

DERBY COLLEGE GROUP

Annual Report

Health and Safety

To develop a culture of safety and regulatory compliance that creates a safe workplace and supports the best learning outcomes for our students.

Academic Year 2023-24

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Foreword

Health and safety at Derby College Group is of utmost importance. As Chief Executive, I, along with the Corporation Board, have ultimate responsibility for health and safety, and we take this responsibility extremely seriously.

Constant vigilance and continual improvement are needed to ensure that our working environment is safe and this annual report for Health and Safety provides a proactive approach and emphasises the role that we all have for ensuring the safety of ourselves, our colleagues, students, and visitors.

The annual report recognises that our role moves beyond legal compliance, recognising that we strive for best practice. Our approach combines sound governance, strong and clear communication, and an expectation of a positive culture towards health and safety management.

Health and Safety is the responsibility of us all. On behalf of the Corporation and Executive Team, I would like to take this opportunity to emphasise the importance of compliance and engagement with all aspects of our Health and Safety policies, practice, and culture.

Mandie Stravino OBE
Chief Executive

Section 1: Overview

This annual report sets out how we will continue to meet our statutory requirements and respond to government policy, guidance and what we will report on.

Whilst health and safety is the responsibility of every employee across the organisation, this annual report sets out specific accountabilities and responsibilities.

The annual work plan details the operational objectives, actions, targets, and success measures and is the main tool for the Senior Leadership Team to monitor health and safety priorities performance throughout 2022-23.

Section 2: Our Strategic Intent

Safety within schools and colleges plays an integral part of the Ofsted framework and DCG employee and student safety is the focus of this annual report.

The culture of an organisation can be defined as a collection of shared attitudes, beliefs, and ways of behaving; and with a shared understanding of the risks, and a positive attitude to managing health and safety, we endeavour to avoid costly accidents, disruption losses and damage to the morale and reputation.

The DCG Corporate Strategy, vision and values provides an overarching framework to inform and support a range of core and facilitating strategies and operational business plans, which sit beneath it. Our strategies set out how our teams will work together to enact and deliver on our ambitions and strategic priorities.

Our health and safety annual report sets out the key priorities and objectives for fundamental areas of essential authority policies, primarily where there are statutory/legislative requirements and/or public sector duties or codes.

The Health and Safety annual report aids DCG in ensuring the key components of good health and safety culture, including:

- visible commitment by top management;
- transparent methods of informing and consulting with the workforce;
- recognition of the fact that everyone has a role to play;
- co-operation between employees;
- open two-way communications, and
- high quality of training.

The Health and Safety annual report is supported by a series of policy, procedures and work plans used by the Senior Leadership team to drive and monitor delivery at an operational level.

Meeting our legal duty and statutory requirements

The *Health and Safety at Work Act of 1974* imposes a duty on all employers to ensure, so far as is reasonably practicable, the health and safety of employees and others (such as college visitors and students), and the *Management of Health and Safety at Work Regulations of 1999*, which sit under the Act sets out a series of further duties which indicate the kinds of things employers should do to meet their overall duty of care. These include having the right policy organisation and arrangements in place, undertaking suitable and sufficient risk assessment, and having access to competent advice and training.

Alongside the Management Regulations are a series of further regulations, most of which deal either with managing risks from broad classes of hazards which underpin our approach to safety management, these include:

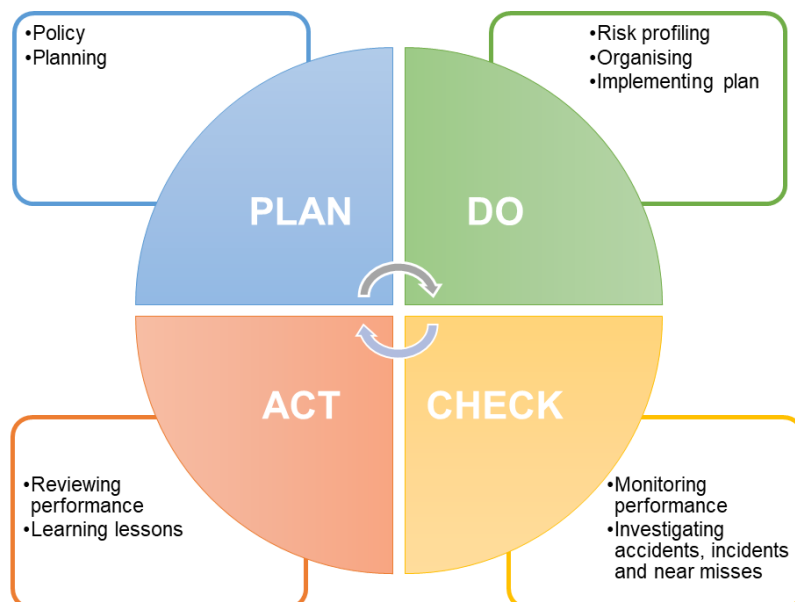
- *Workplace (Health, Safety and Welfare) Regulations 1992*
- *Health and Safety (Display Screen Equipment) Regulations 1992*
- *Health and Safety (Consultations with Employees) Regulations 1996*
- *Manual Handling Operations Regulations 1992*
- *Health and Safety (Safety signs and signals) regulations 1996*
- *Control of substances Hazardous to Health (COSHH) Regulations 2002*
- *Electricity at Work Regulations 1989*
- *Noise at work regulations 1989*
- *Personal Protective Equipment at work Regulations 1998*
- *Provision and Use of Work Equipment Regulations 1998*
- *Reporting of Injuries and Dangerous Occurrences Regulations 1995*
- *Regulatory Reform Order (Fire Safety) 2005*

Approach to Health and Safety Management

It is important to align with other nationally recognised and sector specific standards, and DCG follows the approved Health and Safety Executive (HSE) guidance for management of health and safety, Health Service Guidance 65 (HSG65).

HSG65 provides guidance for organisations and professionals who wish to improve health and safety in their workplaces. It focuses on effective health and safety policies, planning and implementation, measuring performance and auditing and reviewing performance.

The diagram below describes the essential requirements of successful health and safety management.



Our vision and commitment

Our vision, commitment and objectives have been developed to establish a safe environment for employees, students, and visitors to work and learn, and DCG places health and safety at the core of its overarching corporate strategic values and ethos.

Vision

To develop a culture of safety and regulatory compliance that creates a safe workplace and supports the best possible learning outcomes for our students.

Commitment

DCG Group is committed to creating a safe environment and we will achieve this by:

- a) complying with all statutory health and safety requirements.
- b) adopting all other reasonably practicable means to manage risk in line with the Management of Health and Safety at Work Regulations 1999 in areas for which it is responsible.
- c) ensuring that resources are made available to provide:
 - plant, equipment, and systems of work that are safe and without unacceptable risks to health.
 - safe arrangements for the use, handling, storage and transport of articles and substances.
 - a safe and healthy workplace and work environment for its employees and others (students, contractors, visitors, and the public) that may be affected by its work.
 - safe access and egress to all working areas on its campuses.
 - adequate welfare facilities and arrangements; and
 - sufficient information, instruction, training, and supervision to ensure all employees are aware of the hazards at their workplace and understand their own duties under section 7 of the Health and Safety at Work etc. Act and related legislation.

Governance and Accountability

Health and safety is the responsibility of every employee across the organisation.

The Corporation Board is the governing body and has responsibility to monitor overall impact and delivery, review compliance and effectiveness of policies and procedures regarding health and safety.

Senior Leadership accountability sits Chief Executive, and the Deputy Chief Executive has delegated responsibility supported by the Director of Health and Safety for oversight of the Health and Safety annual report and any associated policies and procedures.

The Deputy Chief Executive, and Director of Health and Safety are supported by:

- Senior Leadership/Executive Team
- College Management Team, and
- Team Managers

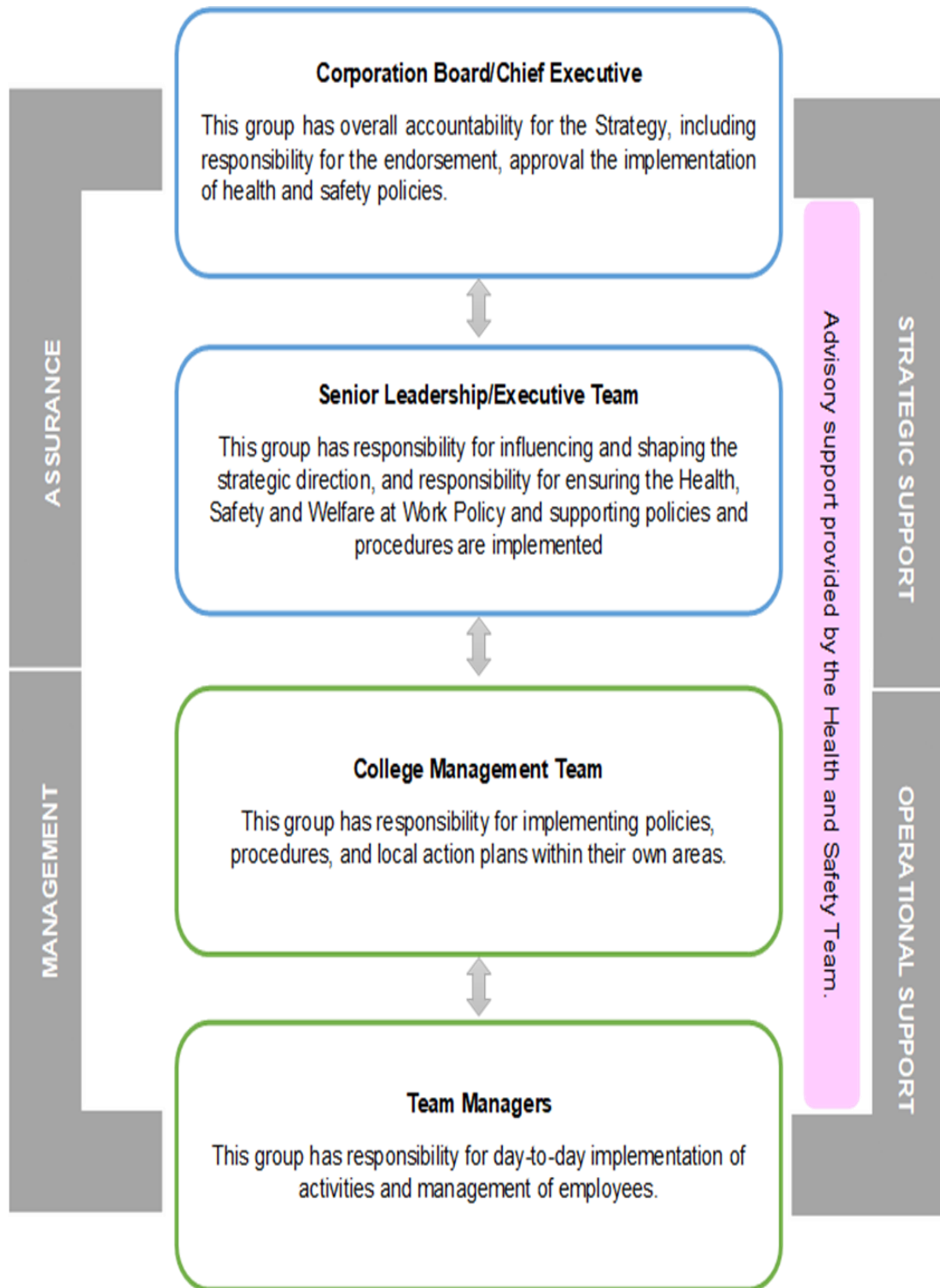
Competent advice is provided by the Health and Safety Team who are responsible for creating an environment that ensures we embed and implement the Health and Safety policies and procedures .

This work will be informed by feedback from the SLT Health and Safety Committee (Appendix B) and Operational Health and Safety Group.

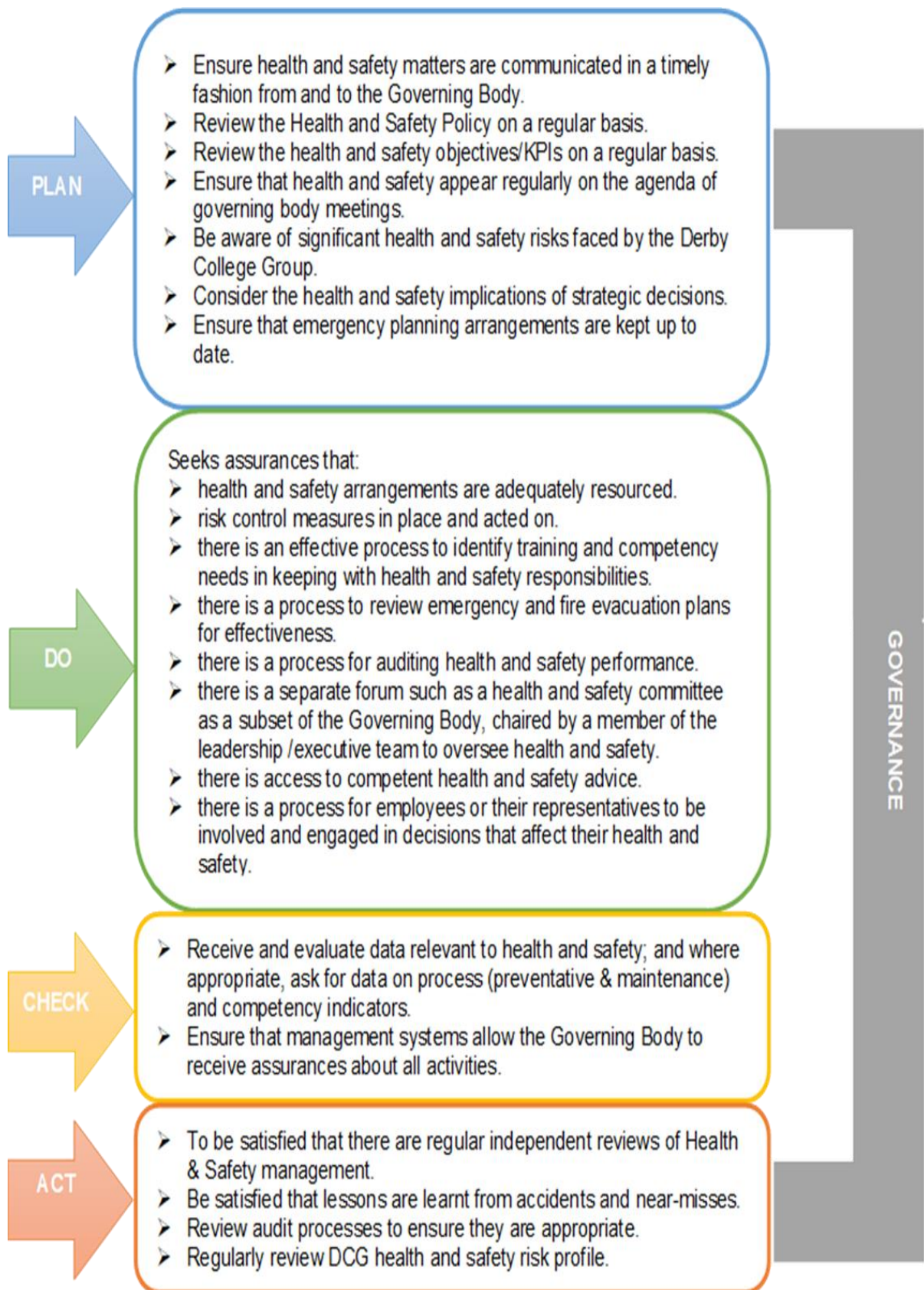
The Senior Leadership Team will approve the annual report, annual objectives, and consider and monitor progress through the SLT Health and Safety Committee on a termly basis with an annual review.

The Corporation Board and Chief Executive will be provided with an annual summary of achievements and impact (Appendix A) of which the Director of Health and Safety will assess, monitor, and report to the Board on the delivery and effectiveness of the Health and Safety management.

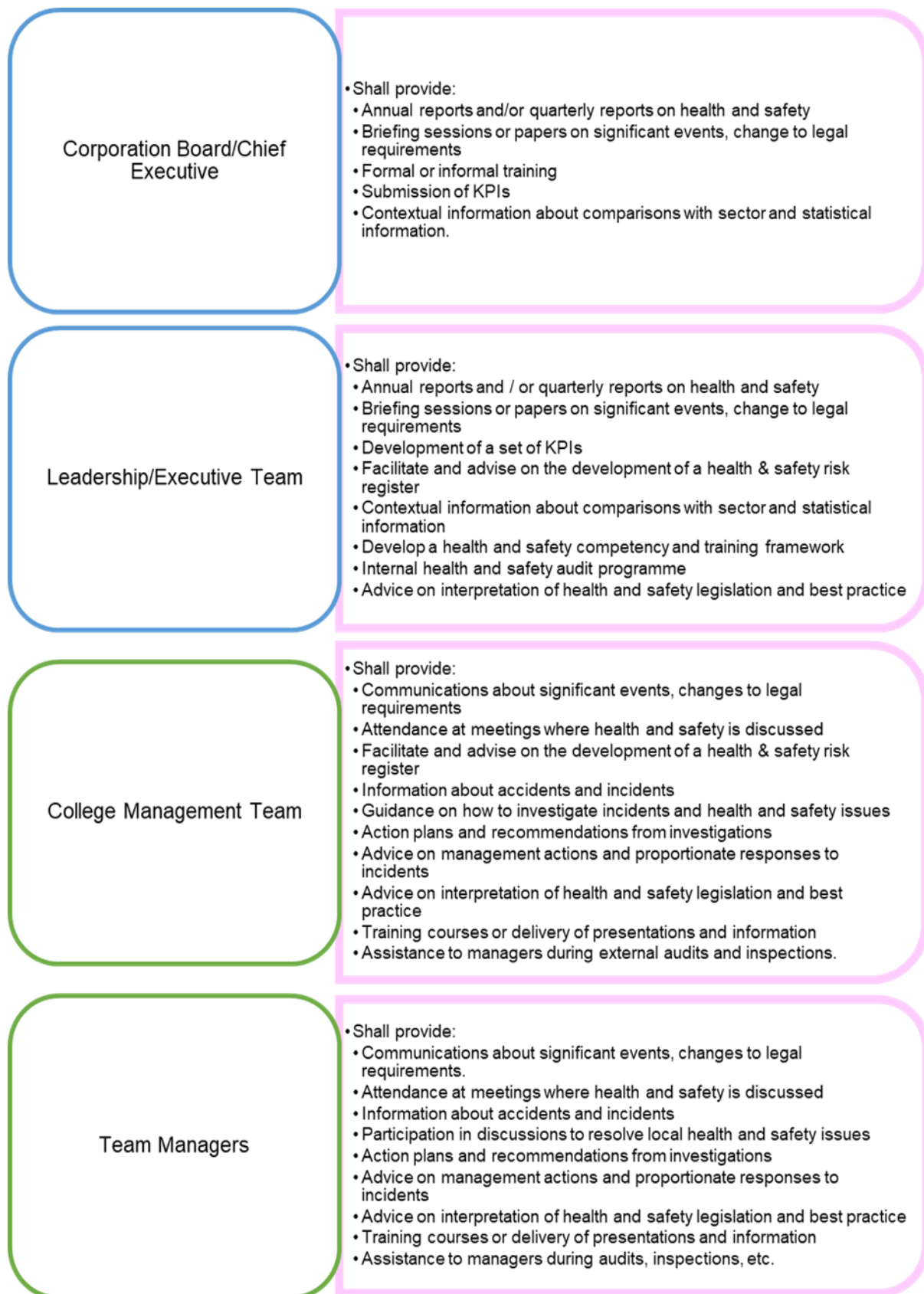
Summary of management tiers and their role in health and safety leadership



Summary of the role of the Corporation Board



Summary of the role of the Health and Safety Team



Section 3: Our Objectives and Work Plan

As set out in Section 2, this annual report establishes our vision, intent and commitment to Health and Safety across DCG. We aim to meet, and where possible exceed, our statutory duties and moral obligations in serving our students, communities, employees, and wider stakeholders. and how we plan to deliver our commitments.

Our objectives set out how we plan to deliver our commitments together with a supporting detailed work plan with success measures aligned to our commitments and responsibilities and includes any specific actions identified for improvement or particular focus.

They will provide the main tool for the Senior Leadership Team to support and challenge our performance throughout 2023-24.

Objectives

- 1. PLAN:** We will ensure effective and proportional systems are implemented for the management of health and safety.
- 2. DO:** We will ensure we have a, trained, knowledgeable and well-informed workforce who are provided with the necessary support.
- 3. CHECK:** We will monitor performance, report, and investigate incidents, accidents and near misses in a timely manner.
- 4. ACT:** We will learn from mistakes and seek to improve practices to ensure the safety and health of employees.

Appendices

- Appendix A: Overview of DCG achievements and impact (2022-23)
- Appendix B: SLT Health and Safety Committee Terms of Reference

Appendix A Summary of Achievements and Impact 2022-23

This summary provides an overview of key achievements and impacts associated with health and safety performance for the year 1st August 2022 to 31st July 2023.

PLAN	<p>1. Policy & Document Development</p> <p>The following health and safety policies were reviewed, updated, and re-issued, including:</p> <ul style="list-style-type: none"> • Display Screen Equipment Policy • Blood and Body Fluid Spillage Policy • Display Screen Equipment Policy • Accident and Incident Management Policy • Control of Substances Hazardous to Health Policy • Communicable Notifiable and Reportable Diseases Policy • Health and Safety Vetting for WBL and Work Experience Policy • Animal Welfare Management Policy <p>2. Emergency Incident and Business Continuity Planning</p> <p>Emergency arrangements have been reviewed and updated in line with the DfE Guidance '<i>Emergency Planning and Response for Education, Childcare, and Children's Social Care Settings</i>'.</p>														
DO	<p>3. Staff Training & Development</p> <p>The H&S team have maintained their Continuous Professional Development having attended several webinars and conferences, including:</p> <ul style="list-style-type: none"> • <i>Health and Safety Guidance and Best Practice for the FE sector (Webinar)</i> • <i>Fire Risk Assessment and Competency (Webinar)</i> • <i>Understanding Personal Emergency Evacuation Plans and legal duties (H&S EXPO Conference)</i> • <i>Business Continuity and Emergency Planning (H&S EXPO Conference)</i> <p>Local and national forums and advisory groups delivered by AoC, IOSH, Landex, and the Local Authority have been attended throughout the year and DCG hosted a Landex Health and Safety Conference.</p> <p>Mandatory health and safety training compliance has consistently been reported at over 90%, including:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th>H&S Mandatory Training</th> <th>Compliance</th> </tr> </thead> <tbody> <tr> <td>Fire Safety</td> <td style="text-align: right;">90.30%</td> </tr> <tr> <td>Lifting & carrying</td> <td style="text-align: right;">90.50%</td> </tr> <tr> <td>Personal Safety</td> <td style="text-align: right;">90.50%</td> </tr> <tr> <td>Reporting Health & safety</td> <td style="text-align: right;">90.10%</td> </tr> <tr> <td>Understanding Health & safety</td> <td style="text-align: right;">91.40%</td> </tr> <tr> <td>Working with computers</td> <td style="text-align: right;">90.60%</td> </tr> </tbody> </table>	H&S Mandatory Training	Compliance	Fire Safety	90.30%	Lifting & carrying	90.50%	Personal Safety	90.50%	Reporting Health & safety	90.10%	Understanding Health & safety	91.40%	Working with computers	90.60%
H&S Mandatory Training	Compliance														
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In addition to mandatory training, the following essential to role training has been provided:

- *Duty Safety Officer Training*
- *Emergency Management Team Training*
- *Emergency First Aid at Work*
- *MIDAS*
- *Asbestos Awareness*
- *Legionella Awareness*
- *Abrasive Wheels*
- *Work at Height*

4. Health and Safety Legal and Risk Registers

The health and safety legal and risk registers have regularly been reviewed and updated with consideration of legislative requirements and evaluated qualitatively against the initial risk and existing controls.

Risk prioritises were:

Risk Area	Initial Risk	Residual Risk
Substances Hazardous to Health (Chemicals):	20	12
Substances Hazardous to Health (Biological):	12	6
Asbestos:	15	8
Working with Animals:	12	9
Electrical Safety:	20	8
Plant and Equipment:	20	10
Noise:	9	4
Radiation (ionising and non-ionising):	12	4
Workplace Transport and Pedestrian Safety:	20	10
Psychosocial:	16	9
Workplace Environment and Facilities:	12	4
Working outdoors:	9	4
Laboratory Safety:	12	8
Workshop Safety:	12	8
Confined Spaces:	10	4
Working at Height:	15	8
Manual Handling/Ergonomics:	12	6
Travel and Off-Site Activities:	15	8
Workplace Design and Construction:	15	8
(RH) Security	20	10
(JWC) Security	20	8
(BH) Security:	20	12
(Ilkeston) Security:	20	8

5. Health and Safety Intranet

The health and safety intranet pages have been reviewed and content updated to include additional guidance and new sources of advice and support available.

6. Health&Safety Operational Group and Committee

The operational group and committee have made progress against the health and safety workplan, and the committee have received regular reports including updates on the following:

- Asbestos management
- Electrical Safety
- Fire Safety
- Food Safety
- LOLER, LEV, and PUWER inspections
- Security
- Water Safety

Both the operational group and committee have met each term and were well attended demonstrating both management and employee representatives' commitment and cooperation.

7. Accidents and Incidents

Records of reported Accidents, Incidents, Near Misses and Dangerous Occurrences are collected centrally where they are investigated or assessed for further action.

Incident causations have been monitored to identify any trends and seek to prevent a re-occurrence.

The top five accident/incident causations were:

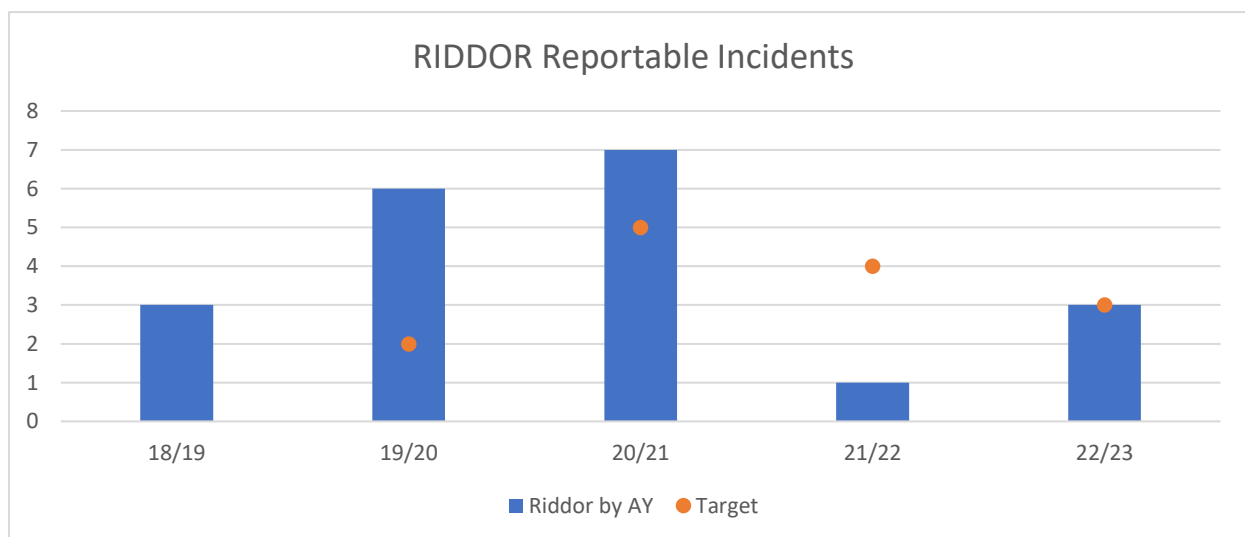
Sub Category	AY 22/23	AY 21/22
Injured by equipment	31↑	30
Slip/Trip/Fall Indoors	20↔	20
Slip/Trip/Fall Outdoors	24↓	30
Struck Fixed Object	14↓	19
Assault	9↑	7
<i>Student on Student</i>	6↑	5
<i>Student on Employee</i>	3↑	2

Slips and trips (indoor/outdoor combined) was the highest reported cause of injury and is the main cause of injury nationally across all industries.

Injured by equipment remained the second highest reported cause of injury.

Compared to the previous year, a decrease in overall recorded accidents was reported, and the employee accident rate remained below the industry average.

Whereas recorded accidents decreased, externally reported incidents had increased from the previous year but did not exceed the target set, and a year-on-year reduction was achieved.



CHECK

8. Health Surveillance & Checks

A total of 12 Occupational Health clinics were held throughout the year with over 80 employees receiving Health Surveillance, and findings confirmed their work is not causing harm to health.

All health surveillance is tailored to employees known risks and hazards, and typically include respiratory, noise or vibration surveillance and/or skin assessments and eyesight tests.

Enforcement Action & Statutory Visits

No enforcement action has been issued or statutory visits undertaken during this academic year.

Audits, Reviews, and Inspections

The H&S team have successfully completed all planned inspections and communicated findings. Of the 41 inspections undertaken no major health and safety concerns were reported.

Although improvements were recorded and no major concerns raised; the control of hazardous substances, the use and provision of work equipment, and the management of contractors remain key areas of improvement for 2023-24.

An internal audit was commissioned by the audit committee to consider Incident Management and Non-IT Business Continuity arrangements and the following audit areas:

Audit Areas	Control Objectives
DfE Emergency Planning Guidance	To ensure that the College has reflected upon and revised its processes to incorporate the key aspects of this guidance including the development of an Emergency Plan.
Incident Management, Evacuation and Lockdown Procedures	The College's Incident Management, Evacuation and Lockdown Procedures are regularly reviewed and updated to reflect the latest guidance issued by the Government, in particular with regard to incident management and dealing with emergencies. The College's Procedures specifically reference off-site activities such as educational visits.
Physical Security	The College's control procedures ensure that only bonafide students, staff and visitors are able to access College sites for legitimate reasons.
Risk Assessment and Risk Mitigation	Potential risks due to threats such as terrorism, fire or flood, are identified, and the probability and potential impact to the College are determined. Risk assessments are completed at campus and entity level, to ensure that the risks of all credible events are understood and managed appropriately. Off-site activities have appropriate arrangements in place and the risk assessment process is robust.
Plan Awareness and Training	There is a scheduled periodic programme of education and awareness training in respect of the Incident Management, Evacuation and Lockdown. Training has included testing exercises and/ or practice drills for portions of the procedure including either walkthrough exercises, desktop scenarios or simulations.

In summary, the audit findings were positive with only two advisory actions, including reference to be made to the DfE Guidance *'Emergency Planning and Response for Education, Childcare, and Children's Social Care Settings'* within supporting documentation, and to undertake a 'live' exercise to strengthen table-top exercises performed.

ACT

Appendix B SLT Health and Safety Committee

1.0 Accountability

- 1.1 The Committee is accountable to the Corporation and is responsible for establishing and maintaining standards of health, safety, and welfare by developing, approving, and monitoring Derby College Group (DCG) management policies and procedures.

2.0 Purpose

- 2.1 For health and safety purposes the Committee is constituted under the requirements of the Health and Safety at Work etc Act 1974; Section 2(7) to establish a health and safety committee to keep under review the measures to ensure the health, safety and welfare at work of employees, and in accordance with the Safety Representatives and Safety Committees Regulations 1977, as amended by the Management of Health & Safety at Work Regulations and the associated Codes of Practice and Guidance.
- 2.2 The Committee will provide assurance to the Corporation on delivery against strategic direction.

3.0 Membership

- 3.1 The membership of the SLT Health & Safety Committee Meeting will comprise of:

- Deputy Chief Executive (Chair)
- Chief Executive (Vice Chair)
- Deputy Principal
- Director of Health and Safety
- Director of Human Resources
- Director of Estates
- Chief Financial Officer
- Representation from the Trade Unions

4.0 Co-opted Members

- 4.1 The Committee may, on occasions, co-opt for any of its meetings such persons not being members of the Committee who may serve the purpose of the Committee. Such co-opted persons shall provide advice and guidance only and will have no other Committee rights.

5.0 Quorum

5.1 A quorum will be four members (one of who should be the Chair or Vice Chair), excluding any co-opted members.

6.0 Frequency of meetings

6.1 The SLT Health and Safety Committee meet once a term and a calendar of meetings will be produced at the beginning of the academic year. Additional meetings will be arranged if necessary.

7.0 Chair

7.1 Chair will be the Deputy Chief Executive and Vice Chair will be the Chief Executive.

8.0 Remit

8.1 The Committee will provide a strategic overview of health and across DCG and shall be responsible for:

- Establishing and maintaining standards in keeping with legal requirements and in accordance with DCG policy. These encompass all areas, including risk assessment, safe systems of work, control of hazardous substances, provision of a safe working environment, safe plant and equipment, induction training, occupational health provision, health, and wellbeing, first aid, fire, security, etc together with all appropriate training.
- Overseeing, influencing, developing, reviewing, and approving policies, procedures, guidelines, and codes of practice in relation to health, safety and health and wellbeing.
- Monitoring, auditing, and reviewing the effectiveness of DCG management systems pertaining to health and safety.
- Providing and maintaining a positive link with the Corporation to ensure that they are kept fully informed of the issues.
- Reviewing accident, incident and near miss data to identify trends throughout DCG, to ensure that corrective action and prioritisation of high-risk issues are brought to the attention of the appropriate areas.
- Ensuring that there is a structure for the integration of DCG health and safety objectives into business plans and management performance criteria.
- Providing reports to the Corporation on actions and progress made.
- Developing and taking an overview of delivery against agreed standards giving guidance to DCG on remedial action and recovery plans as required.
- Disseminating information and providing feedback to appropriate groups, committees, employees, and other stakeholders.
- Acting as an early warning mechanism to alert DCG to emerging risks by reviewing the corporate risk register in so far as it relates to health and safety, ensuring that this document is fed by area risk assessments and flagging any trends or high risks to the Corporation as appropriate.
- Promoting a culture of understanding and co-operation across DCG by developing and implementing systems for identifying, prioritising, controlling, and resourcing the management of HSE risk and performance, and by developing fit for purpose strategies and policies to meet this aim.

9.0 Reporting arrangements

9.1 Minutes of the meeting shall be formally recorded and approved by the SLT HSE Committee.

The Committee will report directly to the Corporation. The report will focus on:

- Strategic assurance and performance in line with KPIs set;
- Primary risk management issues;
- Significant accidents/incidents/near misses.

The Committee will also oversee the production of an annual report relating to all aspects of health and safety.

Health and Safety: Work Plan 2023-2024

PLAN: We will ensure effective and proportional systems are implemented for the management of health and safety.			
Operational Objectives	Actions / Milestone Tasks	Responsible Person/s	Frequency
Review and update the policies and procedures	Review schedule including review, consultation, and approval is completed.	H&S Team	Annually/Three yearly
	Policies and procedures are uploaded onto the policy portal and communicated.	H&S Team	As required
Check employees at all levels understand their roles and responsibilities	Ensure procedures clearly define roles and responsibilities.	H&S Team	As required
	Emergency Incident and Business Continuity Plan reviewed and communicated	Director H&S	Annually
Review and update the legal and risk registers, including any legislative changes, significant changes, new/improved control measures and any outstanding actions.	Review risk register	H&S team	Weekly
	Consult with OH&SG update the SLT of changes	H&S Advisor	Termly
	Escalation to SLT of existing and emerging corporate and high-level risks	Director of H&S H&S Union Reps	Termly Monthly

DO: We will ensure we have a trained and knowledgeable workforce and provide support and communicate appropriately.

Operational Objectives	Actions / Milestone Tasks	Responsible Person/s	Frequency
Maintain a competent and knowledgeable Health and Safety team.	Maintain professional registration, and CPD Attend local and national forums/advisory groups	H&S team Director of H&S	Annually, as required Monthly, Quarterly, Annually
Engage with specialist H&S advisors in matters of Occupational health, Fire, Asbestos, Legionella, Security and Radiation.	Meet contractors regularly to inform and update on current service delivery and seek advice and discuss concerns if required. Review Health Surveillance Matrix Arrange workplace exposure monitoring Report statutory compliance	H&S team & Director of Estates H&S Team & Team Managers H&S Team SLT H&S Committee	Monthly Annually As required Termly
Provide health and safety training.	Review Health and Safety Training Matrix Review training content incl. face to face, E-Learning modules, and externally delivered sessions. Deliver face to face training	H&S Team & HR H&S team H&S team	Annually Annually As required

Attend and provide support/advice to curriculum and business support.	Attend Team Manager meeting	H&S team	Weekly
	Attend Estates Management meeting	H&S team	Monthly
	Attend Risk Management meeting	Director of H&S	Monthly
	Attend JCG	Director of H&S	As required
Provide guidance, support, and signposting.	Monitor emails and phone calls	H&S team	Daily
	Review and update Intranet site H&S pages	H&S team	As required

CHECK: We will monitor performance, report, and investigate incidents, accidents and near misses.			
Operational Objectives	Actions / Milestone Tasks	Responsible Person/s	Frequency
Review and update the annual report.	Annual report	Director of H&S	Annually
Review and implement a programme of inspections and audits.	Review programme to reflect organisation changes.	H&S Team	Annually
	Undertake inspections	H&S Team	Weekly
	Key focus areas: the control of hazardous substances, the use and provision of work equipment, and the management of contractors	H&S Team	On-going

Promote and monitor completion of H&S management self-assessment	Communicate to team managers and provide guidance and deadline for completion.	H&S Team	Annually
Monitor RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) and ensure investigations are completed in a timely manner.	Administrate AIR system	H&S Team	Daily
	Report externally (HSE) and inform SLT	Director of H&S	As required
Report on H&S management performance and issues.	Department updates/escalations to Operational H&S Group	College Management Team	Termly
	Management reports submitted to SLT H&S Committee and to the Corporation,	Director of H&S Director of Estates Director of H&S	Termly

ACT: We will learn from mistakes, always seeking to improve practices to ensure the safety and health of employees, students, and others.

Operational Objectives	Actions / Milestone Tasks	Responsible Person/s	Frequency
Ensure incidents are investigated, root causes identified, lessons are learnt and shared.	Administrate AIR system	H&S Team	Daily
	Provide support and training to Team/line managers	H&S Team	As required
	Lead on the investigation of significant incidents	H&S Team	As required
	Share findings via safety alerts and/or investigation reports.	Director of H&S	As required

Ensure reports and actions on workplace exposure monitor and health surveillance are received and acted on.	Risk assessments are reviewed	H&S Team	As required
	Follow up monitoring/appointments are planned and arranged	H&S Team	As required
Update and share H&S dashboard.	Dashboard updated	H&S Team	Monthly
	Dashboard uploaded to intranet	H&S Team	Monthly