



Health and Safety Policy

This is a B&FC Group policy

Date approved:	2 June 2026
Approved by:	Corporation Board
Responsible Manager:	Director of Estates
Executive Lead:	Chief Executive
Applicable to employees:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public:	Yes
(Including clients)	

Consultation

Consultation undertaken with:	Date:
• College Leadership Team	No
• Academic Management Team	No
• Students	No
• Other	No

Policy review frequency: normally every 2 years

Signed: 

Chair of the Corporation Board

Date: 2 June 2026

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1. Policy Statement

1.1 Purpose and Scope

This Policy sets out the commitment of the B&FC Group to achieving, so far as is reasonably practicable, the highest standards of health, safety and wellbeing for all employees, learners, volunteers, contractors, visitors and others who may be affected by the College Group activities. This Policy applies to all B&FC Group campuses, activities, services, and those undertaken on behalf of the College, including work-based learning and off-site activities.

B&FC Group is fully committed to ensuring the health and safety of its employees, students, apprentices, visitors and contractors. B&FC Group Health & Safety policy and procedures provide guidance by ensuring high standards through promoting an open and supportive approach that is responsive to the teaching and learning environment.

B&FC Group recognises that health and safety is a fundamental part of the management function and will continue to ensure that best practice is followed and that health and safety is embedded across all curriculum and service areas.

B&FC Group does not expect anyone to take risks that could lead to accident, injury, ill health or possible death. Any reckless or negligent behaviour could lead to disciplinary action.

B&FC Group also recognises its statutory obligations in preventing employees, students, apprentices, volunteers, visitors and contractors from being drawn into terrorism as stated Terrorism (Protection of Premises) Act 2025 (also known as Martyn's Law).

1.2 Statement of Intent

B&FC Group is committed to:

- Providing and maintaining a safe and healthy working, learning and visiting environment.
- Preventing injury, ill health and work-related harm.
- Complying with the Health and Safety at Work etc. Act 1974 and all supporting health and safety legislation.
- Complying with Terrorism (Protection of Premises) Act 2025
- Complying with the Building Safety Act 2022
- Implementing an effective health and safety management system aligned with HSE Managing for Health and Safety (HSG65 / MFHS).
- Ensuring buildings, associated plant and equipment, and systems of work that are safe and without risks to health
- Using safe systems of work in the use, handling, storage and transport any substances to comply with COSHH regulations
- Providing sufficient resources, information, instruction, training, and supervision to enable all employees, students, apprentices and contractors to avoid hazards and to contribute positively to their own safety and health at work
- Ensuring the safeguarding and wellbeing of all students, apprentices, employees and visitors

- Ensuring the health and safety of contractors in line with CDM 2015
- Providing a safe place to work with safe means of access and egress
- Ensuring a safe and healthy working environment with adequate welfare facilities and their maintenance
- Where practicable, provide first aid provision across all campuses and review all accident, incidents and near miss events which may occur
- To provide emergency evacuation procedures in the event of any emergency incident requiring evacuation or the instigation of the Emergency Management Plan including the stepping up to support any local outbreak management plan
- Where possible, prevent accidents, dangerous occurrences and cases of work-related ill-health by maintaining safe and healthy working conditions for all and operating a 'near miss' system to reduce potential accidents
- To regularly engage with employees, employee representatives, students, apprentices and contractors on matters of health and safety
- To seek specialist advice and guidance as appropriate
- Consulting with employees and their representatives on health and safety matters.
- Continually improving health and safety performance through monitoring, audit and review.

Health, safety, wellbeing and safeguarding are integral to B&FC Group strategic objectives and educational mission.

2. Legal Framework

This Policy is written in accordance with, and gives effect to, current UK legislation including (but not limited to):

- Health and Safety at Work etc. Act 1974 (as amended to 27 January 2026)
- Section 26(1) of the Counter-Terrorism and Security Act 2015
- Protection of Premises Act 2025 (Martyn's Law)
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health Safety & Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Regulatory Reform (Fire Safety) Order 2005
- Personal Protective Equipment at Work Regulations 1992 (as amended 2022)
- Building Safety Act 2022
- Construction Design and Management Regulations (CDM) 2015

3. Responsibilities

3.1 Corporation Board

The Corporation Board has overall strategic responsibility for ensuring that the College complies with its legal duties under health and safety legislation. This includes:

- Setting the strategic direction for health and safety.
- Ensuring adequate resources are available.
- Monitoring performance through reports and assurance
- Maintaining compliance with statutory duties

3.2 Chief Executive

The Chief Executive holds overall executive responsibility for health, safety and wellbeing and will:

- Ensure effective implementation of this Policy.
- Ensure compliance with legal requirements.
- Appoint competent persons to support health and safety arrangements.
- Ensure effective planning, monitoring, audit and review

3.3 Director of Estates - Senior Leader Responsible for Health & Safety

The Director of Estates will under the direction of the Chief Operating Officer:

- Lead operational health and safety arrangements.
- Ensure systems for planning, organisation, monitoring and review are effective.
- Chair or sponsor the Health and Safety Committee.
- Provide bi-annual health and safety report to the Corporation.

3.4 Senior Post Holders and Managers

Senior Post Holders and Managers are responsible for:

- Implementing this Policy within their areas of control.
- Identifying hazards and ensuring suitable and sufficient risk assessments.
- Ensuring employees are trained and competent.
- Investigating accidents, incidents and near misses.
- Promoting a positive safety culture.

3.5 Health & Safety Manager

The Health & Safety Manager will:

- Provide competent advice and guidance.
- Monitor compliance with legislation and College procedures.
- Carry out inspections, audits and investigations.
- Liaise with enforcing authorities where required.
- Act as 'critical friend' to curriculum and service colleagues
- Manage the H&S team appropriately across the Group health and safety requirements.

3.6 Employees

All employees must:

- Be responsible for their own health and safety and that of others.
- Co-operate with the B&FC Group to meet legal duties.
- Follow guidance, procedures and safe systems of work.
- Ensure any machinery/equipment has been checked, inspected, serviced and safe to use prior to use.
- Report hazards, incidents and near misses immediately
- Support a positive safety culture.
- Employees that are appointed Fire Wardens/Fire Marshalls/First Aiders must fully understand the B&FC Group Health & Safety Policy and Procedures

3.7 Learners

Learners are expected to:

- Be responsible for their own health and safety and that of others
- Comply with B&FC Group health and safety arrangements.
- Act responsibly and follow health and safety instructions.
- Use equipment safely and correctly and follow safe systems of work
- Report hazards, incidents and accidents immediately.

3.8 Contractors

Contractors must:

- Be responsible for their own health and safety and that of others
- Report to the Estates Team on arrival and sign in accordingly.
- Comply with B&FC Group health and safety arrangements.

- Follow site rules, induction requirements and instructions.
- Report hazards, incidents and accidents immediately
- Ensure responsibility for managing and providing all health and safety documentation as part of CDM 2015 including relevant construction phase plans.

3.9 Visitors

- Report to the respective main reception on arrival and sign in accordingly.
- Must be responsible for their own health and safety and that of others.
- Comply with B&FC Group health and safety arrangements.
- Follow site rules, induction requirements and instructions.

4. Arrangements for Health and Safety

Detailed arrangements supporting this Policy are contained within B&FC Group procedures and guidance, including:

- Risk Assessment Procedure
- Accident and Incident Reporting Procedure
- Fire Safety and Emergency Evacuation Procedures
- Welfare Procedures
- Control of Contractors
- Lone Working
- Health Surveillance

4.1 Risk Assessment

B&FC Group will undertake suitable and sufficient risk assessments for activities, premises and work practices, which will be reviewed regularly and following significant changes.

4.2 Training and Competence

B&FC Group will ensure employees receive appropriate health and safety training, including induction, refresher and role-specific training.

4.3 Accident and Incident Reporting

All accidents, incidents and near misses must be reported and investigated to prevent recurrence and ensure compliance with RIDDOR where applicable.

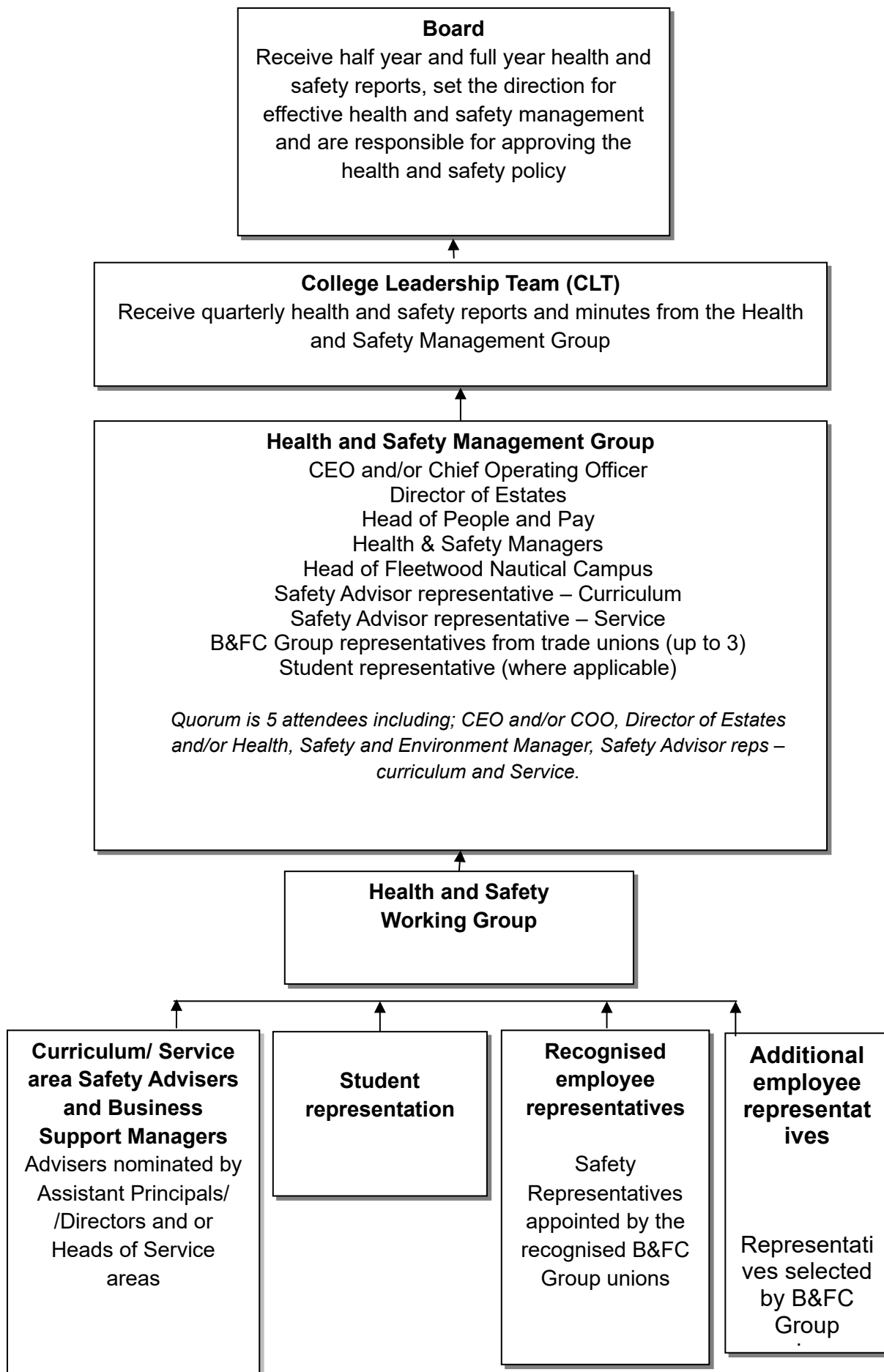
4.4 Monitoring and Review

Health and safety performance will be monitored through inspections, audits, reporting and review by the Health and Safety Management Group and senior management.

Biannual reports will go to the Corporation Board.

4.5 Health and Safety Management Group

- Meet at least twice yearly
- Support and monitor the implementation of B&FC Group Health and Safety Policy
- Consider any health and safety issues that have not been resolved by individual managers or by the Health and Safety Working Group
- Consider reports of visits to B&FC Group campuses by Inspectors of the Health and Safety Executive, Officers of the Fire and Rescue Service or any other safety specialists and ensure those responsible have acted on recommendations in a timely manner as part of the due diligence of the Health & Safety Management Group.
- Consider reports from safety representatives
- Receive minutes from the Health and Safety Working Group and Fleetwood Campus H&S meetings
- Receive and consider reports from the Health, Safety & Environmental Manager before submission to the SMT and the Board
- Ensure that the H&S Policy and any related documents are up-dated on a timely basis in line with any change in H&S related legislation.
- Receive and review quarterly/half-yearly reports from the Health and Safety Manager



5. Consultation and Communication

B&FC Group will consult with:

- Employee elected representatives
- Recognised Trade Union Safety Representatives (including where necessary via the Joint Staff Consultative Committee)
- Learners (where appropriate)
- Contractors (where appropriate)

To promote collaboration and continual improvement on matters affecting health and safety and will encourage active participation in promoting a positive health and safety culture.

6. Policy Review

This Policy will be reviewed every two years, or earlier if required due to legislative changes, organisational change or significant incidents.

7. Linked Policies, Procedures and guidance

- B&FC Group Health & Safety Procedures
- B&FC Student External Visits Policy
- B&FC Student External Visits Procedures
- B&FC Fire Safety Policy
- B&FC Fire Safety Procedures
- B&FC Lone Working Policy
- B&FC Lone Working Procedures
- B&FC Medical Storage and Administration Policy
- B&FC Security Policy
- B&FC Smoke Free Policy
- B&FC Driving at Work Policy
- B&FC Asbestos Management Policy, Plan and Procedures
- [Working safely with display screen equipment: Overview - HSE](#)
- [Education - HSE](#)
- [Control of Substances Hazardous to Health \(COSHH\) - HSE](#)
- [Introduction to asbestos safety: Overview - HSE](#)
- [Equipment and machinery - HSE](#)
- [Stress and mental health at work - HSE](#)
- [Manual handling at work - Musculoskeletal disorders - HSE](#)
- Health & Safety at Work Act 1974 <https://www.hse.gov.uk/legislation/hswa.htm>
- [Terrorism \(Protection of Premises\) Act 2025](#)
- [Building Safety Act 2022](#)
- [The Construction \(Design and Management\) Regulations 2015](#)