



Middlesbrough College Group

JULY 2025

# Health, Safety and Welfare Policy

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# Health, Safety and Welfare Policy

## Section 1 - Scope of Health, Safety and Welfare Policy

The Policy encompasses all the Health, Safety and Welfare requirements for Middlesbrough College Group and includes Northern Skills, TTE and associated buildings/offices, external spaces owned or used by the College and is applicable to all staff, students and any other visitor including contractors and all activities across departments including sports on and off site.

This policy also applies to any other off-site activities or trips and visits that the College organise where they have responsibilities.

Subcontractors/Workplace vetting for Apprenticeships and work placements are also covered within this policy.

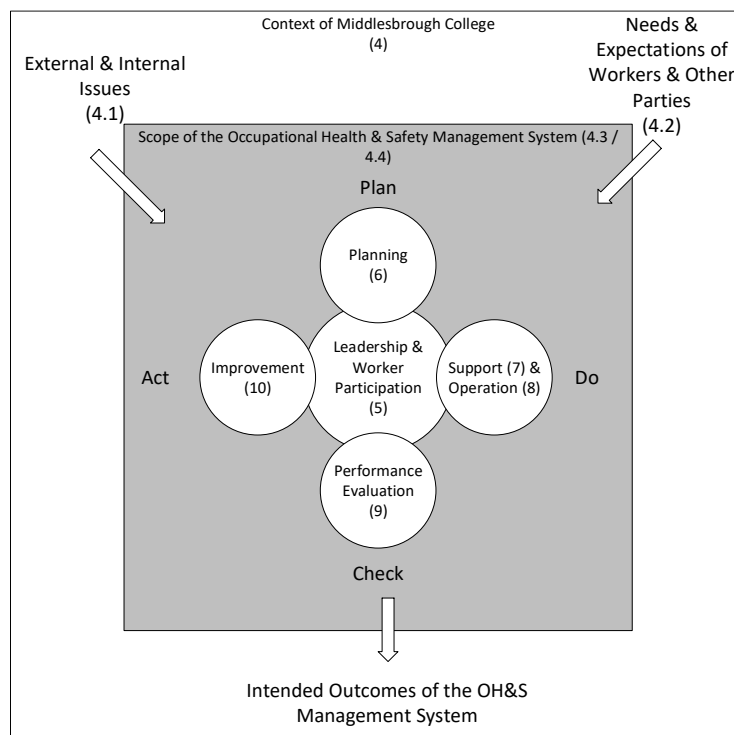
The policy uses the Plan-Do-Check-Act approach (PDCA) as required in ISO 45001 and to ensure consistency will use its terms and definitions. The PDCA concept is an iterative process to achieve continual improvement.

**Plan** Determine the occupational health and safety risks, opportunities and other risks including other risks and opportunities, objectives and processes to deliver results in accordance with the health and safety policy.

**Do** Implement as planned.

**Check** Monitor and measure activities and processes with regard to policy and objectives and report results.

**Act** Take action to continually improve health and safety performance to intended outcomes.



Note – The numbers in brackets refer to the clause numbers in ISO 45001

# Health, Safety and Welfare Policy

## Section 2 - Health, Safety and Welfare Policy

Middlesbrough College has an ongoing and determined intent to ensure the Health, Safety and Welfare of its employees, students, visitors and contractors and as a minimum compliance with applicable Health and Safety legislation. In order to achieve this the College will aim to ensure that there is an environment that is safe and without significant risks as far as is reasonably practicable. Within this College, we will ensure that we:

- Define and communicate roles and responsibilities in Job Descriptions and Allied Arrangements.
- Provide competent persons and sufficient funds and resources to enable implementation of this Policy and subsequent arrangements.
- Identify, assess, and control the risks to employees, students and visitors, including those with additional requirements including those risks introduced by contractors.
- Provide sufficient information, instruction, training and/or supervision to employees, students, visitors and contractors to ensure their safety.
- Expect all staff, students and contractors co-operate in complying with legal obligations and College standards. Take reasonable care of their own and others health and safety.
- Manage and monitor staff, students and contractors to ensure that they do not cause risks to themselves and others.
- Ensure foreseeable emergencies, including fire, have sufficient arrangements to prevent the risk of injury to employees, students, visitors and were affected contractors.
- Set objectives to develop, implement and maintain a health and safety management systems, which follow the principles of ISO 45001.
- Encourage open and two-way communication to staff and students, including with recognised unions and where necessary, consulting with relevant external stakeholders.
- Identify, set and monitor Health and Safety Objectives (including in Staff Performance Development Plans), Key and other safety measures whilst identifying and championing safe behaviour.
- Aim to continuously improve the Health and Safety Policy and arrangements by reviewing its performance and effectiveness in line with agreed timescales.
- Investigate accidents, incidents and matters of concern with suitable corrective and preventive actions being carried out.
- Promote best practice and learn from other educational establishments and industry.
- Promote the opportunity of education to instil an understanding of Health, Safety and Welfare into students to benefit their present and future working lives.



**Signed by the Principal /  
Chief Executive (Zoe Lewis)  
June 2025**



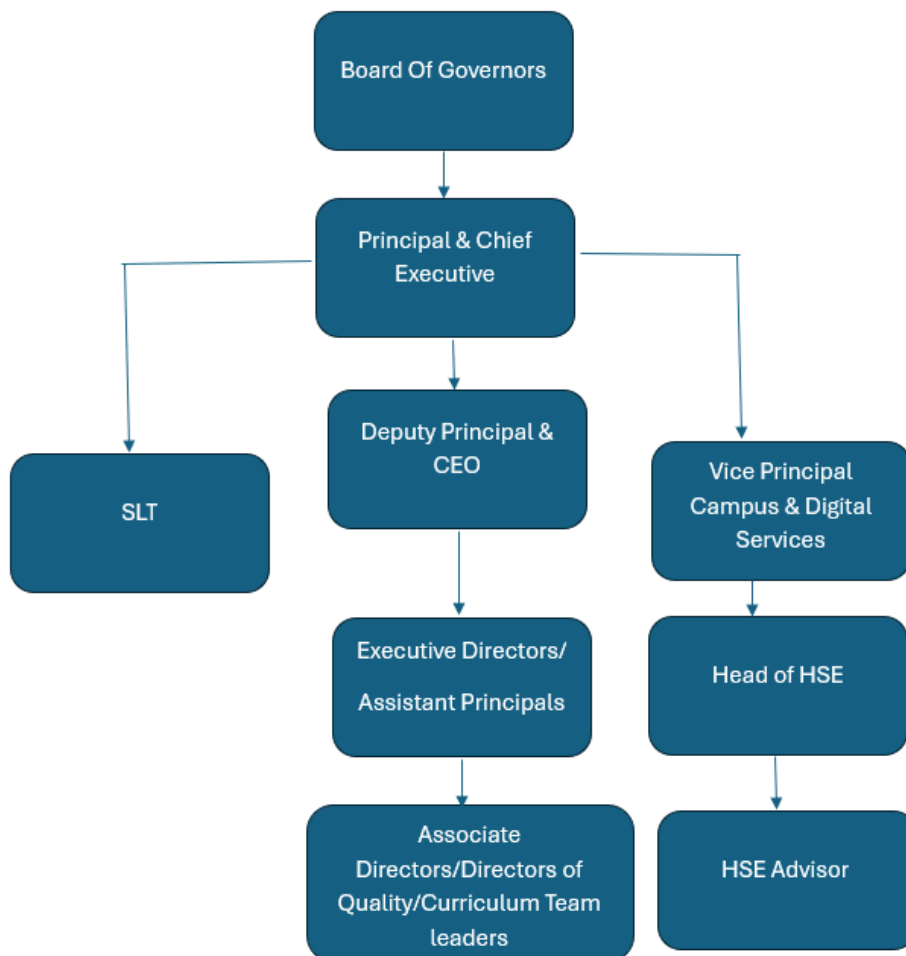
**Signed by the Chair of  
Governors  
(Rob Davies)  
July 2025**

## Section 3 - Organisation Structure

Human Resources hold up to date organisation charts for all departments.

### Health and Safety Consultation

Health, Safety and Welfare Committee structure (See appendix 1)



# Health, Safety and Welfare Policy

## Section 4 - Roles and Responsibilities

### 4.1 Governors

- Responsible for Health, Safety and Welfare in accordance with the scope of this Health, Safety and Welfare Policy.
- Approve and monitor the implementation and effectiveness of the Health, Safety and Welfare Policy.
- Appoint a dedicated Health and Safety Governor and to attend the Health, Safety & Welfare Committee.

### 4.2 Principal / Chief Executive

- To report to Governors matters of Health, Safety and Welfare and the effectiveness of the Health, Safety and Welfare Policy and allied arrangements ensuring that any necessary changes are made.
- To ensure that the relevant organisational arrangements, assignments and resources are made available to enable the Health, Safety and Welfare Policy and allied arrangements are implemented and monitored within college.
- To be available or ensure availability of designated staff to be responsible for decisions and co-ordination in times of emergency.
- To ensure due diligence and the integration of Health, Safety and Welfare matters into staff responsibilities.

### 4.3 Health, Safety & Welfare Committee

The Head of Health and Safety will provide competent health and safety advice to the Health, Safety and Welfare Committee and related subgroups. The Committee will:

- Review and consult on changes to legislation and College Policies that may substantially affect employees' health and safety at the College sites.
- Ensure business plans/projects or initiatives comply with the Health, Safety and Welfare Policy and are monitored.
- Review accident and incident trends and advise the Senior Leadership Team on improvement strategies.
- Consider recommendations for Health, Safety or Welfare improvement and advise the outcome to the Senior Leadership Team, Standards Committee and Governing Body.
- Ensure good communication by reporting minutes to members and the College via posting on the intranet.
- Promote co-operation between all College Departments.

# Health, Safety and Welfare Policy

- Department Directors will lead operational Safety Groups (OSG) with balanced representation from management and employees.

## 4.4 Head of Health & Safety

- Provide competent health and safety advice, communications, consultation and guidance service to college staff at all levels.
- To ensure the Health, Safety and Welfare Policy and allied standards and procedures are up to date by monitoring and revising as and when necessary.
- Report on the Health and Safety Management System performance, including Health and Safety Risks, and recommend areas for improvement/objectives to the Governing Body, Principalship, Vice Principal - Quality & Performance, Assistant Principals and Senior Leadership Team.
- Manage the agenda of the Health, Safety and Welfare Committee Meetings.
- Attend department Operational Safety Group meetings to provide advice and guidance with initiatives to improve safety or significant issues reported to the Health and Safety Committee.
- To advise and approve health and safety vetting's in apprenticeships and work experience placements.
- Keep the Senior Leadership Team informed on incidents at the College and investigate with the assistance of relevant staff.
- Identify any changes to legislation and bring to the attention of the Senior Leadership Team.
- Undertake the role of Fire Safety Manager and any corresponding action plans.
- Responsible for first aid procedures and where required health surveillance.
- Liaise with Trade Union Safety Representatives on matters of health and safety.
- To liaise with representatives of the Enforcement Authorities, be the central point of contact for Health & Safety Executive (HSE) and other enforcing agencies.
- Promote the College health and wellbeing policy/initiatives for staff.

## 4.5 All Senior Management (Vice / Assistant Principal, Director of Programme / Executive/Group Director)

- Ensure that health, safety and welfare arrangements according to the Health, Safety and Welfare Policy and referred allied standards and procedures are incorporated into the planning and running of operations as an integral part of the business strategy.
- Ensure that staffing meets current operational needs and that staff are appropriately resourced with accommodation and equipment, are capable and competent to carry

out their duties safely providing training (including refresher) and, through their line managers, are suitably informed regarding safety arrangements in place.

- Ensure that job descriptions adequately define the responsibilities, duties, and roles and person specifications for new employees the competence required.
- Ensure as Recruiting Manager that new employees are fit to work in a teaching environment, physically capable and competent with the necessary skills to carry out the work defined in the job description.
- Ensure that contracts with suppliers / providers are adequately managed regarding health and safety in line with the Health, Safety and Welfare Policy.
- Monitor the conformity to the health and safety arrangements in place applicable to their operational areas and conduct periodic inspections within with safety representatives and / or the Health and Safety Team.
- Liaise with the health and safety team to monitor accidents and incidents performance and identify areas for improvement and implement improvement plans.
- Ensuring that staff and student safety is adequately managed for staff activities off the College premises including travel to and from and work at the venues.
- Ensure means to inform, consult through the Health, Safety and Welfare Committee by engaging staff through Operational Safety Groups and other department meeting
- To nominate staff to carry out specific duties for equipment, facilities, risk assessments and list on the Staff Portal.
- Ensure that any persons placed within the department on work placement are suitably inducted to the health and safety arrangements as temporary employees and adequately supervised.
- Ensure that policies or arrangements they create are monitored for their effectiveness and reviewed accordingly.

## 4.6 Deputy Principal / Deputy Chief Executive

- To ensure due diligence regarding the integration of the Health, Safety and Welfare Policy in the delegated responsibilities of Curriculum Managers and Directors of Programme.
- To oversee the implementation of the Health, Safety and Welfare Policy through the Vice Principal Quality & Performance and the promotion of all aspects of health, safety and welfare, in the student community.
- Deputise for the Principal / Chief Executive if appropriate in regarding the chairing of the Health and Safety Committee.



# Health, Safety and Welfare Policy

## 4.7 Vice Principal - Quality & Performance

- To provide disseminated information from quality surveys and monitoring which provide indications of the success of plans to improve health, safety and welfare awareness and learning across the organisation.

## 4.8 Vice Principal - Students & Communication

- To be the Designated Safeguarding Officer for the College as referred in Safeguarding Procedures for the purpose of investigating and reporting any suspected cases of abuse or matters of concerns reported.
- To form links with external bodies which advise on risk posed by individuals/groups to the College Community and the associated risk reducing arrangements.
- To assess the risk of students identified as 'at risk of a safeguarding issue' and arrange the appropriate measures to reduce the risk to an acceptable level and advise the College's Principal / Chief Executive where this cannot be achieved.
- To provide advice for the safeguarding of children and vulnerable adults in accordance with current legislation.
- To ensure appropriate policies and procedures are in place for the safeguarding of children and vulnerable adults and effectively instructed to staff.
- To ensure the development, implementation and review of student disciplinary procedures.
- To report on the effectiveness of the student safeguarding systems.
- To promote and provide guidance to students regarding their health and wellbeing.

## 4.9 Head of Teaching and Learning

- To ensure health and safety is effectively monitored through teaching and learning observations, liaising effectively with the Head of Health & Safety to ensure good standards across all curriculum areas.

## 4.10 Vice Principal - Finance & Registry

- To ensure the provision of insurance arrangements and financial provision for remedial actions or compensating claims, in event of an accident.
- As Chair of the Risk Management Group to consider the Health and Safety Risk Register and advise accordingly.
- To prepare the Risk Management Plan for the College including risks associated with injury or harm to individuals.

# Health, Safety and Welfare Policy

## 4.11 Vice Principal – Digital and Campus Services

- To ensure a safe environment as applicable to college buildings, grounds, building services, equipment, furniture, fittings, and the monitoring of any delegated responsibilities for the same.
- To support the Head of Health and Safety in implementing an effective Health, Safety and Welfare Policy.
- To ensure appropriate and competent advice for all designed operational features of new or refurbished facilities ensuring that before they are made available for use and it has been signed off by competent persons, including health and safety and is safe to use.
- To consult with the Health and Safety during the design and completion of any new buildings or refurbishments ensuring relevant health and safety sign off is provided.
- To ensure the direct and indirect control of all construction and maintenance work by employees and contractors to ensure the health and safety of themselves and others and the welfare of children and vulnerable adults. The monitoring of systems for the same.
- To undertake specific duties for equipment, its testing and inspection, according to the allied arrangements to this Policy.
- To ensure specified first aid equipment is purchased, maintained and inspected.
- To take on the role of Duty Holder and ensure that a responsible person is appointed for the management of Legionella.
- To provide a lead on the Incident Management Team on behalf of the Principal / Chief Executive.
- Develop and maintain College Security Systems according to a policy, which safeguards staff, students, contractors and visitors.
- Associated with the College premises, to ensure that an effective and efficient defect and hazard reporting system is made easily available to all staff and occupants and remedial actions are prioritised according to risk.
- To ensure that all elements of the fire safety systems and equipment are operative through inspections, testing, maintenance and repair according to the British Standards, liaising with and reporting to the College appointed Fire Safety Manager, and ensuring that all work on the building and building services is carried out to maintain or develop the standard of those systems.
- To oversee Information Technology Department and Commercial catering activities.
- To ensure that students are not exposed to unnecessary and uncontrolled risk by decisions taken by the College by placing students for work experience and the organisation of apprenticeships.

- To provide a lead on the Incident Management Team on behalf of the Principal / Chief Executive.
- Waste management to ensure health and hygiene of College community.

## 4.12 Vice Principal - Human Resources

- The development, implementation and review of College Policies and procedures to ensure staff conduct and capability continues to support high standards of safeguarding, health, safety and welfare.
- To ensure the recruitment of staff in accordance with current legislation and Independent Safeguarding Authority Guidelines.
- Adopt 'Safer Recruitment Practices' (Ofsted Guidance) to ensure all new appointments are fit, capable and competent to carry out their work.
- To ensure job descriptions define health and safety and safeguarding responsibilities.
- To promote staff welfare and respond to early onset reports of work-related health issues.
- To undertake surveys to form a measure of staff wellbeing.
- To monitor and analyse absences from work resulting from work related health issues including work related stress.
- To provide staff induction, and the monitoring of its effectiveness.
- To ensure health surveillance is completed as identified, before and during employment, and record the results within Human Resources for the duration required by legislation.
- To ensure reasonable adjustments are made for those with temporary or permanent disabilities.

## 4.13 Assistant Principal – Executive Director/Director of Programme

- To be committed to the College's Gold Standard for Teaching and Learning in relation to health and safety ensuring students received an effective health and safety induction and develop good health and safety awareness and standards in all vocational areas in preparation for employment
- Ensure Risk Assessments and Safe Operating Procedures are developed and referenced in schemes of work. Implement and monitor control measures including, toolbox talks, risk cards and safety procedures to ensure their effectiveness.
- Ensure that no decisions are taken on the suitability of an organisation for apprenticeships or work placement without the organisation being suitably vetted according to the College's Health, Safety and Welfare Policy and any subsequent conditions attended to in a timely manner.

- Ensure student induction takes place at a time before students are exposed to risks to effectively inform students of the safety and welfare arrangements in place at the College and their contribution to them.
- To ensure effective consultation with staff (and when identified students), their Health, Safety and Wellbeing training/needs are adequately resourced and lead the Operational Safety Group to ensure it is effective.

#### **4.14 Associate Director/Operations Manager**

- To manage operations to ensure the implementation by staff of the Health, Safety and Welfare Policy, the allied arrangements and the specific arrangements within the Directorate.
- To identify health and safety training requirements and ensure resources are appropriately implemented in a timely manner.
- To ensure that operational risk assessments/safe operating procedures are documented, implemented, and that they are followed.
- To ensure effective consultation with staff (and when identified students) chair the Operational Safety Group.
- To ensure that any health, safety or wellbeing issues and deficiencies raised by staff or students are assessed and where necessary effective improvements are implemented in an effective and timely manner.
- Cooperating with the HSES Department in investigation of incidents and accidents, analysing root causes, and implementing corrective actions to prevent recurrence.
- Ensuring that contractors and subcontractors adhere to health and safety standards while working on site within the departments

#### **4.15 Associate Director of Quality / Head of Quality**

- Associate Director to manage vetting process to ensure compliance with the vetting standard.
- Highlight any training requirements to the Health and Safety Team with regards to the training of assessors in vetting processes and competencies.
- Must not allow any student to start a placement or apprenticeship without the vetting process being completed and verified.
- To highlight any deficiencies of resource to the Executive Director / Director of Programme and Health and Safety Team.

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## 4.16 Vice Principal of Student Recruitment, Marketing and Admissions

- To oversee adequate hire arrangements of College facilities to third parties and co-ordination with other College users, and departments with allocated responsibility for physical areas, ensuring College duties within the hire contract are carried out.
- To oversee and co-ordinate internal events within the College Main Building 'The Street,' ensuring safety and liaison with other operational activities who would be affected.

## 4.17 Line Manager, Supervisor and Curriculum Team Leader

- Ensure that the operations under their control are conducted in line with the Health, Safety and Welfare Policy, allied arrangements, procedures and safe systems of work.
- Ensure that their area of responsibility is subject to effective risk assessment arrangement and report the outcomes and actions of regular inspections and ensure if appropriate actions are implemented to ensure robust health and safety arrangements.
- Approve risk assessments conducted within their department and submit to Health and Safety Team for review.
- Ensure that their staff are capable and competent for their role, are provided with adequate information, equipment and are issued with necessary materials and personal protective equipment to undertake their work activities appropriate for the task.
- Ensure that all accidents, incidents and near misses, within their area of responsibility, are immediately reported their senior managers and the Health and Safety Team.
- Support and monitor the occupational health, safety and wellbeing of staff.

## 4.18 Health & Safety Representative

- To represent employees at Health, Safety and Welfare Committee Meetings, Operational Safety Groups and other consultative groups.
- Effective communication of health, safety and welfare matters to employees they represent.
- Champion and encourage all staff to be involved in matters of Health, Safety and Welfare.
- Be involved in periodic inspections to identify unsafe equipment, working conditions or practices.
- To consult with managers and the Health and Safety Team on issues of health, safety and welfare.

# Health, Safety and Welfare Policy

## 4.19 All Employees

- Be responsible for carrying out their work safely, according to this Policy, the allied arrangements, procedures, and safe systems of work and any instruction and training that they may have received, thereby ensuring the safety and wellbeing of themselves, other employees, students and other persons.
- Co-operate in implementing the requirements of Health, Safety and Welfare Policy, allied arrangements and arrangements specific to the department.
- Follow and engage with the risk assessment processes and defined control arrangements, reporting to the line management any failings or shortcomings identified.
- Practice good housekeeping and safe storage arrangements and follow the waste management procedures.
- Refrain from doing anything that puts themselves or others at risk of foreseeable injury. Report concerns over own or others wellbeing.
- Report accidents, near-misses, cause for concerns and incidents to their line manager.
- Attend a Health, Safety and Welfare Induction and other relevant training including refreshers.
- Only use machinery, tools, or hazardous substances for which they have received training or authorisation and always follow the manufacturer's instructions and safety procedures
- Use PPE provided correctly, ensure it is stored properly, and report any damage, defects, or need for replacement.
- Proactively identify opportunities to improve health, safety, or wellbeing practices and communicate them to line management or the health and safety team.
- Be familiar with and follow all fire safety, evacuation, and emergency response procedures, including designated assembly points and roles (if applicable).
- Appropriately challenge unsafe actions or non-compliance by others, where safe to do so, and report unresolved issues to management or the HSES Team.

## 4.20 Student and Visitors

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Familiarise themselves with and observe the College Procedures.
- Work in accordance with any instruction and training they have received.

# Health, Safety and Welfare Policy

- Report any accidents, incidents and hazardous or dangerous situations to a member of staff without delay.
- Only use machinery, tools, or hazardous substances for which they have received training or authorisation and always follow the manufacturer's instructions and safety procedures
- Use PPE provided correctly, ensure it is stored properly, and report any damage, defects, or need for replacement.
- Proactively identify opportunities to improve health, safety, or wellbeing practices and communicate them to line management or the health and safety team.
- Be familiar with and follow all fire safety, evacuation, and emergency response procedures, including designated assembly points and roles (if applicable).

## 4.21 Contractors

Are expected to support the College's Health, Safety and Welfare Policy by:

- Adherence to the College 'Contractor Standards/rules.' Where there are incompatibilities with standards or an incident work must stop and reported to Estates, so any changes are fully assessed.
- Attending the College site must complete the Estates health & Safety induction.
- Providing the College with up-to-date health and safety information and any relevant risk assessments and method statements.
- Ensuring that their employees comply to all health, safety and welfare instructions, risk assessments, permits, their own and College rules and safe working procedures.
- Providing sufficient information, instruction, and supervision to ensure their employees can carry out their work safely and without risk.
- Ensuring that their employees are suitably qualified, trained and competent in the activity, including in the use of the required personal protective equipment for which they are employed, providing evidence of such as requested.
- Ensuring that all their work equipment is suitable, maintained, in safe working order and staff are suitably trained in its use.
- Establishing and enforcing good house-keeping practices during and after works.
- Reporting accidents, incidents including near miss events to their designated contact immediately.
- Ensuring that the same standards above are adopted by associated sub-contractors.

# Health, Safety and Welfare Policy

## Section 5 - Arrangements

This section provides information on the College arrangements for managing health, safety and welfare across all College.

- Accident and incident reporting and investigation.
- Acetylene Safety
- Alcohol and drugs.
- Asbestos.
- Behaviour
- Confined Spaces
- Consultation and Communication
- Construction (Design and Management)
- Control of Artificial Optical Radiation
- Control of Electromagnetic Fields at Work
- Control of Lead at Work
- Contractors
- Contagious Diseases/Viruses
- Control of Substances Hazardous to Health - COSHH.
- Dangerous Substances and Explosive Atmospheres
- Display Screen Equipment - DSE.
- Driving on College Business
- Electricity at Work
- Employers' Liability (Compulsory Insurance) Act 1969
- Equipment - Testing, Inspection and Maintenance
- Facilities and External venues.
- Fire and emergencies.
- First aid.
- Food Safety.
- Gas Safety
- Lifting Operations and Lifting Equipment
- Management of Change
- Management of Health and Safety at Work
- Manual Handling.
- New and expectant mothers.
- Noise (and sound) exposure.
- Occupational Health, Welfare and Work-Related Stress.
- Occupiers Liability
- Policy Monitoring (Audit and Inspection) and Review
- Personal Protective Equipment.
- Pressure Systems
- Provision and Use of Work Equipment
- Risk Assessment.
- Safeguarding.
- Smoking and Electronic Cigarettes
- Training and Competency.
- Trips and Visits.
- Vibration
- Lone working.
- Work Experience and Apprenticeship Placements including Vetting Employers and Subcontractors.
- Working at Height.
- Working Time Directive



# Health, Safety and Welfare Policy

## 1.0 Accident and incident Reporting and Investigation

**Accident & Incident Reporting:** All accidents, near misses, or concerns must be reported using forms or via email. Reports are reviewed and acted on by the Health & Safety Team in line with RIDDOR.

Reports can also be emailed to: [HSES@mbro.ac.uk](mailto:HSES@mbro.ac.uk)

### Regulations

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

## 2.0 Acetylene Safety

Acetylene Safety, only trained staff may use oxy-acetylene equipment. Safety checks, correct procedures, and legal requirements must be followed.

### Regulations

*The Acetylene Safety (England and Wales and Scotland) Regulations 2014*

*The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)*

*Health and Safety at Work etc. Act 1974*

### Supporting Guidance

*HSE Guidance INDG327: Working safely with acetylene – practical advice for basic users.*

*British Compressed Gases Association (BCGA): Technical documents like GN13 provide detailed safety practices for gas use.*

## 3.0 Alcohol and Drugs

Alcohol & Drugs, misuse is not tolerated. Any concerns will be reported and handled through HR and student policies.

### Regulations

*Health and Safety at Work etc. Act 1974*

*Misuse of Drugs Act 1971*

### Allied Arrangements: (Student Services and Human Resources)

**Staff Code of Conduct -**

**Substance Misuse Policy -**

## 4.0 Asbestos

Asbestos-containing materials are managed safely. Work on such materials is controlled, and only trained contractors are allowed to work on Asbestos Containing Materials (ACM's).

### Regulations

*Control of Asbestos Regulations 2012*

# Health, Safety and Welfare Policy

## Supporting Guidance

*The HSE Approved Code of Practice (L143) provides detailed guidance on how to comply with these regulations*

*An asbestos management plan is in place and regularly reviewed.*

## 5.0 Behaviour

Unsafe behaviours (e.g. running, not using PPE) must be addressed. Students may be subject to the disciplinary process.

**Allied Arrangements:**  
**(Human Resources) Staff Code of Conduct**  
**(Student Services) – Student Disciplinary Procedure –**

## 6.0 Confined Spaces

**Confined Spaces:** Risk assessments and safe systems of work are required before entry. Rescue plans must be in place.

All confined spaces will be signed accordingly.

## Regulations

*Confined Spaces Regulations 1997*

*Management of Health and Safety at Work Regulations 1999*

Rescue Plans

Rescue plans must be specific, practiced, and resourced.

Generic Risk Assessment 2.1 from the UK Government provides guidance for rescue operations in confined spaces, especially for emergency services

## 7.0 Construction (Design and Management)

Construction (CDM): The College follows CDM 2015 regulations, ensuring competent appointments, adequate resources, and safe project planning.

**Allied Arrangements:**  
**(Estates) – Control of Contractors**

## 8.0 Consultation and Communication

Achieved via committees, staff meetings, and safety group input. Students are representatives attend meetings where appropriate.

**Allied Arrangements: (Health and Safety)**  
**Health, Safety and Welfare Committee Structure**

# Health, Safety and Welfare Policy

## Appendix 1

### 9.0 Contractors

Must follow College standards, be risk assessed, trained, and supervised. Inductions and permits to work are mandatory.

**Allied Arrangements:**  
**(Estates) – Control of Contractors (Facilities Management)**  
**Contractor Rules (H&S)**  
**Security Policy**  
**Safeguarding Policy**

### 10.0 Contagious Diseases/Viruses

Procedures exist for managing outbreaks, especially in residential or vulnerable settings.

**Allied Arrangements:**      **(Incident Manager Policy)**  
**Critical Incident Management Guidelines**

### 11.0 Control of Artificial Optical Radiation at Work

Hazards from optical or electromagnetic fields are assessed and controlled per legal limits.

#### Regulations

*Control of Artificial Optical Radiation at Work Regulations 2010 (SI 2010/1140)*

### 12.0 Control of Substances Hazardous to Health (COSHH)

All hazardous substances are assessed and controlled through COSHH inventories and COSHH assessments. Staff are trained in the safe use and storage of hazardous substances.

#### Regulations

*Control of Substances Hazardous to Health Regulations 2002 (COSHH)*

### 13.0 Dangerous Substances and Explosive Atmosphere (DSEAR)

Flammable/explosive materials are stored and handled according to strict procedures.

#### Regulations

*Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)*

# Health, Safety and Welfare Policy

## 14.0 Display Screen Equipment (DSE)

Risk assessments and eye care provisions exist for regular DSE users.

An employee who uses DSE for an hour or more at a time are a defined DSE user under health and safety Regulations.

To help identify issues and enable solutions or reasonable adjustments for staff DSE users will complete a DSE Risk Assessment form and report any issues to their line manager.

Where health matters are identified, additional support through an occupational health provider or assistance with DSE eyesight test costs or prescription DSE glasses is available where costs incurred by staff are reimbursed via Health and Safety Department budget.

Note: The Health and Safety team may review the actions from any DSE risk assessment and suitable equipment may be recommended for use by the DSE user.

Heads of Department are responsible for ensuring health risks associated with DSE use are controlled and take actions identified as necessary by the assessment. (e.g., purchase of accessory equipment, review of workloads and work patterns).

See the College health and safety page for further information on DSE.

### Regulations

*Health and Safety (Display Screen Equipment) Regulations 1992*

**Allied Arrangements:  
(Health and Safety) Application for Eye Test and Special Prescription Glasses  
DSE Assessment Form**

## 15.0 Driving on College Business

Vehicles must be roadworthy, insured, and driven safely. Use of personal vehicles requires appropriate checks.

### Electricity at Work Regulations

Equipment is inspected and tested regularly. Work on live circuits is strictly prohibited unless controlled effectively (e.g Testing and Inspection).

### Regulations

*Electricity at Work Regulations 1989*

## 16.0 Portable and Transportable Electric Equipment

### Portable and Transportable Electric Equipment

Portable equipment refers to electrical devices not fixed in place, connected via a flexible cable and plug (e.g., kettles, extension leads, fridges, hand tools). These items may be handheld or

# Health, Safety and Welfare Policy

moved while in use and typically operate above 50V AC or 120V DC, levels that pose a risk of fatal shock.

To reduce electrical hazards, especially from faults between live parts and earth, the College adopts safer practices, including.

## **Equipment Selection & Suitability**

All portable equipment must be fit for purpose and appropriate for its environment.

## **Maintenance**

Equipment will be maintained according to the level of risk, with inspections recorded in an electrical register.

## **Reduced Voltage Use**

Tools will operate at 110V using centre-tapped earth transformers (CTE), limiting voltage to earth to 55V.

## **RCD Protection**

Where mains voltage is unavoidable, fixed non-adjustable residual current devices (RCDs) will be used.

## **Double/All Insulated Tools**

Mains-powered equipment must be either double insulated or constructed with reinforced insulation.

## **Temporary Lighting**

Low voltage will be used where possible. Temporary installations must be carried out by competent staff or approved contractors.

## **Regulations**

*Electricity at Work Regulations 1989*

*Electrical Equipment (Safety) Regulations 2016*

Guidance

HSE Guidance HSG107 – Maintaining Portable Electrical Equipment

## **17.0 Employers Liability (Compulsory Insurance)**

The Employers' Liability (Compulsory Insurance) Act 1969 ensures that employers have at least a minimum level of insurance cover against any such claims.

Employers' liability insurance is compulsory.

The College will ensure suitable and sufficient employers' liability is in place.

## **18.0 Equipment - Testing, Inspection and Maintenance**

All College equipment, whether fixed, portable, leased, or owned (including vehicles and machinery), must be used safely and maintained appropriately. Departments are responsible for identifying equipment requiring inspection, assigning responsibilities, ensuring staff are trained and competent, and confirming equipment is suitable for its intended purpose. Risk assessments must

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be completed, and only authorised personnel may operate equipment requiring specific training or certification.

## Regulations

*Provision and Use of Work Equipment Regulations 1998 (PUWER).*

**Allied Arrangements:** (Health and Safety) -

## Work Equipment – Procurement, Use and Maintenance Standard

### 19.0 Facilities and External Venues

#### Facilities

The Estates Management has a responsibility for the safe condition and maintenance of the College Premises and Building Services. Regular inspections, testing and servicing are carried out according to Facilities Management Procedures to ensure their safe condition.

Where buildings are leased Estates will ensure the agreed aspects affecting health and safety are managed and that any services statutory provisions affecting the operation are met by the landlord.

All rooms (teaching rooms, offices, workshops, kitchens etc.) of the College are allocated to operational departments for ensuring safe use e.g. housekeeping, with a duty to inspect and report hazards to Estates Management for remedial work using the electronic reporting system (HALO) and the systems created for such reporting.

#### External Teaching Venues

Staff may be required to work within venues which are not maintained by the College. Estates Management will manage leased buildings and ensure they are suitable for teaching.

The Health and Safety Team will assess each site on a periodic basis to ensure compliance to college requirements.

### 20.0 Fire

The Head of Health and Safety is, responsible for fire safety arrangements, risk assessments, and the Fire Safety Manual. The Vice Principal of Digital & Campus Services maintains fire safety equipment and manages emergency procedures.

The Incident Manager Group oversees fire and emergency responses.

Fire Action Notices detail evacuation procedures and assembly points in all buildings.

Staff and students complete fire safety induction via video; contractors and visitors are briefed on arrival.

The College follows its Fire Safety Strategy for building changes, updating it or conducting risk assessments if needed.

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Fire drills and emergency tests are held annually in all College-owned buildings and as arranged locally in leased properties.

The College has completed Fire Risk Assessments and DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) assessments for all campus buildings and areas that require a fire risk assessment.

## Regulations

*Fire Safety (England) Regulations 2022*  
*Regulatory Reform (Fire Safety) Order 2005*

### 21.0 Emergency/Critical Events

Events include accident, fatality, bomb threat, gas/power or contagious diseases/viruses or biological (including food) hazards. There may also be outside events that affect the College such as flood, or industrial incidents causing air pollution.

In the event of an emergency there is an Incident Manager to coordinate the event.

When there is potential or during a critical incident an emergency group will be formed with representatives from SLT, College Management and health and safety.

There are documented procedures for each eventuality in the Incident Manager 'Green File' folder held by all Incident Managers and Senior Managers.

## Regulations

*Health and Safety at Work etc. Act 1974*  
*Management of Health and Safety at Work Regulations 1999*  
*Regulatory Reform (Fire Safety) Order 2005*  
*DSEAR (Dangerous Substances and Explosive Atmospheres Regulations 2002)*  
*Martyn's Law (Terrorism (Protection of Premises) Act 2025)*

### Allied Arrangements:

**(H&S)**  
**Fire Safety Manual**  
**(Incident Manager and Duty Manager Procedure)**  
**Critical Incident Management Guidelines for Incident and Senior Managers**

### 22.0 First Aid

Qualified first aiders and emergency procedures are in place. First aid equipment checks are carried out frequently.

## Regulations

*Health and Safety (First-Aid) Regulations 1981*

**Allied Arrangements:** **(Health and Safety)**  
**First Aid Operations and Procedures**

# Health, Safety and Welfare Policy

## 23.0 Food Safety

Catering at Middlesbrough College follows Hazard Analysis and Critical Control Point (HACCP) procedures to ensure all food is safe for consumption. This system identifies potential food safety hazards and implements controls at critical points in the preparation and service process.

The College uses the Safer Food, Better Business (SFBB) pack provided by the Food Standards Agency (FSA) to apply HACCP principles in a practical and effective way.

In addition, Middlesbrough College collaborates closely with the Local Authority Public Protection Officer, who conducts regular inspections across all college catering establishments to ensure compliance with food hygiene and safety standards.

### Regulations

*Food Safety and Hygiene (England) Regulations 2013*  
*Hazard Analysis and Critical Control Point (HACCP)*

Guidance

The Food Standards Agency (FSA) provides the *Safer Food, Better Business* (SFBB) pack, which helps caterers implement HACCP in a practical way

## 24.0 Gas Safety (Installation and Use)

Work on gas systems or lifting operations must be done by competent persons under strict procedures.

### Regulations

*Gas Safety (Installation and Use) Regulations 1998 (SI 1998 No. 2451)*

## 25.0 Lifting Operations and Lifting Equipment

Lifting operations at the College will always be planned, supervised, and carried out by competent personnel using properly tested and maintained equipment.

All lifting gear and appliances will be clearly marked, regularly inspected, and certified for safe use.

Major lifts will be conducted by qualified external contractors following due diligence checks.

Equipment for lifting people will be thoroughly examined every six months.

Daily inspections and regular maintenance will be carried out and documented.

Staff involved in lifting activities will be trained to nationally recognised standards, with refresher training provided as needed.



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## Regulations

*Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)*  
*Provision and Use of Work Equipment Regulations 1998 (PUWER)*

### 26.0 Lone Working

Staff and contractors may sometimes work alone, inside or outside the College.

Each department will assess the risks. Estates will manage lone working with permits, supervision, and risk assessments, including extra training if needed.

Staff transporting students must complete a trip form and risk assessment. When travelling for work, staff must tell someone where they're going and check in when they arrive.

Any medical issues will be considered in the risk assessment. Emergency procedures will be in all College vehicles, and staff will be told what to do.

## Regulations

*Management of Health and Safety at Work Regulations 1999*

### 27.0 Management of Change

Any major changes that could affect health, safety, or welfare at the College must involve all relevant stakeholders. These changes must be reviewed and approved to make sure they follow health and safety laws and the College's Health, Safety and Welfare Policy. Examples of significant changes include:

- Changes to fire safety systems or fire compartmentation
- Changes to how departments are organised
- Changes to rooms or spaces (accommodation)
- Changes to College facilities
- Installing any new or refurbished equipment

All building changes must follow the College's building modification procedure.

## Regulations

*Management of Health and Safety at Work Regulations 1999*

### 28.0 Manual Handling

Manual Handling task will be avoided where appropriate. Where this is not possible a manual handling risk assessment will be undertaken.

Tasks involving lifting/moving are assessed to prevent injury.

Staff receive manual handling training as needed.

# Health, Safety and Welfare Policy

## Regulations

*Manual Handling Operations Regulations 1992 (MHOR)*  
*Management of Health and Safety at Work Regulations 199*

### 29.0 New and Expectant Mothers

Risk assessments and adjustments ensure safety throughout pregnancy and after childbirth.

The Risk Assessment will be carried out once the pregnancy is confirmed with the line manager and HR.

A review at each trimester will be carried out to mitigate any changes or required actions.

## Regulations

*Management of Health and Safety at Work Regulations 1999*

**Allied Arrangements:**      **(Human Resources)**  
   **Maternity Policy**  
   **Breast Feeding Policy**

### 30.0 Noise & Vibration

Noise and vibration risks will be thoroughly assessed. Identified risks will be controlled in accordance with the relevant hierarchy of controls outlined within the Regulations.

Controls exist for exposure to harmful environments.

PPE is provided and monitored for use.

## Regulations

*Control of Noise at Work Regulations 2005*

*Control of Vibration at Work Regulations 2005*

*Personal Protective Equipment at Work Regulations 1992 (as amended by PPER 2022)*

### 31.0 Occupational Health, Staff Wellbeing and Work-Related Stress

Support structures and interventions are in place for staff mental and physical wellbeing.

## Regulations

*Health and Safety at Work etc. Act 1974*  
*Management of Health and Safety at Work Regulations 1999*  
*HSE Management Standards for Work-Related Stress*  
*Equality Act 2010*

# Health, Safety and Welfare Policy

## Allied Arrangements:

(Human Resources)  
**Stress Management Policy and Guidelines**  
**Wellbeing Policy**  
**Staff Appraisal Policy**

## 32.0 Policy Monitoring (Audit and Inspection) and Review

The Health, Safety and Welfare Policy arrangements are an essential part of keeping staff, students, contractors and visitors safe. This will apply to all departments, activities, premises, plant, machinery, equipment and facilities. Department/Curriculum Managers and their staff responsibilities defined in this policy are subject to monitoring.

### Monitoring activities (normally planned)

- Walkthrough – Passing by (Don't walk by').
- Inspection – Looking at the teaching environment and associated safety controls. These can be at any time and unplanned.
- Audit – Usually planned and a more in depth system/process inspection.
- Safety Tours – Carried out with SLT/CMT.
- Hazard reports – Visit following safety issue report, specific reason.
- Near Miss Reports – injury/damage nearly occurred and requires checking.
- Accident Reports – Primary aim to prevent re-occurrence
- Third Party Reports – e.g. Equipment Safety Reports
- Positive Interventions – Proactive safety monitoring by safety conscious people. This type of intervention is where a person sees a potential safety issue, sorts it quickly as possible and reports what they have done.

The aim of monitoring activities is to verify policy arrangements/controls are effective, including good practice, identify weaknesses, correct and where reasonably practicable to improve safety controls.

## Frequency of Monitoring Activities

Although the health and safety service will carry out monitoring the departments should be carrying out regular checks themselves. The frequency of checks will be based on the department and health and safety risk register score. i.e. areas of concern would receive increased advice, assistance and monitoring.

## Monitoring Visits

Where possible visits are carried out with department heads, management, Trade Union and local Safety Representatives and staff.

## Escalation Process

If a problem is found, it is investigated and corrected quickly to stop it from happening again. We follow safety laws, risk assessments, and official guidance, and check later to make sure changes are working.

# Health, Safety and Welfare Policy

## Allied Arrangements:

**Health and Safety Escalation Policy.**

**Forms (Electronic or paper based)**

Health and Safety Inspection Form  
Health and Safety Report/ Corrective Action Form

## 33.0 Risk Register

The College uses risk registers to spot health and safety risks, shown with red, amber, or green. These are updated every term and shared with senior staff.

- **College Risk Register:** Shows the overall safety risk for the whole College.
- **Department Risk Register:** Tracks safety risks and performance in each department.
- **Health and Safety Risk Register:** Reviewed each term by the safety committee. It includes risks like injuries, legal issues, and problems with buildings or equipment.

## Risk Assessment

Carried out for all work activities. Results are communicated and monitored by the Health & Safety team.

## Safeguarding and Security

All staff are trained, and safeguarding leads oversee safety for students and vulnerable groups

## Regulations

*Health and Safety at Work etc. Act 1974*  
*Management of Health and Safety at Work Regulations 1999*

**Allied Arrangements:**      **(Student Services)**  
   **Safeguarding Students Policy and Procedure -**  
   **(Facilities Management)**  
   **Security Policy**  
   **Incident Manager and Duty Manager Procedure**  
   **Critical Incident Plan**

## 34.0 Smoking and Electronic Cigarettes (Vapes)

All buildings and vehicles are smoke-free and smoking or the use of electronic cigarettes or devices is prohibited.

## Regulations

*Management of Health and Safety at Work Regulations 1999*  
*Children Act 1989 & 2004*

# Health, Safety and Welfare Policy

**Allied Arrangements:(Human Resources)**  
**Code of Conduct**  
**Disciplinary Procedure**

## **35.0 Trips, Visits & Work Placements**

Risk assessed and approved in line with college procedures. Vetting of workplaces is a mandatory requirement before the placement of any student with any employer of works experience provider.

**Allied Arrangements: (Students Services)**  
**Learner Policy and Procedure**

## **36.0 Working at Height & Lone Working**

Controlled through risk assessments and hierarchy of controls. Fall protection used where needed.

**Allied Arrangements:**       **(Health and Safety)**  
                                     **Workplace Vetting Standard & Procedures -**  
                                     **(Miscellaneous)**  
                                     **Subcontractor Procedures**

## **37.0 Working Time Directive and The Road Transport (Working Time) Regulations 2005**

The College complies with the Working Time Regulations, ensuring employees do not work more than an average of 48 hours per week unless they voluntarily opt out in writing.

Opt-outs are individual, not collective, and employees will not face any detriment for refusing to opt out. Employees who choose to opt out may cancel the agreement by giving agreed notice (between one week and three months).

The College also ensures staff receive the appropriate rest breaks, paid leave, and health assessments for night work, in line with legal requirements.

### **Further Information**

Additional health and safety procedures and guidance is also available on the College's Staff SharePoint under public documents

### **Allied Arrangements (held in College Policies and Procedures)**

#### **(Owner Health and Safety)**

Equipment - Equipment, Testing, Inspection and Maintenance Standard  
Fire and Emergencies - Fire Safety Manual  
MC 41 First Aid - First Aid Standard  
Vetting - Health and Safety Workplace Vetting Standard  
Display Screen Assessment (DSE) – DSE Assessment Form  
Compliance Obligation List

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## **(Owner Facilities Management)**

MC39 Incident Manager and Duty Manager Procedure  
Security Policy

Critical Incident Management Guidelines and Procedures for Incident and Senior Managers

## **(Owner Human Resources)**

Staffing and Recruitment Policies and Guidelines  
MC62 Staff Wellbeing Policy  
MC36 Staff Code of Conduct  
Stress Management Policy and Guidelines  
Welfare of Staff, Management of Sickness, Critical Illness Policy  
Employee Guidance to Sickness Absence (including Sick Pay and Leave)  
Dealing with Long Term Sickness Absence  
Managing Sickness Absence and Return to Work  
Maternity Policy  
MC72 Adverse Weather Policy  
Application for Special Prescription Glasses

## **(Owner Student Services)**

MC03 Safeguarding Policy  
Induction Policy (Students)  
MC09 Student Bullying / Harassment Policy  
Student Counselling Service Policy  
Student Disciplinary Policy  
Student Visits Policy and Procedure  
Learner Substance Misuse Policy

## **(Miscellaneous)**

MC33 Outdoor Sports Policy  
MC51 Breast Feeding Policy  
MC53 Fit to Study Policy  
QP02 Subcontractor Procedures

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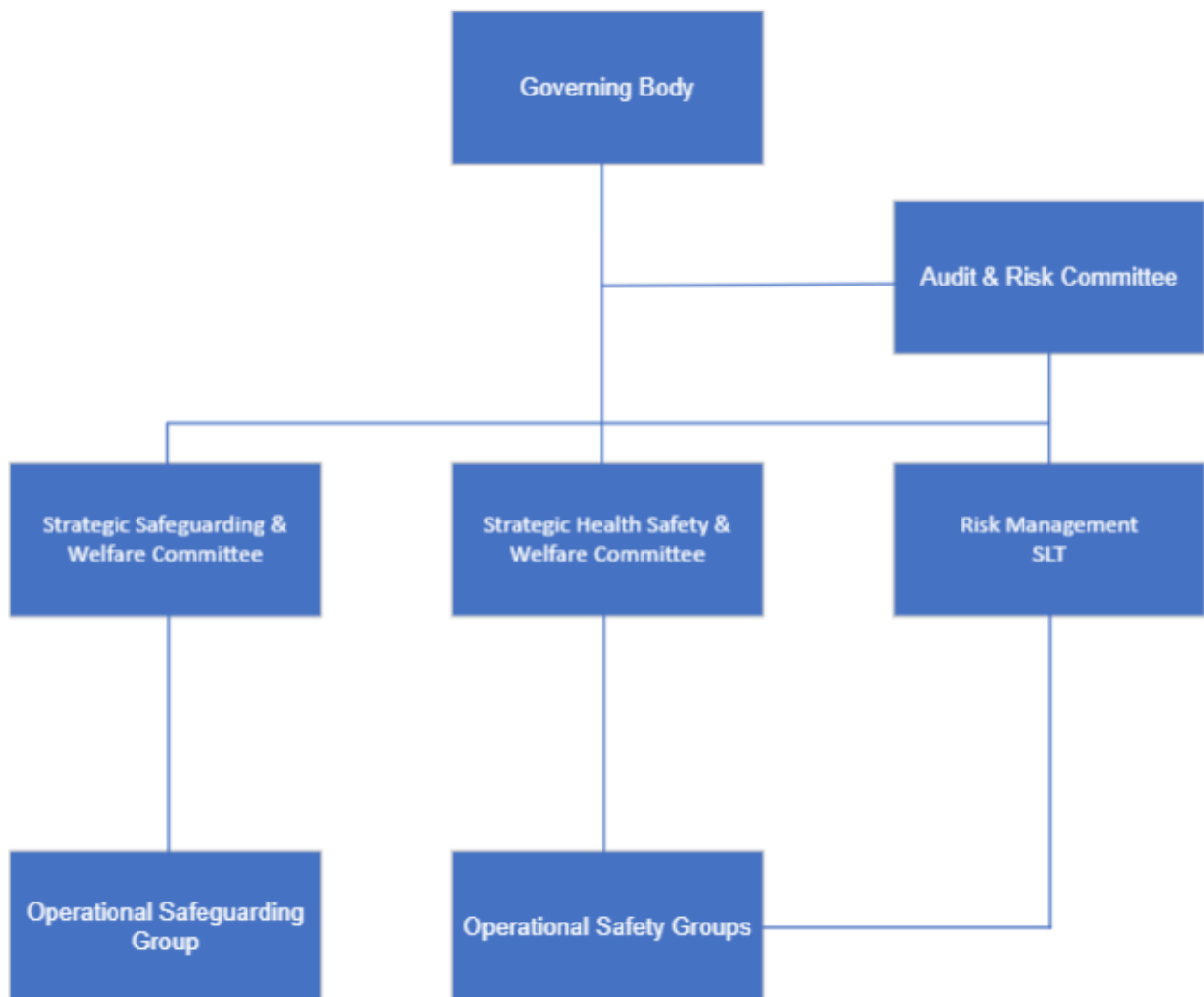
## Appendix 1

### Strategic Health, Safety and Welfare Committee Structure

#### Membership

Chair – Principal/Chief Executive, Health and Safety Governor, Head of Health and Safety, Human Resources Director, Vice Principal Quality and Performance, Group Director Digital and Campus Services, Directorate Heads, Estates Manager, Safety and Building Services Manager, Catering Manager, UNISON, UCU, NEU and representatives/reports.

Link to the Strategic Safeguarding committee, SLT, Audit & Risk and Governing Body.



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## Strategic Health, Safety and Welfare Committee

### Aims

- Review and consult on changes to legislation and College policies that may substantially affect employees' health and safety at the College sites.
- Ensure business plans/projects or initiatives comply with the Health, Safety and Welfare Policy and are monitored.
- Review accident and incident trends and advise the College Leadership Team on improvement strategies.
- Promote and consider reports and recommendations for Health, Safety or Welfare/Wellbeing improvement and advise the outcome/proposals to the College Leadership Team, Standards Committee and Governing Body.
- Ensure good communication and promote co-operation between all College departments.
- Receive updates from Operational Safety Groups (OSG).

### Agenda (not limited to)

- Accident and Incident Trends, including RIDDOR Reports.
- Review OSG Reports.
- Proposals for HSW initiatives/training.
- Health, Safety and Welfare Improvement initiatives.
- Primary, Secondary and Tertiary stress interventions.
- Health and Safety Risk Register.
- Audits, Health and Safety Executive or other agencies visits.

### Meetings

- The meeting will take place termly and be chaired by the College Principal/Vice Principal.
- Actions or new initiatives from the committee will be communicated as necessary.

## Strategic Safeguarding and Welfare Committee

This committee discusses welfare issues for staff and students and has its own terms of reference which are owned by the Vice Principal for Students and Communications.



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## Operational Safety Group (OSG)

### Membership

Chair –Department Head (Assistant Principal/Director/Vice Principal), a selection of staff representatives from teaching, instructors, support and management from each area. See OSG structure - p5.

### Aims

- Tackling health and safety issues using a coordinated approach to solving problems.
- Providing a channel for health and safety communication.
- Providing a forum to exchange good health and safety practice and review performance.
- Providing support through periods of change to deliver appropriate solutions to health and safety concerns.
- Ensuring issues are dealt with effectively by raising issues with management and staff.
- Raising awareness of local health and safety concerns.
- Encouraging everyone to work safely.
- Identifying solutions to enhance safety.
- Promoting and supporting the implementation of agreed health and safety initiatives based on best practice principles and processes.
- Reporting the outcomes and progress of work, as required to the College Health, Safety and Welfare Committee.
- Monitor HSW resources in the directorates.
- Proposals for Health, Safety and Welfare initiatives/training.

### Agenda

- Review findings of workplace inspection, audit, results of Directorate Walkthrough's and any reported concerns (internal or external) with a view to improve and prevent further issues.
- Accident and Incident information, including wellbeing issues should be reviewed aiming to preventing further incidents.
- The group should support health, safety welfare/wellbeing improvement campaigns and initiatives including reporting issues affecting the implementation or effectiveness of.

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- Significant incidents, activities and/or actions should be dealt with immediately and reported to the College Safety Committee termly.
- Review training and industry best practice and where possible implement into the curriculum.

## Meetings

- The meeting should be chaired by the Associate Director / Assistant Principal or other Senior Manager.
- The Department should arrange for a member of staff to minute the meeting and then minutes should be shared with the Department and the HSES Team.
- High Risk Departments will have as a minimum one OSG per term or as necessary and should focus on resolution and action.
- Frequency of OSGs for Medium and Lower risk departments will be determined on risk level and reviewed by Health and Safety Team.
- Progress and significant issue reports are required to be submitted to the College Health, Safety and Welfare Committee.
- The members of the OSG should be balanced with equal membership from management and staff.
- The Health and Safety team will attend meetings for advice on compliance to legislation and best practice across industry.
- Actions or new initiatives from the committee will be communicated as necessary.
- Students are also welcomed to participate in the OSG meetings.

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## Operational Safety Groups

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