

Health and Safety Policy

| | | | |
|--------------------------------------|---------------------------------|----------------------------|---------------------|
| Current Status: | Operational | Last Review: | September 2025 |
| Policy Owner: | Group Director of Compliance | Next Review: | September 2026 |
| Roles Responsible for Review: | Group Head of Health and Safety | Originated: | October 2022 |
| Approved by: | SET Resources | Committee: | Resources Committee |
| Type of Policy: | Staff / Students / External | Quality Assured by: | |

1. Summary

1.1. This policy applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:

- Abbeygate Sixth Form College
- Chalk Hill Academy
- Duke of Lancaster School
- Exning Primary School
- Stanton Primary School
- One Sixth Form College
- Priory School
- Stanton Primary School
- Stone Lodge Academy
- Sunrise Academy
- West Suffolk College (including PPL centres)

2. General Statement

2.1 EEG pursues a policy of Health and Safety control and protection for those at work, who study and those who may be affected by the organisations various undertakings. EEG will make every effort to comply with its duties under the Health and Safety at Work etc. Act 1974 and associated Regulations.

EEG recognises the wide range of learning activities undertaken by learners and the interaction with local companies and is committed to the 'Safe Learner' concept of the Department for Education (DfE) or other relevant contractual bodies. We aim to ensure a safe learning environment for those who study at our schools and colleges, are on work experience, attend work-based learning and study on our apprenticeship programmes.

EEG will regularly monitor and review its health and safety systems and when reasonable, consult with its Health and Safety Representatives and members of staff on matters of health and safety. EEG welcomes full and frank discussions on these matters.

2.2 EEG's policy is outlined below as:

- To assess risks to the health and safety of its employees and those affected by the school or college activities.
- To reduce accidents and health and safety incidents to a minimum.
- Provide and maintain a safe working and learning environment and create safe systems of work.
- Provide appropriate training, supervision and support in health and safety.
- Ensure the safe handling, storage and use of substances.
- Investigate incidents and take reasonable steps to prevent re-occurrence.
- Inform and consult with employees and liaise with others, regarding matters of health and safety, including arrangements for action in the event of emergency.
- Co-operate and co-ordinate activities with employees and others affected by its activities.
- Review its arrangements and procedures on a regular basis and strive to attain continuous improvement in risk control and the health, safety and welfare culture.
- To ensure the safety of all students on work placement and who are undertaking an Apprenticeship.
- To ensure the safety of staff and students at our Personal and Professional Learning (PPL) Centres.

Employees are reminded that they have responsibilities under the Health and Safety at Work etc. Act 1974 and associated Regulations.

Responsibility for Health and Safety

2.3 Ultimate responsibility for Health and Safety at EEG's schools and colleges rests with:

Nikos Savvas

CEO

Signed:



Dated: September 2025

Review date: September 2026

3. HEALTH AND SAFETY RESPONSIBILITIES

3.1 Governance

The Eastern Education Group Trust Board and West Suffolk College Corporation empower the CEO to meet EEG's moral and legal responsibilities for Health and Safety. They will appoint a Governance member to have responsibility for Health and Safety. Thus, Governance member *in officio* will be a member of the Health and Safety Board and work with the Group Head of Health and Safety and the Board to monitor the application of Health and Safety across the organisation and report regularly to the Trust Board and Corporation.

3.2 The CEO

The CEO is ultimately responsible for Health and Safety under the Health and Safety at Work etc. Act 1974.

Senior Executive and Senior Leadership Teams (including the Principals and Heads of School)

The Senior Executive and Leadership Teams are responsible for ensuring that they:

- Meet Legislation and Standards.
- Have appropriate financial support for Health and Safety.
- Take account of Health and Safety when planning new or on-going projects.
- Consult on matters of Health and Safety.
- Are correctly trained and competent in matters of Health and Safety.

Group Head of Health & Safety

The Group Head of Health and Safety has responsibility for:

- Leading on matters of Health, Safety and related issues.
- Ensuring that all staff complete and record all reports and assessments that are required to comply with health and safety legislation and to support staff in the preparation of such reports and assessments.
- Ensuring risk control is in place and where appropriate maintaining records.
- Liaising with the Occupational Health Nurse/Physician.
- Liaising with and acting for the group when dealing with statutory bodies.
- Liaise with relevant contractual bodies for Health and Safety issues.
- Supporting the CPD program that will ensure employees receive the appropriate health and safety training.

EEG Middle Management Team

EEG's Middle Managers are responsible for ensuring that:

- Safety rules are followed by all.
- They maintain the safety of staff, students and visitors.
- Ensure that risk assessments are written and in place with controls implemented.
- Ensure safe methods and procedures are used and carried out.
- Ensure Health and Safety is considered when planning new and current projects.
- All plant and work equipment within the workplace is maintained in a safe condition.

- Ensure supervisors are competent.

Line Managers

Line Managers are responsible for ensuring that:

- Staff are working safely, and learners are learning safely.
- Risk assessments are in place and have been shared with all necessary parties, all significant risks are controlled, safe methods are implemented and used, and staff are complying with written safety instructions.
- Risk assessments are reviewed annually to ensure the controls put in place are working.
- Risk assessments are reviewed and updated if they may no longer be effective or there have been changes in the workplace or process that could lead to new risks, also following any reported problems, accidents or near misses.
- Any hazardous substances are stored, transported, handled, used and disposed of in a safe manner.
- Staff are encouraged to report hazards and raise health and safety concerns.
- All accidents, incidents, ill health, dangerous occurrences are reported promptly.

Employees and Students

Employees and students also have duties, they must for example:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions at work.
- Use any machinery, equipment, dangerous substance, vehicles or safety device provided by the group in accordance with any training and/or instructions received.
- Where required write Risk Assessments and ensure that safe methods are implemented and used.
- Co-operate with the group on all health and safety matters and comply with all aspects of health and safety legislation.
- Inform the group of any situation which they consider might represent a serious and immediate danger to health and safety or any matter which they consider represents a shortcoming in EEG's health and safety arrangements.
- Not remove or interfere with any signs or equipment that the group has provided in the interests of health and safety.
- Report all work-related accidents, incidents (e.g. near misses), diseases or conditions to their line manager for recording.
- Make sure they are aware of the location of the nearest fire alarm call point, fire extinguisher position and fire exit as well as the plan to be followed in the event of fire.

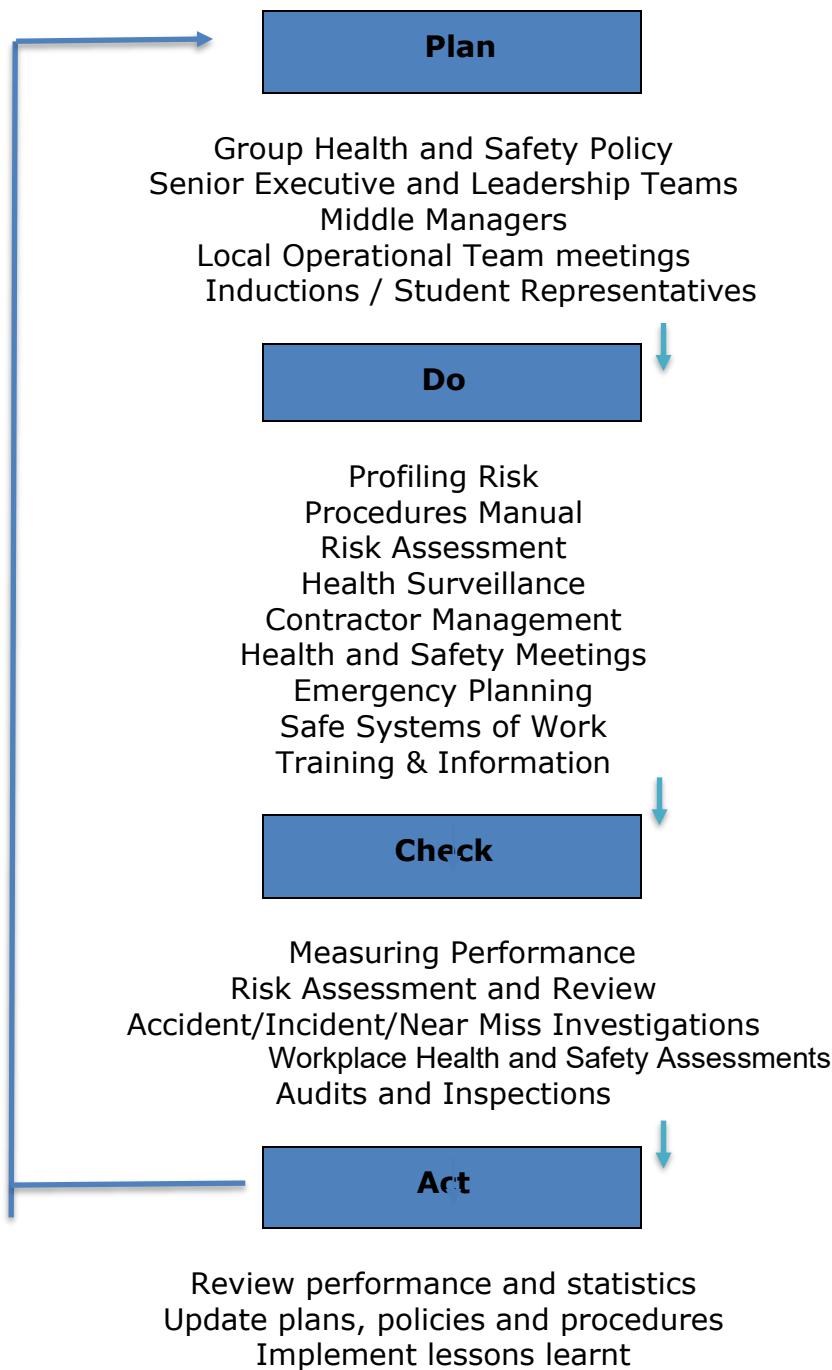
4. ARRANGEMENTS FOR HEALTH AND SAFETY

4.1 EEG Health & Safety Plan

EEG has based arrangements for health and safety on the Health and Safety Executive's guidance (HSG65).

Figure 1. below shows the interrelationship between the elements of the Plan, Do, Check, Act cycle and College inputs.

Figure 1.



- 4.2 The Group Head of Health and Safety, manages and assists the EEG to meet its duties under the Health and Safety at Work Act 1974 and associated legislation. EEG affords appropriate training, financial support and authority to enable the manager to undertake these responsibilities.
- 4.3 An Occupational Health Service provider is contracted by EEG to ensure employees are suitable for the tasks they undertake; monitor the effects of working practices on health and reduce sickness absence through appropriate management of medical conditions.

EEG assesses the risks to health and safety, implements appropriate controls

and provides any necessary training and information. Health and safety management is kept under regular review.

EEG plans its undertakings and proposed undertakings, considering health and safety at the concept stage. Where it is reasonably practicable to do so, health and safety will be 'designed out' through elimination of hazards, or properly managed and mitigated by selecting appropriate and proportionate control measures.

4.4 Policies and Procedures

EEG publishes its policies and procedures internally through MyEEG which is available to all staff. The following lists those procedures pertaining to health and safety under this policy.

Emergencies

- First Aid Policy
- Learners Reporting Sick (Not Requiring First Aid)
- Accident/Incident Reporting Procedure
- Action in the event of Fire/Emergency
- Bomb Threat and Suspicious Packages
- Gas Leak Procedure
- Business Continuity Plan
- Evacuation Procedures for Those With Impairments
- Lift Emergency Release
- Non-Accidental Explosion and Hostile Intruder

Safety

- Collection and Disposal of Contaminated Sharps
- Maternity, Paternity and Adoption Policy
- Work Related Experience Policy
- Driving for Work
- Asbestos Policy

Health

- Procedure For Eyesight Testing and Provision For Spectacles for Those Identified As DSE (Display Screen Equipment) Users
- Medical Fitness for Learners and Staff Undertaking Physically Demanding Courses and Sessions
- Staff Health Wellbeing Attendance Policy
- Stress Management Policy

Management of Health and Safety

- College Duty Officer Procedures
- The Health and Safety Board
- Instructing Contractors
- Staff Health and Safety Manual
- Hot Work Permit: Protocol
- Electrical Work Permit: Protocol

- Administration of Prescribed Medication to Persons Without Medical, Nursing or Paramedical Training
- Safety of Work Equipment
- The Health and Safety Inspection for Hired Venues for Teaching
- Control Of Substances Hazardous to Health
- Fire Marshal Procedure
- Smoking Policy
- Electrical Portable Appliance Testing
- RIDDOR Reporting Procedure
- Scaffolds and Tower Scaffolds
- Use of Force or Restraint
- Personal Protective Equipment
- Visits by Learners, Educational Trips and Travel
- Events Organisation

4.5 **Departmental Health and Safety Files**

Each department holds a health and safety file within MyEEG which contains the Risk Assessments for activities undertaken in that area of learning/study/work which for example may include COSHH, Manual Handling and DSE (Display Screen Equipment) assessments.

4.6 **Workplace Learning (including work experience and Apprentices)**

EEG holds a main health and safety record on each employer where Work or Industry Placement full time students and Apprentices are located, in our Customer Relationship Management (CRM) system. Additionally, an Apprentice health and safety induction record is held on Unit-E, which forms part of the student onboarding safety training.

4.7 **Teaching Areas**

Individual teaching areas have Safe Systems of Work for tasks and activities. Where appropriate the Safe Systems of Work are clearly displayed next to equipment or in workshop/classroom areas.

5. MONITORING AND REVIEW OF HEALTH AND SAFETY

5.1 Each department actively monitors health and safety performance with the Health and Safety department coordinating these records into an Annual Report.

The Annual Report summarises the group's current Health and Safety status giving re-active statistics and pro-active health and safety initiatives. This report is presented to the Health and Safety Board and is made available to the Corporation as well as being published on MyEEG together with details of the systems of inspection and monitoring regularly undertaken.

The Annual Report incorporates a self-examining approach, looking at the Health and Safety Departments strengths and weaknesses, setting targets for

improvement and to further raise the standards of health, safety and wellbeing during the forthcoming year. The Health and Safety department also takes note of Course Evaluations for training delivered and the results of Customer Satisfaction Surveys.

Revision History – Policy name

| Revision date | Reason for revision | Section number | Changes made |
|----------------------|----------------------------|-----------------------|---|
| Aug 2024 | Annual Review | Throughout | Amendment to title changes – Group Head of Health and Safety |
| Aug 2024 | Annual Review | Section 2 | Amendment to Line Manager duties to include safe disposal of chemicals |
| Aug 2024 | Annual Review | Section 2 | Amendment to location of referenced Safety Procedures against Policy to internal MyEEG. |
| Aug 2024 | Annual Review | Section 4 | Removal of duplicated procedures that were listed under Policies and Procedures section. |
| Aug 2025 | Annual Review | Throughout | Re-design to EEG policy – WSC policy from college focus to combine EEGT schools/colleges. |