

DERBY COLLEGE GROUP POLICY



Health, Safety and Welfare at Work Policy

Policy Number:	HS-017
Executive Owner:	Deputy CEO
Owning Department:	Health and Safety
Approval Board / Committee / Group:	Leadership H&S Group, Corporation
User Group:	Employees, Students, Stakeholders, Contractors, Members of the Public
Relevant To:	As above
Implementation Date:	September 2026
Approval Date:	September 2026
Review Period Start:	August 2027
Expiry Date (Next Review Date)	September 2027

Date:	September 2026
Originator:	Director of Health and Safety (DSL)
Area:	Health and Safety

POLICY – PROCEDURES – GUIDELINES – RELATED DOCUMENTS

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Policy Accountability and Implementation

Policy Title:	Health, Safety and Welfare at Work Policy
Policy Author / Reviewers:	Director of Health and Safety (DSL), Health, and Safety Adviser
Policy Implementation:	Director of Health and Safety (DSL), Health and Safety Adviser, Employees, Students, Stakeholders, Contractors, Members of the Public
Policy Monitoring and Compliance:	Health and Safety Team
Policy Review Timeline:	Annual

Synopsis:

This policy has been developed to ensure that DCG (Derby College Group) can demonstrate that it is complying with the legal duty placed on it by the Health and Safety at Work etc Act 1974 and supporting legislation.

Policy Classification and Publication

Classification

- Essential Authority (EA)

Publication

- Intranet – Policy portal
- Student VLE (Virtual Learning Environments) (Moodle)

Empowering/related legislative and/or authoritative references:

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

Impact Assessment reference: IA201 2015

Periodic Policy Review / Change History

Note: Please make it clear if change/review relates to procedures, guidelines, and associated documents only or it is a rational for a new or substantive policy review

Version	Reviewed / Modified by:	Change History	Advisory committee / groups or specialists	Review Meeting Date/s
8	(ECM) 11.08.16	Executive Director with responsibility amended to Deputy Principal Education and Student Experience	HSE Committee	19.10.16
9	ECM 04.09.17	Inclusion of the Health and Safety Champion role within the Organisational Responsibilities for Health and Safety Management section of the Procedures	HSE Committee	23.11.17
10	ECM 08.08.18	Reviewed and policy input into new College template	HSE Committee Corporation	25.10.18
11	ECM 29.07.19	Health, Safety and Environment Monitoring Group removed as the Group has been disbanded	HSE Committee Corporation	23.10.19
12	Policy Controller and Compliance Manager	Titles and Department names changed in line with restructure	HSE Committee Corporation	14.12.20
13	Director of H&S	Minor changes - Job title and reporting committee changed.	HSE Committee	18.11.21
14	Director of H&S	Annual review - no changes	SLT H&S Committee Corporation	16.11.22 12.12.22
15	Director of H&S	Annual review – Chair of Governors name changed. Reference included to DFE guidance for Incident Management and Business Continuity within procedure.	SLT H&S Committee Corporation	30.11.23 11.12.23
16	Director of H&S (DSL)	Annual review – Director of H&S changed to Director of H&S (DSL). SLT committee changed to H&S Leadership Committee.	Operational H&S Group H&S Leadership Committee	18.09.24 03.10.24
17	Director of H&S (DSL)	Annual review – No Changes	Leadership H&S Group Corporation	04/12/2025 11/12/2025
18	Director of H&S (DSL)	Annual review – Smoke Free Environment Procedure updated including legislation and prohibition on smoking and vaping for students aged 16-18, expanded vaping definitions, revised management of breaches,	Leadership H&S Group Corporation	17/09/2026 19/10/2026

		and strengthened health and wellbeing/cessation support guidance.		
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1. Policy Statement

Derby College Group (DCG) provides learning opportunities at all levels, from pre-16 provision for school students to higher education courses, apprenticeships, and work-based learning, across a wide vocational spectrum, including engineering, construction, motor vehicle, hair and beauty, business, and ICT, land-based, leisure, sport and public services, creative arts, health and social care, early years, and A-Level provision, and is based on six main campuses. In addition to delivery on campuses, a variety of other community-based venues are utilised to meet the need for basic skills, including adult maths and English, as well as supporting those whose first language is not English.

DCG attaches the greatest importance to the health, safety and welfare of its employees and others affected by its undertakings and accepts fully its duties and responsibilities under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant statutory obligations.

The Corporation recognises that all matters of health, safety and welfare are essential factors and must be integrated within all corporate and management decisions. Student well-being, health, safety, environmental considerations, and business objectives are mutually dependent. The objective is to develop and promote a positive and effective safety culture throughout DCG. Joint consultation will take place between management and employees on all health and safety related issues. Particular attention will be paid to the following:

- A safe place of work, with safe access and egress;
- A healthy working environment, without risks to health;
- Provision of adequate welfare facilities;
- Provision of sufficient training, instruction, supervision, and information to enable all to contribute positively to their own safety and health, and to avoid hazards and control the risks;
- Ensuring plant and equipment are safe;
- Ensuring that safe systems of work are set and followed;

- Safe arrangements for the use, handling, storage and transport of articles, materials and substances are in place.

To ensure that the objectives of DCG are progressed and achieved, the safety performance of DCG will be regularly monitored, audited, and reviewed, making sure that arrangements for implementing a positive safety culture are reflected within all policies and procedures.

The Corporation recognises that people are our most crucial resource, and therefore will invest in that resource by providing managers and all employees with appropriate health and safety training.

Employees also have a legal obligation to do everything possible to avoid harm both to themselves and others and, therefore, the successful implementation of the Health, Safety and Welfare at Work Policy requires total commitment from all levels of DCG. DCG endorses the need for managers and employees to work positively together to achieve a situation compatible with the provision of high-quality services to students and clients, where the risk of personal injury and hazards to the health of employees and others can be reduced to a minimum, risk must be assessed, and significant findings recorded.

Whilst DCG accepts the main responsibilities for the implementation of the policy, employees have an especially important and legal responsibility to co-operate with DCG to ensure a healthy and safe working environment, together with ensuring the health, safety and welfare of themselves and others. Non-compliance by any member of DCG's management or employees with any of the statutory regulations or the local safety policies and procedures laid down by DCG, may result in disciplinary action being taken. Legal action by the appropriate Enforcing Authority may also be taken.

DCG is committed to a fair and open culture. This means that people should not feel afraid of reporting their concerns so that action can be taken, and lessons learnt.

The supporting procedures sets out the arrangements for health and safety management, determines the degree of responsibility at all levels and the channels of communication for health and safety.

This policy statement is a general Statement of Intent. DCG recognises the importance of ensuring that this policy is implemented, monitored, and revised as necessary, in the light of legislative or organisational changes.

Mandie Stravino
Chief Executive

Andrew Cochrane
Chair of Governors

2. Definitions

Derby College Group (DCG) includes all subsidiary companies.

3. Principles

This policy has been produced as the foundation stone for the health and safety management system within DCG. It is supporting procedure sets out the key roles and responsibilities within the organisation and underpins all other health and safety policies within DCG.

It takes on board the key legal duties contained within the Health and Safety at Work etc Act 1974 and all other legal requirements applicable to DCG for DCG to comply with its legal duty.

4. Scope and Limitations

This policy applies to all persons coming into contact with DCG's undertakings.

5. Responsibilities

The roles and responsibilities of employees are clearly identified within the Procedures document attached to this Policy.

The Deputy Chief Executive is DCG's Executive Director with responsibility for health and safety management and is responsible for the development and implementation of the arrangements covered by this Policy.

The Health and Safety Link Governor will liaise with the Director of Health and Safety (DSL) in relation to implementation of DCG's Health, Safety and Welfare at Work Policy and supporting arrangements.

The Health and Safety Team are responsible for providing competent advice, support, and guidance to all members of DCG.

The Leadership Team are responsible for the delivery of the Procedures.

6. Implementation Arrangements

The roles and responsibilities of employees in implementation of this Policy and supporting Procedures are set out clearly in the Procedure.

All new employees are made aware of the Policy and Procedures during the formal new starters induction process. Updated and amended procedures are disseminated and reinforced in training sessions, team meetings and via email communications. Employees have access to this Policy on the DCG intranet.

7. Monitoring and Review

The Leadership Health and Safety Group will monitor the effectiveness of health and safety policies and procedures implemented within DCG, to ensure legal compliance.

To facilitate this, managers at all levels are responsible for the ongoing monitoring of health and safety in their department/academy.

The Health, Safety and Welfare at Work Policy and Procedures are subject to an annual review, unless there are changes in legislation or management arrangements. This review will consider the views of employees and students and relevant local and national documents. DCG reserves the right to make whatever changes it deems appropriate.

Health and Safety audits and inspections, in line with DCG Health and Safety Inspection and Audit Policy will be reported through the appropriate channels and records of these will be kept at a local level and centrally.

A legal register will be produced by the Health and Safety Team that details all the health and safety legislation that is relevant to DCG, and this will be reviewed and amended on an annual basis, unless there are changes in legislation or management arrangements/business delivery.

An updated copy of the policy, procedures and legal register is available from the Health and Safety Team.

8. Guidelines

[The Health, Safety and Welfare at Work Guideline](#) provides additional information to support the Health, Safety and Welfare at Work Policy and supporting Procedures.

- College-Wide Policies, Procedures and Guidance
- Local Departmental/Area Policies and Procedures
- Training and Information
- Accident/Incident/Near Miss Reporting
- Multi-Occupied Sites
- Communication with Employees

9. Procedures

[The Health, Safety and Welfare at Work Procedure](#) sets out the framework for health and safety management within DCG, including:

- Introduction
- Implementation Arrangements

Smoke Free Environment Procedure

- Introduction
- Responsibilities
- Principles
- Procedure
 - Signs
 - E-Cigarettes
 - Events Management of Smokers
 - Approaching Smokers
 - Recruitment
 - Promotion of Smoking Cessation
 - Breaches of Procedure
 - Employees
 - Students
 - Visitors
 - Employees of other organisations/contractors

- Complaints
- Guidance
 - Help for people who wish to give up smoking

10. Templates / Forms

Nil associated with this Policy.

11. Related Documents

The Health and Safety Representatives Charter

(The following list is not exhaustive.)

Health and Safety Risk Assessment Policy

Accident and Incident Management Policy

Fire Safety Management Policy

Health and Safety Inspection and Audit Policy

Health and Safety Vetting for Work based Learning and Work Experience Policy