and updated on the Intranet to ensure accessibility and relevance.

#### **5.4 Training**

- 5.4.1 Training and awareness are essential for the effective management of health, safety, security, and wellbeing risks. Training enables staff to acquire the skills, knowledge, and attitudes necessary to carry out their work and tasks safely. Training encompasses initial induction, corporate induction, formal on-the-job training, individual and group instruction, and job-specific training.
- 5.4.2 Corporate and local inductions are a key means of safeguarding the health, safety, security, and wellbeing of those unfamiliar with the Heart of Yorkshire Education Group environment, who may therefore be at greater risk. Inductions should be conducted as soon as reasonably possible after the commencement of the individual's work, studies, or first visit to the Group's premises, as appropriate.
- 5.4.3 Mandatory online training is required to be completed by all staff and includes Fire Awareness, Display Screen Equipment (DSE), and Manual Handling. Compliance is monitored at the Health & Safety Management Committee meetings. Such training must be completed as soon as reasonably possible after the individual's commencement of work.
- 5.4.4 Further training, such as COSHH Awareness, Fire Marshal duties, Work at Height, and Asbestos Awareness, will be provided as appropriate. Some mandatory training may be delivered by external trainers to supplement online modules. Line Managers will identify and arrange other task-specific or industry-related training as required.
- 5.4.5 All staff participate in the Groups performance development review process. I Performance Development reviews will identify ongoing health, safety, security, and wellbeing training needs and refresher requirements.
- 5.4.6 All staff and students will develop the necessary skills, through education, training, and instruction, to identify and manage risks in their working and learning environments.

5.4.7 Managers at all levels will receive the education and training necessary to effectively manage risks associated with their areas of work and responsibility.

5.4.8 Managers are required to update and maintain the Compliance Teams site for all staff they line manage, recording the dates of any training completed on equipment necessary for their role. This ensures that all staff are competent and able to carry out their duties safely. The Compliance Teams site must be kept up to date on a regular basis, as Health and Safety use this information to report compliance to the Heart of Yorkshire Education Group Health and Safety Meeting and the Health and Safety Management Committee.

5.4.9 Health and Safety staff training scheduled throughout each academic year is summarised in the table below, but is not limited to the listed topics:

Asbestos awareness	Fire extinguisher	Personal protective eqp
Basic health and safety	Fire safety	Personal safety
COSHH	Fire marshal	Risk assessment
Display screen equipment	First aid	Tower scaffold
EVAC Chair/Sled	Legionella awareness	Working at height
Evacuation controller	Manual handling	Specialist training

5.4.10 Staff, including Governors, must maintain the appropriate levels of health, safety, security, and wellbeing competency required to enable them to effectively undertake their roles.

5.4.11 The table below details appropriate training courses to support this requirement. While specific courses may not be statutory, undertaking appropriate and relevant training is essential for compliance with our commitment to a safe environment for students, staff and visitors.

Title	Course	Areas Covered
Governing Body	IOSH Corporate Governance	<p>Effectively examine safety and health reports and papers.</p> <p>Provide assurance that the existing corporate governance arrangements either are or should be modified to meet OSH obligations.</p> <p>use principles of corporate governance to improve corporate OSH governance through an integrated approach.</p> <p>Highlight success factors in corporate OSH governance for better planning.</p> <p>Use your awareness of ISO 45001 and international standards on sustainability that are relevant to corporate OSH governance.</p> <p>Understand how to evaluate strategic strengths and weaknesses in corporate OSH governance.</p>
Executive Directors Local College Directors Directors	IOSH Leading Safely	<p>Creates understanding of good practice from around the world.</p> <p>Enables benchmarking of your performance against others.</p> <p>Shapes safety and health vision.</p> <p>Identifying steps to achieve safety and health ambitions.</p> <p>Counter Terrorism Protection of Premises</p>
HOC's/SAM	IOSH Managing Safely	<p>Assess and control risks and hazards.</p> <p>Understand managers responsibilities for safety and health.</p> <p>Identifies good practice.</p> <p>Counter Terrorism Protection of Premises</p>
Technicians	IOSH Working Safely	<p>Ensures staff can define hazards and risks.</p> <p>Identify common hazards and improves overall safety performance.</p>

## 5.5 Measuring, Review and Auditing

5.5.1 This section outlines the measuring and review processes that the Heart of Yorkshire Education Group will adopt to monitor health, safety, security, and wellbeing performance. These processes ensure that improvements can be evaluated, and resources allocated where they will have the greatest impact.

5.5.2 Both active and reactive monitoring techniques will be routinely used to assess how effectively risks are being controlled and how well a positive health, safety, security, and wellbeing culture is being developed across the organisation.

5.5.3 Monitoring and reviewing safety procedures and compliance with the Heart of Yorkshire Education Group's arrangements is a responsibility shared by

all staff. However, managers and supervisors have a higher duty of responsibility to actively monitor, enforce, and ensure compliance within their areas of control.

## **5.6 Heart of Yorkshire Education Group Inspections**

- 5.6.1 The aim of an inspection is to identify good working practices and to correct unsafe conditions or practices before an incident occurs.
- 5.6.2 All managers and staff are encouraged to remain vigilant to health, safety, security and wellbeing issues on a daily basis and to take immediate action when hazards are identified.
- 5.6.3 Curriculum and Service Areas are required to carry out suitable and sufficient internal safety inspections. The frequency and scope of these inspections should be proportionate to the size of the area, the level of risk, and the types of hazards present. Each Curriculum and Service Area must complete a minimum of one formal safety inspection per academic year.

All inspections must be appropriately recorded, with details of findings and any actions taken documented and retained for review.

- 5.6.4 Prior to admitting students into classrooms or other activity areas, staff should visually check that the environment is safe. This is especially important in higher-risk areas such as workshops, science areas, and sports facilities.
- 5.6.5 Joint formal inspections of Heart of Yorkshire Education Group premises are conducted each academic year, involving Health and Safety staff and Union Safety Representatives. Reports from these inspections are issued and reviewed at Heart of Yorkshire Education Group Health and Safety Meetings to ensure that any findings or recommendations are appropriately addressed.

## **5.7 Reactive Monitoring**

### **5.7.1 Recording and reporting of incidents and near misses**

The Heart of Yorkshire Education Group will monitor all reported incidents and near misses. Findings will be reviewed and reported to the Heart of Yorkshire Education Group Health & Safety meeting and the Health & Safety Management Committee to identify trends, implement corrective actions, and prevent recurrence.

### **5.7.2 Occupational Health**

The Heart of Yorkshire Education Group provides an Occupational Health Service to support staff with health and work-related issues and to undertake statutory health surveillance. Monitoring of work-related sickness and ill health is undertaken by People Services, with the Health & Safety team providing support for any necessary work adaptations or equipment adjustments to

ensure a safe and healthy working environment.

#### 5.7.3 Incident investigations

The Heart of Yorkshire Education Group will review all incidents and near misses and investigate as and when required.

Reports are issued at both Heart of Yorkshire Education Group Health and Safety meetings and Health and Safety Management Committee meetings.

#### 5.7.3 Unscheduled external visits

Unscheduled visits may be carried out by external agencies such as the Health and Safety Executive (HSE), Environmental Health Officers, or the Fire and Rescue Service. In most cases, these visitors will be accompanied by a member of the Heart of Yorkshire Education Group Health and Safety Team. Following the visit, a verbal and/or written report will usually be provided.

Any feedback or required actions arising from these visits will be reviewed and discussed at the Heart of Yorkshire Education Group Health and Safety Meeting and subsequently at the Health and Safety Management Committee.

### 5.8

### Governors Report

5.8.1 The Finance, People & Resources Committee will receive and consider a Heart of Yorkshire Education Group report. The content of the report will include but not be limited to the following items;

- Summary report covering incidents, near misses.
- Contact with the enforcement authorities.
- Risk Assessment compliance.
- Compliance with statutory testing

5.8.2 The Board of Governors will receive and consider a Heart of Yorkshire Education Group annual report presented by the Principal & CEO. The content of the report will include but not be limited to the following items;

- Summary report covering incidents, near misses and matters reported to the relevant authorities.
- Summary of the policies, procedures that have been approved during the last academic year.
- Summary of contact with enforcement authorities.
- Progress report on the action plan and the schedule for the upcoming academic year.

## 6. Additional References and Links

6.1.1 The links below provide access to regulations and resources from the Health and Safety Executive (HSE). They are essential references for Curriculum and Service Areas, offering guidance on the specific health and safety requirements relevant to each area.

Asbestos <https://www.hse.gov.uk/asbestos/index.htm>

Catering and hospitality <https://www.hse.gov.uk/catering/index.htm>

Ceramics <https://www.hse.gov.uk/non-metallic-minerals/ceramics.htm>

Cleaning <https://www.hse.gov.uk/cleaning/index.htm>

Compressed air <https://www.hse.gov.uk/compressedair/index.htm>

Confined spaces <https://www.hse.gov.uk/confinedspace/index.htm>

COSHH Essentials - <http://www.hse.gov.uk/coshh/essentials/index.htm>

Display screen equipment <https://www.hse.gov.uk/msd/dse/index.htm>

Dust <https://www.hse.gov.uk/dust/index.htm>

Electrical safety <https://www.hse.gov.uk/electricity/index.htm>

Expectant mothers <https://www.hse.gov.uk/mothers/index.htm>

Falls from height <https://www.hse.gov.uk/work-at-height/index.htm>

Health and safety in the construction industry

<https://www.hse.gov.uk/construction/index.htm>

Home working <https://www.hse.gov.uk/home-working/index.htm>

Engineering <https://www.hse.gov.uk/engineering/index.htm>

Entertainment & Leisure <https://www.hse.gov.uk/entertainment/index.htm>

Fire Safety - <https://www.hse.gov.uk/toolbox/fire.htm>

Hairdressing <https://www.hse.gov.uk/hairdressing/index.htm>

Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

Health & Social Services <https://www.hse.gov.uk/healthservices/index.htm>

Legionella <https://www.hse.gov.uk/legionnaires/index.htm>

Local exhaust ventilation <https://www.hse.gov.uk/lev/index.htm>

LOLER – lifting <https://www.hse.gov.uk/work-equipment-machinery/loler.htm>

Lone working <https://www.hse.gov.uk/lone-working/index.htm>

Maintenance <https://www.hse.gov.uk/safemaintenance/index.htm>

Manual handling <https://www.hse.gov.uk/msd/manual-handling/index.htm>

Musculoskeletal disorders <https://www.hse.gov.uk/msd/index.htm>

Motor vehicle <https://www.hse.gov.uk/mvr/index.htm>

Noise <https://www.hse.gov.uk/noise/index.htm>

PPE

[https://www.hse.gov.uk/ppe/index.htm?utm\\_source=hse.gov.uk&utm\\_medium=refferal&utm\\_campaign=guidance-push&utm\\_term=ppe&utm\\_content=home-page-popular](https://www.hse.gov.uk/ppe/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=guidance-push&utm_term=ppe&utm_content=home-page-popular)

Pressure systems <https://www.hse.gov.uk/pressure-systems/index.htm>

Risk Assessment [https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm\\_source=hse.gov.uk&utm\\_medium=refferal&utm\\_campaign=risk&utm\\_content=home-page-popular](https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=risk&utm_content=home-page-popular)

Skin at work <https://www.hse.gov.uk/skin/index.htm>

Slips and trips <https://www.hse.gov.uk/slips/index.htm>

Stress <https://www.hse.gov.uk/stress/index.htm>

Temperature <https://www.hse.gov.uk/temperature/index.htm>

Vehicles <https://www.hse.gov.uk/workplacetransport/index.htm>

Vibration <https://www.hse.gov.uk/vibration/index.htm>

Welding <https://www.hse.gov.uk/welding/index.htm>

Woodworking <https://www.hse.gov.uk/woodworking/index.htm>

Work equipment and machinery <https://www.hse.gov.uk/work-equipment-machinery/index.htm>

Working at height <https://www.hse.gov.uk/work-at-height/index.htm>

Young workers <https://www.hse.gov.uk/young-workers/index.htm>