



Health, Safety and Welfare Policy

July 2026

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The Health, Safety and Welfare Policy

Introduction

This Policy encompasses all of the Health, Safety and Welfare requirements for Middlesbrough College Group and is applicable to all staff, students and any other visitors, including contractors working on our behalf, and to all activities across all departments.

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

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

The intent of this policy is to utilise the Plan-Do-Check-Act approach (PDCA) as required in HSG65 - Managing for Health & Safety and to ensure consistency will use its terms and definitions.

The PDCA concept is an iterative process to achieve continual improvement.

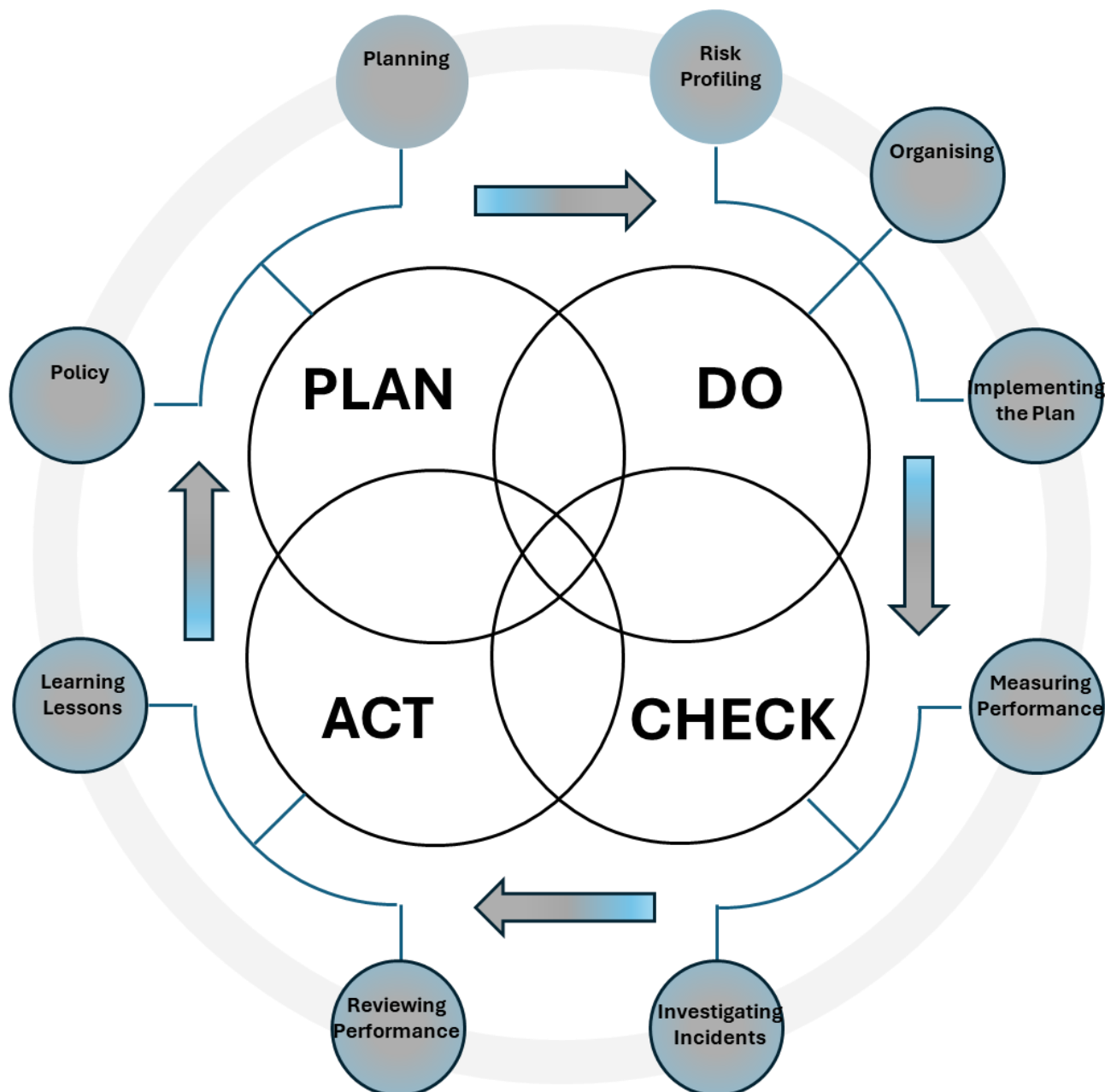
Plan Determine the occupational health and safety risks, opportunities and other risks including any other risks, opportunities and objectives and processes to deliver results in accordance with the health and safety policy.

Do Implement as planned.

Check Monitor and measure activities and processes about policy and objectives and report results.

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

Detailed PCDA Concept for Managing Health, Safety and Welfare



Message from the Principal and Chief Executive Officer

The Board of Governors, the Executive Officers, and Senior Leadership Team of the Middlesbrough College Group place the highest priority on the health, safety and welfare of everyone involved in carrying out our business activities.

We regard the attainment of high and continually improving standards of health, safety and welfare to be of prime importance and fundamental to the future success of our business.

I am very proud of Middlesbrough College Group's health, safety and environment record and culture and commit to constantly strive to improve our performance and raise awareness of the importance of a safe working environment for all employees and students. The diversity of Middlesbrough College Groups' activities and stakeholders makes us more than just a business and we have a responsibility to ensure that health, safety and environmental protection is a fundamental element of the Middlesbrough College Group experience.

Commitment

I, and the other members of the Board of Governors and Senior Leadership Team are committed to this policy and to the implementation and maintenance of the highest standards of health, safety and welfare associated with all of our business activities, we expect every employee and student to share this commitment and to work together to achieve it.

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our business activities in a manner that does not affect the health and safety of any employees, students, contractors, visitors or members of the public, and does not adversely affect the environment.

Statement of Intent

It is the policy of Middlesbrough College Group to effectively manage all of its business activities so as to avoid causing any unnecessary harm to the health, safety and welfare of its employees, students, customers and any member of the public who may be affected by them.

This policy means that Middlesbrough College Group will comply with all legislative requirements and appropriate codes of practice and will take any additional measures it deems necessary to control risks associated with its business activities.

The application of the policy will be a prime consideration in the management of all Middlesbrough College Group activities. Health, safety and welfare matters will be ranked as the priority throughout its operations. The efforts of all its employees, students and key stakeholders will be valued as essential to the business.

Middlesbrough College Group will, so far as is reasonably practicable, strive to:

- Provide and maintain systems of work that are safe and without risks to health.
- Ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision at all levels necessary to ensure that employees and students are competent to supervise or undertake their work activities and are aware of any related hazards, and the measures to be taken to protect against them and also providing information on relevant hazards to any persons whose health, safety and welfare might be affected by them.
- Promote a positive health and safety culture throughout the business and educate employees and students on all health and safety matters.
- Provide and maintain workplaces in a condition that are safe and without risks to health, including safe means of access and egress.

- Provide and maintain work environments that are safe, without risks to health and with adequate facilities and arrangements for employee's welfare at work.
- Ensure that employees and students are fit for the work they are required to do.
- Consult with and involve employees and students in all matters relating to their health, safety and welfare.
- Encourage open communication and consultation with staff, students, recognised trade unions and relevant external stakeholders.
- Monitor performance, investigate accidents, incidents and concerns, and take prompt corrective and preventive action.
- Promote best practice and learn from other educational establishments and industry sectors.
- Continually improve the College's health and safety management system through regular review of performance, policies and arrangements.
- Promote an educational environment that embeds health, safety and welfare understanding into students' current and future working lives.
- Plan for foreseeable emergencies, including fire, ensuring that appropriate procedures and arrangements are in place.
- Establish, set and monitor health and safety objectives in line with recognised management standards such as HSG65 - Managing for Health and Safety.

Employees and students are reminded that they have a legal responsibility to take reasonable care for the health and safety of themselves and others by adopting agreed safe working practices, such that they do not put themselves, fellow employees and students or guests at risk.

To promote good business practices and work ethics covering health, safety and welfare at work, Middlesbrough College Group encourages the co-operation and the involvement of all employees and students within the organisation.

This Statement of Intent will be reviewed annually or sooner if significant changes occur.



Zoe Lewis

Principal and

Chief Executive Officer July 2026

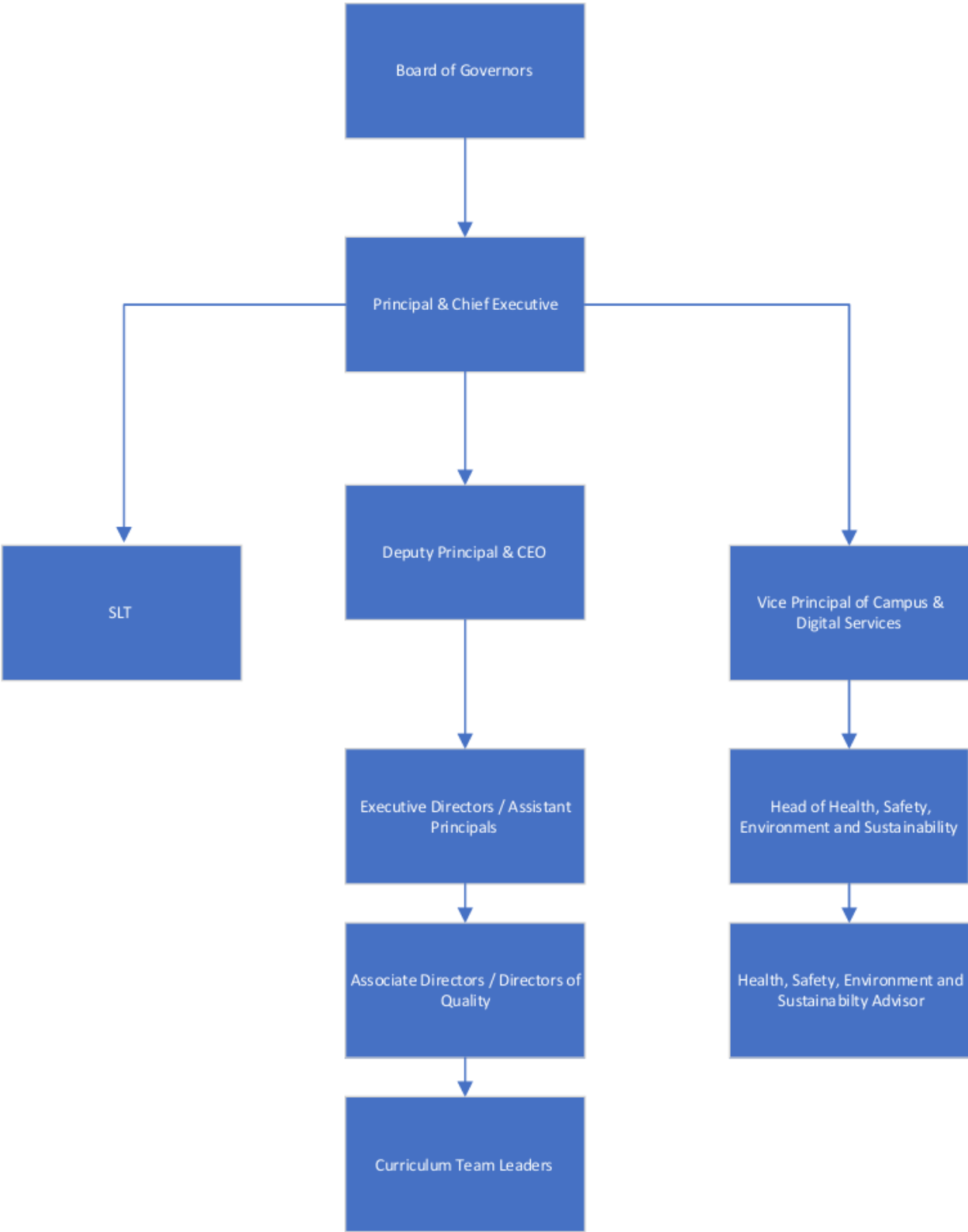


Laura Woods

Chair of Governors

July 2026

Organisational Health and Safety Responsibilities



The Board of Governors

Are responsible for the implementation of the Health, Safety and Welfare Policy and will:

- Ensure that health, safety and welfare responsibilities are properly discharged;
- Review health, safety and welfare performance regularly;
- Ensure that the Health, Safety and Welfare Policy statement reflects current board priorities;
- Ensure that management systems provide for effective monitoring and reporting of health, safety and welfare performance.

General Responsibilities of the Chief Executive Officers, Managers, Employees and Students

The Principal and Chief Executive Officer

Is responsible and accountable to the Board of Governors for:

- Ensuring that the Health, Safety and Welfare Policy is implemented by agreeing a programme of continuous improvement for health and safety, setting objectives and monitoring their effectiveness and the attainment of agreed objectives
- Conducting an annual review of the Health, Safety and Welfare Policy to ensure that the policy remains effective, valid and fit for purpose.
- Ensuring that those to whom health and safety responsibilities are delegated are trained and competent and are provided with sufficient resources to enable those duties and responsibilities to be fulfilled

Ensuring the provision of adequate resources and support are available for the effective implementation and operation of the Health, Safety and Welfare Policy.

Vice Principals and the Senior Leadership Team (SLT)

Are responsible and accountable for integrating health and safety into all areas of college activity and will:

- Ensure this Policy is implemented within their areas of responsibility.
- Embed health, safety and welfare into planning and decision making.
- Monitor performance and take action to address risks and improvements.
- Ensure appropriate consultation with staff and students.
- Provide effective supervision through line management structures.

The Head of Health, Safety, Environment and Sustainability

Is responsible and accountable to the Vice Principal for Campus and Digital Services for:

- Compliance in respect of Health, Safety and Welfare Legislation.
- Monitoring and assessing changes in legislation or standards and advising on the impact and the action necessary to meet such changes;
- Reporting on the progress of the implementation of the Health, Safety and Welfare Policy and the performance against agreed objectives;
- Proposing any revisions to the Health, Safety and Welfare Policy, to review the policy regularly, amend and update it where appropriate and to communicate any such changes to all employees and students;

- Issuing statements of subordinate Health, Safety and Welfare Policy on particular topics and any revisions of such statements;
- Keeping health and safety policies under review and develop proposals for new policies as necessary;
- Publishing details of the organisation and arrangements for implementing the Health & Safety Policy at each site;
- Monitoring health and safety assessments or otherwise the implementation of the Health & Safety Policy and subordinate policies and procedures;
- Ensuring that reports drawing attention to any weaknesses in practice or procedures are properly prepared and action taken to eliminate those weaknesses;
- Providing a co-ordinated and effective advisory service on health, safety and welfare, fire prevention and environmental protection;
- The development and implementation of an effective and cohesive health and safety management system;
- The provision of comprehensive analysis and reports on health and safety performance against agreed targets and objectives.

The Vice Principal – HR and Communications

Is responsible and accountable to the Principal and Chief Executive Officer for:

- Statutory compliance in respect of mental health and wellbeing;
- Monitoring and assessing changes in mental health and wellbeing legislation or standards and advising on the impact and the action necessary to meet such changes;
- Proposing any revisions to the Health, Safety and Welfare Policy in respect of mental health and wellbeing provision;
- Keeping human resource policies under review and developing proposals for new policies as necessary;
- Monitoring health and wellbeing assessments;
- Providing a coordinated and effective advisory service on mental health and wellbeing;
- The provision of comprehensive analysis and reports on welfare, mental health and wellbeing performance against agreed targets and objectives.

Senior Managers – Executive and Associate Directors, Head of Faculty/Department

Are responsible for:

- Ensuring that risk assessment methodologies are implemented to identify, analyse and control effectively hazards and risks associated with all business activities;
- The development, maintenance, review and where necessary, revision of the organisation and arrangements required to implement this Health & Safety Policy within the framework established by the Middlesbrough College Group;
- The promotion and communication of healthy and safe working procedures and conditions to control of the risk of damage to people, plant, equipment, products and the environment;
- Securing compliance with legal obligations in relation to health, safety and welfare; safeguarding of employees, students and vulnerable adults; fire prevention and environmental protection;
- Ensuring that others who carry out work, visit the organisations' sites, or provide services, to adopt similar standards in relation to health, safety and welfare; safeguarding of employees, students and vulnerable

adults; fire prevention and environmental protection when working on Middlesbrough College Group assets and facilities.

Line Managers – Craft Team Leaders, Teaching and Supervisory Staff

Those who directly control the work of others.

Are responsible for planning, organising and controlling work activities in compliance with the Health & Safety Policy arrangements and to ensure that:

- Risk assessments have been undertaken to identify, analyse and control the significant hazards and risks associated with operational activities in accordance with relevant internal protocols, procedures and legislative requirements;
- Safe working procedures are prepared, communicated and adhered to and that safe working conditions are established and maintained;
- Employees and students are trained and instructed in safe working methods and follow them;
- Accidents, incidents and near misses are investigated fully, taking steps wherever possible to ensure preventative techniques are adopted to eliminate and reduce injury and ill health;
- Safe behaviour is encouraged including the application of problem solving techniques in addressing health, safety and welfare issues at shop floor level.

Employees and Students

The general duties of employees and students are that they must:

- Take reasonable care for the health, safety and welfare of themselves and other persons who may be affected by their acts or omissions;
- Follow safe working practices and procedures applicable to their work and working environment at all times;
- Only use articles and substances provided for their use, including plant, equipment, materials, safety devices and personal protective equipment, in accordance with instructions and training provided;
- Not intentionally, or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare;
- Actively co-operate in applying the Health, Safety and Welfare Policy;
- Take appropriate action to remedy any hazardous situation which comes to their notice, including, where necessary, reporting to their supervisor or manager of that situation.

Arrangements

Vice Principals, Executive and Associate Directors and Line Managers

Are responsible within their area of control for ensuring and securing compliance with the Health, Safety and Welfare Policy and the arrangements contained therein.

Their key responsibilities are set out below:

Management of Health, Safety and Welfare

The promotion of effective health, safety, welfare support, fire prevention and environmental protection by the adoption of recognised management techniques such that hazards are identified, risks are evaluated and suitable controls and safeguards are implemented where risks cannot be eliminated.

Risk Assessment

Ensuring that suitable and sufficient risk assessment techniques and methodologies are used to identify hazards and those who might be exposed to them; to assess the risks and determine whether the risks are adequately controlled and where necessary implement further action to achieve adequate control.

Monitoring Employee and Student Health, Safety and Welfare

Ensuring that procedures are maintained to manage hazards and risks of remote employers; Industrial Placement and Work Experience providers; Associates and Sub-Contractors.

Providing competent, qualified support staff to ensure that employees and students welfare support needs are adequately fulfilled.

Welfare Facilities

Ensuring that there are suitable and sufficient welfare facilities and that they are adequately maintained.

Safety Audits and Inspections

To ensure that regular safety audits and statutory inspections are carried out to identify hazards and risks, monitor standards and procedures and to review how effective these are so that action can be taken where necessary.

Safe Working Procedures

The preparation, approval and communication of formal practical procedures, to ensure safe working. Establishing systems that ensure Safe Working Procedures are fit for purpose and are reviewed and amended regularly.

Maintenance

Ensuring that there are systems in place for the maintenance and inspection of plant, machinery, equipment and buildings in accordance with legislative requirements and defined standards.

Emergency Response

Ensuring that there are effective and cohesive emergency response procedures in place, and that the procedures are reviewed and practiced regularly.

First Aid

Ensuring there are adequate first aid facilities and enough qualified, competent first aiders to provide adequate levels of cover for all business activities.

Health Surveillance

To identify business activities that are hazardous to health and to ensure regular health surveillance of employees and students is undertaken where appropriate.

Accident Reporting and Investigation

The reporting, recording and investigation of all accidents and incidents, and, where necessary the notification of all reportable events, including industrial diseases and dangerous occurrences as defined within The Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Management of Change

Ensuring that all proposed changes to business operations and activities are planned and documented, and that health, safety and welfare hazards and risks are identified, analysed, effectively managed and controlled.

New Plant and Processes

The compliance with appropriate Building and Construction Regulations and defined standards of health, safety and welfare in the design and installation of new training facilities.

Communication

The development, publication and communication of advice and guidance on key aspects of health, safety and welfare at work based upon known hazards and risks.

Training

The provision of appropriate instruction on health, safety and welfare at work and, where necessary, the delivery of training programmes to provide the knowledge and skills to attain individual competencies for safe working.

Supervision

Ensuring that all employees and students are adequately supervised by trained and competent personnel and the provision of supplementary training to maintain these competencies.

Employee Consultation, Communication and Involvement

The establishment and provision of a health, safety and welfare committee to ensure the effective joint consultation on health, safety and welfare related matters with employees and students.

Safeguarding

The development and maintenance of procedures to ensure the safeguarding of children, young persons and vulnerable adults. These procedures will be inclusive of all employees and students engaged in all business activities.

Information and Document Control

Ensuring that effective procedures are maintained to define the levels of controls required for the identification, storage, protection, retrieval, retention and disposition of all relevant documents.

Performance Management and Review

Maintaining records of all safety related activities and events and analysing them to monitor and review progress and compliance against defined standards and agreed targets and objectives. Records shall remain legible, readily identifiable and retrievable.

Suppliers

Ensuring suppliers provide information on hazards associated with the use of articles and substances and making the information available to those concerned.

Contractors

Implementing, maintaining and monitoring procedures to manage the health, safety and welfare aspects of all contractor and sub-contracted activity.

Visitors and the General Public

Establishing and implementing measures to safeguard the public from risks to their health, safety and welfare arising from Middlesbrough College Group operational activities.

Environment

Establishing, implementing and maintaining control measures to minimise the effect of Middlesbrough College Group operations on the environment.

Raising Standards and Continuous Improvement

Determining plans and SMART objectives for the purpose of continuously improving health, safety, welfare and environmental performance. To continuously review plans and objectives as to their effectiveness and to identify remedial action, where necessary.

Zoe Lewis
Principal and CEO
July 2026

Appendix 1 – Allied Arrangements

Detailed policies and procedures covering specific hazards and activities (including fire safety, COSHH, DSE, manual handling, work placements and others) are listed below and maintained separately and are available on the College intranet.

	Arrangement	Summary	Allied Arrangements
1	Accident & Incident Reporting	Reporting and investigating accidents and near misses	First Aid Policy (MC41)
2	Alcohol & Drugs	Managing substance misuse and fitness for work	Alcohol and Drugs Misuse Policy (MC54) Substance Misuse Policy (MC75)
3	Asbestos	Safe management of asbestos-containing materials	Asbestos Procedure (QP18)
4	Behaviour	Managing unsafe behaviours and enforcing discipline	Staff Code of Conduct (MC36) Student Disciplinary Policy (MC86)
5	Confined Spaces	Safe entry, risk assessment, and rescue planning	-
6	Construction (CDM)	Safe planning and management of construction work	Control of Contractors Policy
7	Consultation & Communication	Engaging staff and students in H&S matters	Joint Consultation Negotiation Agreement (MC93)
8	Contractors	Ensuring contractors work safely on site	Control of Contractors Policy
9	Contagious Diseases	Managing outbreaks and infection risks	Business Continuity Policy (MC55)
10	Hazardous Chemicals and Substances	Managing hazardous substances safely	-
11	Hazardous Environments	Safe storage/use of flammable substances	-
12	Display Screen Equipment	Managing workstation risks and user health	Display Screen Equipment Usage Policy (MC133)
13	Driving	Safe use of vehicles for work	Driving at Work Policy (MC114)
14	Electricity	Preventing electrical hazards	Work Equipment Procurement and Use Policy (MC96)
15	Work Equipment	Safe inspection and use of portable devices	Work Equipment Procurement and Use Policy (MC96)
16	Employers Liability	Maintaining insurance for claims	-
17	Equipment (PUWER)	Safe use and maintenance of equipment	Work Equipment Procurement and Use Policy (MC96)
18	Facilities & Venues	Ensuring buildings and rooms are safe	-
19	Fire & Emergencies	Fire prevention and evacuation	Fire Safety Manual (MC137) Business Continuity Policy (MC55)

			Incident Manager and Duty Manager Policy (MC39)
20	First Aid	Providing first aid arrangements	First Aid Policy (MC41)
21	Food Safety	Ensuring food hygiene	-
22	Gas Safety	Safe use of gas systems	-
23	Lifting Operations	Safe lifting activities	-
24	Lone Working	Protecting staff working alone	Lone Working Policy
25	Management of Change	Managing risks from changes	Control of Contractors Policy
26	Manual Handling	Prevent lifting injuries	-
27	New & Expectant Mothers	Protecting pregnant workers	Maternity Leave Policy (MC78) Breastfeeding Policy (MC51)
28	Occupational Health	Supporting wellbeing	Wellbeing Policy (MC62)
29	Risk Register	Managing key risks	Risk Management Policy (MC91)
30	Smoking	Smoke free rules	Staff Code of Conduct (MC36)
31	Trips & Visits	Managing off-site safety	UK and International Trips and Visits Policy (MC112)
32	Working at Height	Preventing falls	-
33	Working Time	Managing hours and rest	Flexible Working Policy (MC13) Hybrid Working Policy (MC83)
34	Work Experience and Work Placements	Workplace verification and assessment	Health and Safety Vetting Policy (MC121) Work Experience Policy (MC23)

Appendix 2

Quick Reference:

List of Key Health and Safety Legislation in the UK:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 1992 (PPE)
- Display Screen Equipment Regulations 1992 (DSE)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Fire Safety Order 2005
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Confined Spaces Regulations 1997
- Work at Height Regulations 2005
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Construction (Design and Management) Regulations 2015 (CDM)
- Ionising Radiations Regulations 2017

Appendix 3

Strategic Health, Safety and Welfare Management Overview

