UCQ UNIVERSITY CENTRE QUAYSIDE

Health and Safety Policy

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1. Policy Statement

1.1 The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy.

1.2 University Centre Quayside (UCQ) will seek to establish a culture of mutual safety in which employees are encouraged to "think safety" and to adopt a positive attitude towards the best safe working practice. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. We regard this as a mutual responsibility as employees have a personal responsibility for their own health and safety and for the health and safety of those who may be affected by their activities. UCQ also commits itself to the following health and safety provisions:

- Adequate control of the health and safety risks arising from our work activities.
- Consultation with our employees on matters affecting their health and safety.
- Ensuring employees have the appropriate expertise to carry out their responsibilities.
- Provide suitable Health and safety training as required.
- To prevent accidents and cases of work-related ill health.

UCQ recognises that health, safety and welfare includes both physical and psychological wellbeing and will take reasonable steps to create a safe, respectful and inclusive working and learning environment for all staff and students.

1.3 The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it operates will be reviewed every year. It will be brought to the notice of all employees and, at induction, to all new employees.

Signed: _____ Date: 17/07/2026

Position: Principal & CEO

2. Additional information

2.1 Appendices

2.1.1 This policy should be read in conjunction with the following appendices:

Appendix A Risk Assessments
Appendix B Display Screen Equipment
Appendix C COSHH
Appendix D Terrorist Threat Policy
Appendix E Fire Training and Emergency Evacuations
Appendix F Accidents and First Aid
Appendix G Working Alone
Appendix H Incident Investigation
Appendix I Pandemic and Infection Safety Advice
Appendix J Temporary Homeworking Policy
Appendix K Stress Policy Statement and Code of Practice
Appendix L Driving at Work
Appendix M Manual Handling

2.2 Health and safety key contacts

Name	Designation	Location	Telephone	Email
Michelle Elliott	Health and Safety Strategic Lead	Quayside i4, Room 121	0330048470	michelle.elliott@ucq.ac.uk
Felix (Ben) Devine	Health and Safety Officer	Stockton Business Centre, TS18 1DW	01642 34 5130/ 0736 6564165	ben.devine@ucq.ac.uk
Michelle Elliott	Strategic Safeguarding Lead	Quayside i4, Room 121	0330048470/ 0775 9561342	michelle.elliott@ucq.ac.uk
Kelly Pattison	Designated Safeguarding Lead	Quayside i4, Room 121	0330048470	kelly.pattison@ucq.ac.uk
Felix Devine	Designated Safeguarding Lead	Stockton Business Centre, TS18 1DW	01642 34 5130/ 0736 6564165	ben.devine@ucq.ac.uk
Francesca Stockdale	Fire Marshal	Quayside i4, Room 119	0330048470	francesca.stockdale@ucq.ac.uk
Michelle Elliott	Fire Marshal	Quayside i4, Room 120	0330048470	michelle.elliott@ucq.ac.uk
Felix Devine	Fire Marshal	Stockton Business Centre, TS18 1DW	01642 34 5130	ben.devine@ucq.ac.uk

Name	Designation	Location	Telephone	Email
Lisa Hall	First Aid Officer	Quayside i4, Room 121	0330048470	lisa.hall@ucq.ac.uk
Steve Boston	First Aid Officer	Quayside i4, Room 121	0330048470	steve.boston@ucq.ac.uk
Felix Devine	First Aid Officers	Stockton Business Centre, TS18 1DW	01642 34 5130	ben.devine@ucq.ac.uk

3. Roles and responsibilities

3.1 Health and Safety Strategic Lead – Michelle Elliott

The Health and Safety Strategic Lead has the following responsibilities:

- Will remain responsible for the implementation and operation of the basic requirements of the Health and Safety at Work etc., Act 1974 and any other safety legislation and codes of practice relevant to the work of UCQ.

  Will take a direct interest in UCQ's Health and Safety Policy and fully support all persons who help carry it out.

- Ensure that all levels of staff receive adequate and appropriate training / instruction.

- Liaise with the Health and Safety Officer on all matters appertaining to Health and Safety

3.2 Health and Safety Officer – Felix Devine

The Health and Safety Officer has the following responsibilities:

- Will ensure that there is an effective policy for health and safety within UCQ and also be familiar with the basic requirements of the Health and Safety at Work Etc., Act, 1974 and any new safety legislation which affects UCQ.

- Will keep the Strategic Lead and Principal and CEO informed of any changes in legislation which may affect UCQ.

- Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made. Where, in addition, a departmental policy exists, periodically appraise its effectiveness and ensure that any necessary changes are made.

- Will ensure that all risks are evaluated within UCQ relating to accidents at work, undertaking systematic and periodical inspection/safety checks of the relevant places of work, evaluating risks at work and where necessary institute working procedures so that each job is carried out to the required standards with the minimum risk.

- Complete a Health and Safety Review, Risk Assessment and Safety Inspection (Appendix A) every 12 months or when required.

- Arrange systems to enable identification of potential hazards, ensuring that any defects in premises and equipment are brought to the attention of the appropriate personnel without delay.

- Ensure due consideration and recognition of any risks to the public through any of UCQ's activities

- Insist that safe working practices are regularly observed and that safety instructions are incorporated into routine work instructions, reprimanding those who consistently fail to consider their own well-being and that of others around them.

- Identify the safety training needs of employees and where possible, ensure that safety training is part of on the job training.

- Encourage employees to suggest ways and means of eliminating hazards. Advise and assist all levels of staff on matters of health and safety and the implementation of UCQ safety policies.

- Will liaise where necessary with various enforcing bodies including the Health and Safety Executive, local council Environmental Health officers, the Fire and Rescue Service etc.

- When necessary carry out full accident investigations in conjunction with the relevant personnel, collating information and forwarding periodical statistics to appropriate personnel.

- Produce a bi-monthly newsletter to be circulated to all staff, to include health, safety and wellbeing.

3.3 All UCQ personnel

- All UCQ personnel have responsibility for complying with the health and safety policy within their place of work. Although every member of staff has a duty for the safety of themselves and others, UCQ recognises that Managers responsible for employees have a duty to ensure safe working practices are followed. Management will consult and liaise with the Health and Safety Officer on all matters relating to Health and Safety. All UCQ staff must:

- Use the correct equipment and tools for the job and any protective equipment which may be supplied, avoid improvising which entails unnecessary risks and work only to laid down safety methods.

- Report any defects in plant or equipment to the appropriate personnel. Suggest ways of eliminating hazards.

- Be aware of the requirements of The Health and Safety at Work Etc., Act 1974.

- Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work

  Have due regard for any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provision and to co-operate with the employer so far as is necessary to enable that duty or requirement to be performed or complied with.

- Must not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.

4. Staff consultation and training

4.1 Consultation

4.1.1 UCQ believes in the value of consulting widely on policy, problems and good practice. Consultation with employees is provided by direct consultation with The Health and Safety Officer. In conjunction with staff, the Strategic Lead will examine the implications of risk assessments, accidents and dangerous occurrences and the necessary remedial action.

4.2 Single Central Record

4.2.1 Records of all staff health and safety training will be retained within UCQ's training records and Human Resource records, as appropriate.

4.3 Health and safety training schedule

Type of training	Target audience	Timeframe	Responsible department
Health and Safety Induction training (including VDU and Fire and Emergency procedures)	All staff	Within 2 weeks of appointment, or as soon as reasonably practicable thereafter, and updated annually	Health and Safety Officer
Health and Safety Level 3 Award	Strategic Lead and Health and Safety Officer and any other personnel deemed appropriate to do so	Within 8 weeks of appointment of role.	Senior Leadership Team
Health and Safety Risk Assessment Module	Strategic Lead and Health and Safety Officer	Within 2 weeks of appointment of role, training completed every 3 years	Senior Leadership Team
Fire Marshal online training	Fire Marshal	Within 4 weeks of appointment of role, training completed every 3 years	Health and Safety Officer
First Aid at Work Level 2 Award	First Aid Officers	Within 4 weeks of appointment of role, refresher training completed every 3 years	Health and Safety Officer
Emergency First Aid	Senior Leadership Team or relevant staff	Within 4 weeks of appointment of role, refresher training completed every 3 years.	Strategic Lead

5. Staff guidance and procedures

5.1 Accidents, first aid and work-related ill health

Relevant legislation –
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
The Social Security (Claims and Payments) Amendment Regulations 2009
The Health and Safety (First Aid) Regulations 1981 Amendments 2018/2024

5.1.1 First Aid

UCQ has 3 appointed First Aid Officers who are able to perform emergency first aid when required. First aid kits are located at the following locations:

- Newcastle Quayside i4– Room 121 – Cupboard beneath whiteboard
- Newcastle Quayside i4– Room 113 – Cupboard beneath whiteboard.
- Stockton Business Centre – Room 28 Identified cupboard in kitchen area

First aid boxes will be inspected every 6 months by the appointed first aider. First aid packs will also be provided to employees who travel as part of their role. Employees will be required to bring these to Head Office for bi-annual checks to ensure full supply of stock.

Where UCQ first aiders are not on site, reception at both Newcastle and Stockton, have first aider details. In a life-threatening emergency dial 999. For urgent medical advice where an emergency response is not required, contact 111,

5.1.2 Defibrillator (AED)

The designated AED to be used at UCQ Newcastle office is located at Byker-I2, Albion Row, Newcastle Upon Tyne, NE6 1LQ (24/7). A further 24-hour AED is located at The Cycle Hub, 25 Quayside, Newcastle Upon Tyne, NE6 1BU (24/7). The designated AED to be used at UCQ Stockton office is located at Regent House, Prince Regent Street, Stockton-On-Tees, TS18 1DB. In all instances, access to these AED's is via a keycode to be given by the emergency services after dialling '999', by a trained and registered first aider, as shown in section 5.1.1. To check the location of your nearest defibrillator, access https://www.defibfinder.uk/

5.1.3 Accident Book

All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is located in Newcastle Quayside i4, Room 121, beneath the white board and at the Stockton Office in Identified cupboard in room 28

The Health and Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences under the RIDDOR Regulations to the enforcing authority.

5.1.4 Accident Investigation

In the event of a serious accident/incident (staff/student) being recorded in the accident book, the Health & Safety Officer should carry out an accident investigation by completing the Accident /Incident Investigation Report form.

5.1.5 RIDDOR reporting

In certain circumstances an accident/incident (staff/student) which is recorded in the Accident Book must be reported to the local enforcing authority or the Health & Safety Executive. These requirements are found in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

After an accident/incident is recorded in the Accident Book the Health & Safety Officer will need to establish if the accident/incident is reportable under the RIDDOR regulations and if so, arrange for the RIDDOR report to be made.

The most common cause of RIDDOR reports within this industry sector is due to any accident at work which has resulted in the member of staff taking more than seven days off as a direct result of that accident.

If the accident is fatal or results in major injuries, the responsible person must notify the relevant enforcing authority of the reportable incident by the quickest practicable means without delay and send a report of that incident in an approved manner to the relevant enforcing authority within 10 days of the incident. Strategic Lead /Safety Officer should complete the appropriate online report form found at https://www.hse.gov.uk/riddor/report.htm.

Reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is completed using the HSE reporting system:
Online: www.hse.gov.uk/riddor

The Health and Safety Officer will determine whether an accident, incident, disease or dangerous occurrence is reportable under RIDDOR and, where required, will ensure that the appropriate report is submitted using the HSE reporting system within the required timescales.

If an employee of a different organisation (for example, a contractor working on UCQ premises), or a member of the public, sustains a reportable injury arising from UCQ activities or whilst on UCQ premises, a RIDDOR report will be completed where required by the Regulations.

5.2 PAT testing and equipment checking

Relevant legislation – The Electricity at Work Regulations 1989

5.2.1 All electrical systems will be maintained and tested in accordance with the 'Electricity at Work Regulations 1989'. The Health and Safety Officer is responsible for organising the maintenance and PAT testing of all portable electrical appliances at a frequency dictated by the type and use of the equipment. Inspection and testing frequencies will be determined on a risk-based basis according to equipment type, condition, usage and environment.

5.2.2 Before using an item of portable electrical equipment, a visual inspection check of the condition of cables, plugs, and casing should be undertaken.

5.2.3 Suitably qualified and competent people will carry out testing, either in-house or on a sub-contract basis.

5.2.4 Any electrical appliances, other than those purchased new, that are brought onto site, even for test or other temporary purposes, must be tested prior to use. This shall include privately owned electrical goods, which should not be brought onto UCQ workplaces without prior authorisation.

5.2.5 The table below shows suggested initial inspection intervals for offices and other low-risk environments.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2 - 4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2 - 4 years	No if double insulated, otherwise up to 5 years
Double insulated (class II) equipment: not hand-held. Moved occasionally, e.g. fans, table lamps	No	Yes, 2 - 4 years	No
Double insulated (class II) equipment: Hand-held, e.g. some floor cleaners, some kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed equipment (class I): Electric kettles, some floor cleaners some kitchen equipment and irons	Yes	Yes, 6 months – 1 year	Yes, 1 – 2 years
Cables (leads and plugs connected to the above) and	Yes	Yes, 6 months – 4 years depending on	Yes, 1 – 5 years depending on the type of

mains voltage extension leads and battery-charging equipment		the type of equipment it is connected to	equipment it is connected to

5.2.6 Newcastle City Council will be responsible for the regular maintenance and testing of all fixed electrical installations and systems within the Quayside i4 and i2 buildings. Stockton-on-Tees Borough Council will be responsible for the regular maintenance and testing of all fixed electrical installations and systems within the Stockton Business Centre

5.3 Fire precautions and emergency procedures

Relevant legislation – Regulatory Reform (Fire Safety) Order 2005

5.3.1 An overall fire risk assessment for Quayside i4 and i2 has been carried out by Newcastle City Council. It is the responsibility of UCQ to carry out a fire risk assessment for their own leased area of the building. With regards to fire exits and emergency procedures the following will apply:

- Escape routes should be checked by the Health and Safety Officer monthly.
- Fire extinguishers are maintained and checked every year by Newcastle City Council's City Works - Quayside i4 and i2 & Stockton Borough Council - Stockton Office.
- Alarms are tested by Newcastle City Council's City Works - Quayside i4 and i2 & Stockton Borough Council - Stockton Office
- Emergency evacuation procedures completed in line with Newcastle City Council's - Quayside i4 and i2 & Stockton Borough Council - Stockton Office policy

5.3.2 On Discovering a Fire

Should you spot a fire, the following action must be taken:

- Activate the fire alarm system at the nearest call point and alert all employees in the immediate area.
- Dial 999 for the emergency services. When the exchange operator answers, ask for FIRE SERVICE and provide the required details.
- When connected to the Fire Service state slowly and distinctly:
"This is UCQ" and provide the address. State "we have a fire".
- Do not replace the receiver until this information has been correctly acknowledged.
- If trained to do so, tackle the fire.
- Notify senior person present that you have called the Fire Service.

5.3.3 On Hearing the Alarm

- Evacuate the building by the nearest available exit (do not stop to pick up personal belongings) and proceed to the evacuation assembly point.
- Health and Safety Strategic Lead (Newcastle) will act as the Assembly Controller and take a roll call to establish that all members of UCQ staff and visitors have evacuated the building, Newcastle City Council's lead fire marshal will be informed.
- The Health & Safety Officer (Stockton) will act as the Assembly Controller and take a roll call to establish that all members of UCQ staff and visitors have evacuated the building, Stockton Borough Council's lead fire marshal will be informed.
- In the absence of the Health and Safety Strategic Lead (Newcastle) and The Health & Safety Officer (Stockton) the fire marshal shall assume the role of Assembly Controller.

Staff must not re-enter the building until advised it is safe to do so.

Fire procedures are displayed throughout the site for your information.

The Quayside i4 fire safety floorplan and additional information is provided in Appendix E. The Stockton Business Centre floorplan and additional information is provided in Appendix E.

5.4 Terrorist threats (including bomb threats)

5.4.1 The safety of UCQ staff and students is of paramount importance to the organisation. Actual or threatened attacks by bombs, incendiary, biological or chemical devises pose a risk to all institutions open to the public. Attacks or threats may also be made by persons with a real or imagined grievance against UCQ or those who for various reasons wish to simply disrupt normal activities. The incidence of terrorist attack on non-political and non-military targets in the United Kingdom is relatively low, although the threat level can change quickly depending on national and international events. Lone threats by disaffected or disturbed individuals remain a constant and unpredictable possibility.

5.4.2 UCQ have developed a Terrorist Threat Policy (Appendix D) to assist staff and students on what to do in case this occurs at UCQ.
UCQ receive monthly updates from G7-Prevent Regional DfE Co-ordinator, Due Diligence and Counter Extremism Division Department for Education.
Staff receive monthly updates such as This Counter Terrorism Local Profile (CTLP), UK Protect national bulletin.

5.5 General housekeeping

5.5.1 Good housekeeping will reduce accidents, assist in controlling the spread of fire and maintain a professional, efficient working environment. It is the responsibility of all employees and relies entirely on the active involvement of everyone to keep their own work areas tidy, both on company premises and on customer sites.

5.5.2 The following specific points must be adhered to and all housekeeping problems presenting a hazard must be immediately corrected:

- All entrances, exits, stairs, gangways, and passageways, particularly escape routes and fire exits, must be maintained free of obstruction.
- Areas immediately surrounding (including underneath) equipment should be clean and free of waste and rubbish.
- All floor and stair tread surfaces should be maintained in good condition and kept clear.
- All spillages and breakages must be cleaned up immediately. Broken glass or other sharp items must not be placed in plastic waste bags but rather disposed of safely.
- Do not interfere with, or obstruct fire-fighting equipment, electrical distribution boards, emergency cut-off switches or circuit breakers.
- Flammable waste, such as paper and cardboard should be placed in specifically supplied containers, which will be emptied at the end of the day.
- All stacked items must be kept in safe order.

5.6 Manual handling

Relevant legislation – Manual Handling Operations Regulations 1992 (as amended 2002)

5.6.1 UCQ recognises the risk to employees from work activities associated with the manual handling of persons and loads. In compliance with legislation UCQ will, so far as is reasonably practicable, avoid the need for its employees to undertake any manual handling task which involves the risk of injury.

5.6.2 Where this is not reasonably practicable, UCQ will undertake a risk assessment and take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable through safe systems of work, the provision of suitable equipment, and all necessary information, instruction, training and supervision.

5.6.3 It is equally the responsibility of all employees to take reasonable care for the health and safety of themselves and others, and to co-operate with UCQ in discharging its statutory duty. Therefore, employees have a responsibility to make full and proper use of any equipment or system of work provided to avoid or reduce the likelihood of a manual handling injury.

5.7 Safe handling and use of hazardous substances

Relevant legislation – Control of Substances Hazardous to Health (COSHH) Regulations 2002 The Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015

5.7.1 Using Appendix C, the Health and Safety Officer will be responsible for identifying all substances which need a COSHH assessment and undertaking such COSHH assessments, as necessary.
The Health and Safety Officer will be responsible for ensuring that all actions identified in the assessments are implemented and that all relevant employees are informed about the COSHH assessments.
The Health and Safety Officer will check that new substances can be used safely before they are purchased.

5.7.2 Safety Data Sheets provide information on chemical products that help users of those chemicals to make a risk assessment. They describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident. By law (*see REACH, Chemical classification*) suppliers of chemicals must provide an up to date safety data sheet if a substance is dangerous for supply.

5.7.3 The employer must decide whether the exposure levels in the workplace are likely to cause risks to health and safety. The assessment process is based on a number of factors including:

- Who is being exposed?
- What substances are being used?
- How long people are being exposed for?
- What levels they are being exposed to?

Control measures must be followed if it is found that the exposure to such substances is not being adequately controlled. The control measures must either eliminate the exposure or reduce it to an acceptable level. These control measures must be properly used and maintained in efficient working order.

Health surveillance of employees may be required if the control measures are not sufficient to definitely exclude the risk of ill health occurring. If employees are exposed to carcinogenic substances, the effort placed into assessing and controlling the risks will, for obvious reasons, need to be much greater. Adequate training and instruction must be provided to employees on the risks to their health and how to use the control measures provided.

The assessment will have to be monitored to ensure that safe working procedures are being followed and it will have to be reviewed at regular intervals to ensure that it remains valid.

5.8 Safe plant and equipment

Relevant legislation – Provision and Use of Work Equipment Regulations 1998 (PUWER)

5.8.1 The Health and Safety Officer will be responsible for identifying all equipment/plant needing maintenance and for ensuring effective maintenance procedures are drawn up. He/she will also be responsible for ensuring that all identified maintenance is implemented. Any problems found with plant/equipment should be reported to the Health and Safety Officer. The Health and Safety Officer will check that new plant and equipment meets health and safety standards before it is purchased.

5.9 Use of Display Screen Equipment

Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

5.9.1 UCQ complies with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. The Health and Safety Officer will identify all staff classed as a 'Display Screen User'. UCQ will provide the following requirements for all 'Display Screen Users':

- Workstation assessments Office and Home, including hybrid and remote workers, which will identify any requirements in line with the standards specified within the regulations
- Free eye tests at an Optician or Vision Screening as required
- Financial assistance towards the purchase of corrective appliances if required
- Health and Safety Training

5.9.2 All 'Display Screen Equipment Users' will contact their Line Manager before any eye tests or vision screening is organised, where they require UCQ to provide this service.

5.9.3 Further guidance on the use of display screen equipment is located in Appendix B.

5.10 Multi-occupancy workplaces

Relevant legislation – The Health and Safety at Work etc. Act 1974

5.10.1 As an employer operating within a multi-occupancy workplace, UCQ will co-operate with all other organisations operating within the building to ensure there is full compliance with the respective health and safety obligations. UCQ will inform all other organisations about any risks that our work activities could present to their employees, both on and off-site.

5.11 Lone workers

Relevant legislation – The Health and Safety at Work etc Act 1974; The Management of Health and Safety at Work Regulations 1999.

5.11.1 Lone working exists where a person is on their own, when they cannot be seen or heard by another person, and when they cannot expect a visit from another worker. Working alone therefore applies to any member of staff who may go for a period of time where they do not have direct contact with another member of staff. This may include travelling. However, where a member of staff is working alone with a group of students it is unlikely to be considered a lone worker situation in a broader sense of the term.

5.11.2 Lone workers at UCQ will not be put at more risk than any other employees. Where the Strategic Lead feels it necessary, a risk assessment that covers the threat of violence, manual handling, medical suitability and any other potential risks will be carried out prior to the employee commencing lone working. Lone working employees will also be required to inform UCQ of their location by keeping the electronic diary system up to date at all times. Lone workers must also keep a mobile phone for business purposes on them during all working hours. Business mobile phones will be provided by UCQ.

5.11.3 Further information about the health and safety considerations when working alone is located in Appendix G.

5.11.4 Further information about the health and safety considerations when temporarily working from home is located in Appendix J.

5.12 Employees who travel for work

5.12.1 UCQ employees who utilise their own vehicle for business purposes must keep suitable business car insurance and ensure this insurance remains up to date. UCQ will request a copy of their insurance certificate on an annual basis. UCQ will also check the employees driving license information e.g. vehicles they can drive, penalty points or disqualifications. We also ensure that all vehicles are adequately inspected and maintained.
We will require the driver to provide documented evidence of:

- Valid driving licence.
- Valid insurance including business use cover.
- The vehicle is properly taxed with a valid MOT (were required)

5.12.2 As per the training schedule in section 5.1, UCQ will provide Emergency First Aid training to relevant staff. Tutors and training staff will also be provided with a mobile phone, to be used for business purposes only.

5.12.3 All UCQ employees who travel for business purposes will be provided a travel First Aid Kit. It is the responsibility of the employee to bring this kit into Head Office on a bi-annual basis for restocking.

5.12.4 Further information about the health and safety considerations when Driving At Work is located in Appendix L.

5.13 New and expectant mothers at work

Relevant legislation – Management of Health and Safety at Work Regulations 1999 - Workplace (Health, Safety and Welfare) Regulations 1992

5.13.1 The Management of Health and Safety at Work Regulations 1999 have application to any staff who are pregnant, breast-feeding or who have given birth within the last six months. UCQ are only required by law to take extra precautions for pregnant or nursing mothers if we are notified of their condition in writing. The Regulations provide for UCQ to request confirmation from a medical practitioner or registered midwife.

5.13.2 The existing risk assessment process is extended to cover new and expectant mothers. These will be recorded on a New and Expectant Mother risk assessment (Appendix A) and female workers informed of any additional risks they might face if they become pregnant or are breast-feeding. New and Expectant Mother risk assessments (Appendix A) will be carried out by the Health and Safety Officer.

5.13.3 Additional risks to pregnant women and nursing mothers will be minimised as far as possible. If this is not reasonably practicable, e.g. usual work involves work in areas with a higher risk of slips, trips or falls, activities which prevent the employee leaving the work area for rest or to use toilet facilities, or any case where the person's GP states that her normal work could affect her health and safety; UCQ will find alternative work (with no loss of terms or conditions) or authorise paid leave if alternative work is not available.

5.13.4 Additional information and guidance regarding new and expectant mothers can be viewed the HSE website https://www.hse.gov.uk/mothers/

5.14 Risk Assessment

Relevant legislation – Management of Health and Safety at Work Regulations 1999 (MHSW)

5.14.1 The Management of Health and Safety at Work Regulations 1999 (MHSW) impose the requirement for risk assessments to be carried out on any potentially hazardous activity, which may affect staff or visitors/contractors. The process of risk assessment (Appendix A) involves the identification of the potentially hazardous activity, the nature of the hazard involved and the provision of suitable control measures to minimise any associated risk.

5.14.2 Action required to remove/control risks will be approved by the Health and Safety Officer and they will be responsible for ensuring the action required is implemented. The Health and Safety Officer will check that the implemented actions have removed/reduced the risks. Risk assessments will be reviewed on an annual basis, or when the work activity changes, whichever is soonest.

5.14.3 A Health and Safety Review, Risk Assessment and Safety Inspection (Appendix A) will be completed every 12 months or as required by the Health and Safety Officer.

5.14.4 A method to implement the various assessments as required by the legal provisions outlined in various regulations has been devised for:

- General risks
- Fire
- Manual handling
- Display screen equipment
- Hazardous substances (COSHH).

5.15 UCQ Monitoring

5.15.1 To check our working conditions, and ensure our safe working practices are being followed, the Health and Safety Officer will carry out regular health and safety inspections of the working environment and consult with the Health and Safety Strategic Lead as required.

5.15.2 The Health and Safety Officer is responsible for investigating accidents and work-related causes of sickness absences. They are also responsible for acting on investigation findings to prevent a recurrence.

6. Student safety

Relevant legislation – The Health and Safety at Work etc. Act 1974

6.1 UCQ responsibilities

6.1.1 UCQ recognises and accepts its responsibility to ensure that, as far as reasonably practicable, procedures are in place, which provide those engaged in the organisation of training and/or assessment activities with the necessary information to ensure the safety of all participants. UCQ will take all reasonably practicable steps to meet their responsibilities with particular attention being given to:

- Ensuring that procedures relating to the organisation of training/assessment activities are communicated to all staff. Such procedures will involve Health and Safety vetting of all teaching venues.
- Ensuring that those staff engaged in organising training/assessment are competent to do so.
- Ensuring that arrangements are in place for the medical needs, disabilities, special educational needs and additional support needs.

6.2 Staff responsibilities

6.2.1 It is essential that all persons play their part in ensuring the health and safety of all those affected by UCQ activities. Staff will therefore take steps to meet their responsibilities with particular attention being given to:

- Ensuring that they familiarise themselves with UCQ procedures relating to the organisation of training/assessment activities.
- Ensuring that students are made aware of their responsibilities in respect of their own health and safety and the safety of others whilst they are taking part in training/assessment activities.

- Where UCQ sub-contracts the management and/or delivery of the Training /assessment it will ensure that all responsibilities with respect to student accident /incident reporting and student health, safety and welfare are included in its contract with sub-contractors.
- Further information about working safely during pandemics is located in Appendix I. This should be used in conjunction with the Government guidelines, Pandemic, Infection Risk Assessment and venue vetting.

6.3 Student Accident/incident reporting

Relevant legislation:
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
The Social Security (Claims and Payments) Amendment Regulations 2016

6.3.1 UCQ will inform the Education and Skills Funding Agency of injuries and diseases to students within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

6.3.2 All student accident/incidents within the scope of RIDDOR will be investigated. A copy of the RIDDOR report form will be sent to the primary funder (Education and Skills Funding Agency, Combined Authority).

6.3.3 UCQ will also monitor and act on any other harm to students where it can be reasonably expected to do so and/or where the harm could affect the quality of the learning experience.

6.4 Student health, safety, and welfare

6.4.1 UCQ will ensure that health and safety matters are effectively communicated to staff and students. This will be carried out in a manner suited to the nature of the training/assessment. All staff and students will be encouraged to be involved in any processes which may affect their health and safety.

6.4.2 UCQ will promote good practice, and in particular the concept of the 'Safe Student'. It is intended that, through the quality of their learning, the student will gain an understanding of health and safety, the identification and control of risk, and developing a set of safe behaviours.

6.4.3 Where part of the learning takes place in an environment outside the direct control of UCQ, UCQ will make an informed judgement about health and safety suitability prior to learning being delivered within that environment. UCQ will undertake checks on venues and complete a venue vetting form for external classroom environments. UCQ will use the relevant funding authorities health and safety expectations.

6.4.5 UCQ will ensure that the students health and safety understanding, and practical capabilities, are periodically assessed based on an assessment of risk.

6.5 Induction

6.5.1 UCQ will ensure that the student receives an induction covering the essential points of health and safety. It will also ensure that all students receive effective and timely information, instruction and training, and effective supervision based on an assessment of risk.

6.6 Young and vulnerable students

6.6.1 UCQ adopts recruitment processes that comply with the law and ensures that young and vulnerable students are protected. UCQ will register with the Disclosure and Barring Service in situations where our employees have regular contact with students under 18 or other vulnerable students, and ensure that appropriate checks are made to ensure that employment that involves regular contact with young people under the age of 18 is not offered to or held by anyone who has been convicted of certain specified offences, or whose name is included on lists of people considered unsuitable for such work held by the Department for Education and the Department of Health and Social Care.

7 Document history

ISSUE NO.	DATE	PAGE	REVIEWER	DETAIL OF AMENDMENT
20	17/07/2026	All	Michelle Elliott	Periodic review conducted. Updated to ensure currency. S7 Document history added.

8 Initial equalities impact assessment

Department: All	**Completed by:** Tara Henderson, Head of Policy & Governance	**Date of initial assessment:** 05/03/2021
Area to be assessed:	HS-001 Health and Safety Policy	
Existing or new policy/procedure:	Existing	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: Health and Safety at Work Act 1974 HSE Guidance All legislative guidance referenced **Internal guidance and requirements:** ➢ Consultation with Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		This document sets out the allocation of duties for health and safety matters and the particular arrangements UCQ will make to implement the policy.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All stakeholders		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 05/03/2021 Reviewed: 17/07/2026