



Health & Safety Policy

Last approved: September 2025

Approved by: Quality Committee

Next review due: September 2026

Statement of Intent (as required under Section 2 (3) of the Health and Safety at Work etc. Act 1974):

BN1 Arts recognises and accepts its responsibility as an employer to ensure a safe and healthy working environment for its employees, contractors, students, visitors, and others affected by its activities (hereby referred to as 'potentially affected persons'). In line with Britain's national regulator for workplace health and safety, the Health and Safety Executive, (HSE), BN1 Arts also acknowledges the following approved codes of practices:

- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Working Time Regulations 1998 (as amended)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

All at BN1 Arts are committed to compliance with safety and health law, and ethical and professional responsibilities for safety and health within BN1 Arts for all potentially affected persons.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

This guidance document aims to serve as a reminder on general policy requirements of Health and Safety Legislation and to provide more detailed guidance and information on specific safety

procedures.

Safety Organisation and Responsibilities

Under the Health and Safety etc. Act 1974, all employees at BN1 ARTS have a collective and individual responsibility to ensure, through their respective roles, the maintenance of a safe working environment. It is a requirement of the law that all employees assist and cooperate with BN1 ARTSs management to promote health and safety and thus ensure high standards of health and safety, consistent with BN1 Arts' Policy requirements.

The Senior Leadership Team (SLT) have overall accountability for the health and safety of potentially affected persons and operate as BN1 Arts's Health and Safety Leads. Responsibility to ensure BN1 Arts' operates under a safe and healthy working environment is delegated to the College Principal. This includes day-to-day Health and Safety responsibilities and the implementation of this Policy. The Senior Leadership Team will liaise with enforcement and advice agencies and coordinate arrangements to inform potentially affected persons of new Health and Safety communication, whilst the College Principal will collectively make Health and Safety arrangements and coordinate training under the SLT's guidance.

Health and Safety Management System

BN1 Arts operates a Health and Safety Management System under the Shewart Cycle:



PLAN: BN1 Arts' will plan activities to ensure safe processes are in place before work practice is undertaken, such as relevant risk assessments and safe systems of work.

DO: Hazards will be identified and risks will be evaluated to determine risk management

priorities.

CHECK: Data collection to inform progress will include proactive and reactive data, including job-specific training, risk assessments, number of injuries, and ill health.

ACT: Data will be used to measure performance and will give BN1 Arts' an indication of whether actions are working and whether further adjustments are necessary. Incident investigations, audits, and reviews will allow BN1 Arts' to learn and improve processes and overall performance.

PLAN: An evaluation of the overall design and resourcing of the system compared with the performance achieved will also allow BN1 Arts' to review whether the system works and performs as intended. BN1 Arts' is committed to continual improvement.

This management system will allow BN1 Arts' to:

- comply with legislative and other requirements
- deliver this policy
- enable improved management of safety and health risks.

See Appendix 1 for the full list of BN1 Arts' Health and Safety Checks.

Risk Profiling

All employees shall ensure that where hazards are identified, risk assessments are undertaken and that effective arrangements are in place for planning, organising, controlling, implementing, monitoring, and reviewing any measures necessary to safely manage the risk assessment outcomes. Risk assessments must be conducted using the approved template and must be signed off by either a College Principal or a

member of the Senior Leadership Team before activity is undertaken. No activity deemed unsafe in relation to the output of the activity should be undertaken. For any activity deemed to have higher-than-normal risks where the output of activity proves the activity is necessary for the effective running of BN1 Arts, the College Principal will document the reasons for continuing with this activity and how further mitigation can be put in place to overcome residual risks.

Risk assessments will include the following information:

- 1) Identify the hazard
- 2) Who could be harmed and how could they be harmed
- 3) Evaluate the pre- and post- mitigated hazard:
 - 3i) Evaluate the hazard (using the score of *likelihood x consequence = risk factor*)
 - 3ii) Detail risk mitigations
 - 3iii) Evaluate the mitigated hazard (using the score of *likelihood x consequence = risk factor*)
- 4) Record the finding
- 5) Review the risk assessment at an appropriate date Risk mitigation will always follow the Risk

Hierarchy: 1) Eliminate

2) Reduce

3) Prevent

4) Safe System Of Work

5) Personal Protective Equipment (PPE) General hazards include:

Hazard Examples
Mechanical Machines or Plant equipment - however these are not usually found in BN1 Arts
Physical Slips, trips, falls, fires, electricity
Chemical COSHH chemicals such as cleaning materials, paint
Biological Organic substances i.e. COVID-19, other viruses

Environmental Work conditions such as dust, temperatures, noise, poor lighting

Organisational Behaviours, workload, deadlines, stress

Employees and contractors may raise a risk assessment where hazards are identified. *For reference:*

- *Plant equipment - **all machinery used by a business to produce an end product** would count as Plant. For example, all equipment used on a construction site from a 20 Tonne Excavator to a toolbox would count as Plant.*
- *COSHH - The Control of Substances Hazardous to Health*

Examples of BN1 Arts' risk assessments include (but are not limited to):

- General Risks (including organisational and environmental risks)
- Hazardous Chemicals
- Display Screen Equipment
- DSEAR
- Personal Protective Equipment (PPE)
- Machinery and Work Equipment
- Manual Handling
- Working At Height
- Fire Safety, including Personal Emergency Evacuation Plans (PEEPs)

- Lockdowns
- Noise
- Personal Student Safety Plans
- Risks to New and Expectant Mothers
- Risks to Work Experience/Work Placement Students
- Asbestos
- Offsite Visits

Risk assessments will be reviewed regularly but no later than annually.

Employee responsibilities

The Senior Leadership Team is required to:

- Ensure BN1 Arts' is following the Health and Safety Management system on a regular cycle of improvement
- Ensure the College Principal has the training, tools, and resources required to manage the Health and Safety of the FE Centre, and provide advice and guidance where required
- Have ultimate accountability for actions to be taken.

The College Principal is required to:

- Ensure employees are appropriately trained for the role they are expected to do
- Maintain and develop current knowledge of Health and Safety legislation and best practice, updating this policy and employees where required
- Liaise with enforcing authorities and other outside agencies where necessary
- Assist all levels of management with preparation and implementation of Health and Safety procedures
- Take reports of and assist with the investigation of all accidents, dangerous occurrences, and near misses as required
- Carry out regular Health and Safety audits and agree on priorities for improvements with all levels of management
- Monitor and advise on the provision of first aid facilities and systems
- Report all Health and Safety information to the Senior Leadership Team.

All employees and educational contractors carrying out their duties are required to:

- Act in a way which takes into account the health and safety of themselves and others
- Not use any equipment unless they have been trained and authorised to do so
- Ensure this policy, safe procedures, and codes of practice are followed
- Ensure that effective supervision is carried out when supervising students and others
- Ensure that unsafe matters are rectified where possible and always brought to the attention of the College Principal
- Share and comply with relevant risk mitigation information with others where they have completed a risk assessment for an activity.

Students are required to:

- Follow all safety rules and instructions issued by staff and work safely at all times
- Not interfere with anything provided to safeguard anyone's health and safety
- Take care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Report all incidents (including accidents or near misses, as explained later in this policy) or health and safety concerns to the College Principal, or a staff member who will be able to share this with the College Principal.

Other Contractors, tradesmen, visitors, or any others affected by BN1 Arts' activities are required to:

- Act in a way which takes into account the health and safety of themselves and others
- Follow all safety rules and instructions issued by BN1 Arts' and work safely at all times
- Report all incidents (including accidents or near misses, as explained later in this policy) or health and safety concerns to the College Principal, or a BN1 Arts' employee who will be able to share this with the College Principal.
- Produce necessary documentation such as relevant training and qualifications, insurance and other requirements necessary to complete their role, as requested.

First Aid Resources

BN1 Arts meets its obligations to provide adequate and appropriate first aid facilities by the provision of first aid boxes in every teaching space, and employees who are trained to administer first aid across each base. Employee first aiders can be identified on posters in shared spaces around the

college and will be wearing a green first aider lanyard.

For any situation in which employees are not equipped to deliver appropriate first aid, external medical assistance will be called, for example via 111 or 999. If the situation involves a student, the college will make their guardian aware of the circumstances.

BN1 Arts' employees and contractors are not required to attend a hospital visit with a student, and there may be times when BN1 Arts are unable to provide someone to accompany the student because they are needed in the college. However, wherever possible, BN1 Arts will aim to accompany students should a hospital trip be required.

Incident procedures

An 'incident' is an undesired event that has caused or could have caused damage, death, injury or ill health. It can be categorised as a 'near miss' or as an 'accident'. A near miss can be described as an incident that results in no injury or damage, but which has the potential to do so. An accident is an incident which results in injury to someone or damage to property. It may be necessary to carry out an investigation following an incident to create a safer working environment moving forward.

In the event of an incident, the person discovering and/or handling the incident should follow these steps:

1. Make sure the area is safe to approach
 2. Offer assistance/first aid if needed
 3. Preserve the scene if possible
 4. Record the incident (see Appendix 2, Incident/Accident form and Appendix 3, Incident/Accident Investigation form)
 5. Establish an investigation team (College Principals will be responsible for this)
 6. Investigate the incident
 7. Learn from the incident
 8. If necessary, report the incident to the enforcing authority (HSE, RIDDOR 2013)
- BN1 Arts' policy is that if an incident leads to, or could lead to, significant harm that cannot be treated there and then, external medical assistance will be called regardless of permission given or withheld by the victim of the incident. This is to ensure that the victim receives the correct medical attention

- BN1 Arts' policy is that in all cases of overdoses or suicide attempts, external medical assistance will be called regardless of permission given or withheld by the victim of the incident. This is to ensure that the victim receives the correct medical attention
- For BN1 Arts' policy on head injuries, please refer to the separate policy Bump to Head, Head Injury and Concussion Policy.
- All incidents must be recorded, however minor. A BN1 Arts accident book is kept in the Administration Office. It must be completed as soon as possible after the injury has occurred. This report will then be filed in a lockable cabinet in line with BN1 Arts' Data Protection policy
- All forms must be completed by a BN1 Arts First Aider or an appropriate responsible person, ensuring that full details of the accident/incident have been documented and witness details recorded.

Asbestos Management

BN1 Arts often undertakes building work in order to expand the space required. This increases the risk of potential asbestos disturbance.

Therefore, BN1 Arts' employees or contractors will:

- Read the Asbestos survey and accompanying risk assessments for the required building
- Not start any work, drilling walls, installing cables etc. without first ascertaining if asbestos is present in the area
- Always follow risk assessments and method statements and wear appropriate Personal Protective Equipment (PPE)
- Follow instructions issued by a Nominated Officer [Asbestos] with respect to terminating operations in the event of exposure owing to the potentially high risks relating to asbestos
- Avoid all work where asbestos is located, drilling/cutting etc. Where asbestos is in a good sealed condition it is to remain undisturbed. If an area of the building is known to contain asbestos, specialist contractors will be contacted.
- Conform to the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations.

This policy will be reviewed as regularly as is required, but no less than annually. If you have read this policy and have further questions or feel that the policy does not include Health and Safety information that you are seeking, please contact the College Principal or Senior Leadership Team.

APPENDIX 1 - Health and Safety Checks

‘Checks’ as detailed below, may occur more frequently than are actioned. For example, PAT testing may be held in multiple rounds across the year to ensure new equipment is tested within year and does not miss the PAT testing window; this does not mean items will be tested within every round. Employee training may also happen more than once a year to ensure new members of staff have current and necessary training, no matter their BN1 Arts’ start date within the year. As part of the BN1 Arts Health and Safety Management System, the College Principal will ensure the following checks take place and are recorded, the records of which must be producible upon request at any time.

Weekly
Item Checks
• Fire Extinguishers Are undamaged and appear in good working order
• Fire Alarms The alarms sound
• CO detectors the alarms sound
• General base hazards Observations show that fire exits are clear, resources and equipment appear undamaged and in good working order, safety and information posters are up to date etc
• Walkie Talkies Are in good working order • Accident book Is being completed, is up to date and is stored correctly • Fridge temperatures Are the correct temperature to store food safely Green lanyards Are being worn by trained first aiders • High Vis Jackets Are available for trained Fire Marshals to wear during an evacuation drill • Sanitary bins and waste Are being collected and disposed of appropriately
• Fire Alarm Call points are in good working order

Once per month

Written checks and documentation have been scanned and stored on the Business Management System on the Drive
Emergency escape lighting Light up and are in good working order
Once per half term
First Aid Kits Are fully stocked and clearly visible in the correct places across the college buildings
Once per term
Personal Emergency Evacuation Plans (PEEPs) Are in place where needed, easily accessible, and are current and accurate COSHH (Control Of Substances Hazardous is up to date, detailing the type and number of to Health) Register hazardous substances, where they are stored, and how they are stored safely Once per year Handheld/frequently used portable devices External PAT tester to test devices such as (PAT testing) work phones, laptop chargers, laptops Fire alarms External company to test alarm systems are working with regards to heat and smoke
Policies Are current and up to date. This should include Health and Safety, Fire Evacuation, Lockdown
Gas Appliances External company to test gas appliances are safe and in a good working condition
Air Conditioning Unit External company to test air conditioning units are in full and clean working order
Asbestos Survey (to be completed for the Internal checks based on Asbestos survey and purchase or hiring of any new premises, or to subsequent risk assessment to ensure no be re-surveyed if major work is being additional risks are being posed by asbestos undertaken on current premises) present in any building

Fire Marshall training to be renewed for all Fire Marshalls
Health and Safety training to be renewed for all members of staff
DSE training to be renewed for all members of staff

• First aid training to be renewed for all First Aiders
• Lockdown drill Employees, contractors, volunteers and students to confidently practice the process of following BN1 ARTSs lockdown procedure
• Fire Evacuation Drill employees, contractors, volunteers and students to practice the process of confidently following BN1 ARTSs fire evacuation procedure Risk Assessments Are current and up to date, identifying and mitigating any new hazards - Once every two years • Portable devices (PAT testing) External PAT tester to test devices such as less frequently transported laptops, music equipment etc. - Once every three years
• Food Hygiene training to be renewed for all staff involved in cooking
• Legionella testing External company to test water tank sources and ensure they are clear of legionella - Once every four years
General IT (PAT testing) External PAT tester to test devices such as static computer equipment and musical equipment, kitchen appliances etc.
Fire Risk Assessment External competent person to conduct a new fire risk assessment of all buildings
One time purchases

Lightning Protection Assessment External company to determine the level of risk on a building

Appendix 2 - INCIDENT/ACCIDENT FORM

Please complete in BLOCK CAPITALS. Please note that any information you give could be required for use in legal proceedings.

1. WHERE AND WHEN

- School/Academy
- Address
- Full Address
- Date Time
- Headteacher/Principal

2a. TYPE OF INCIDENT

A	B	C
Accident resulting in personal harm, e.g. requiring first aid/ medical treatment	Dangerous occurrence – an unintended event that is reportable under RIDDOR	Near miss/hit incident

Brief details of injury/Brief details of occurrence/Brief details of incident

2b. TYPE OF INCIDENT? (Tick any applicable)

Lifting / handling Contact / exposure to equipment / machinery

Fall from height Contact / exposure to harmful substance / Contact with electricity

Fatality / Dangerous occurrence / Ill health / Near miss incident Slip / Trip / Fall

Property loss / damage Hot / cold contact / Threatening behaviour / Cut with sharp

object / Person to person assault / Needle stick / Equipment failure/misuse / Fire /

Struck by /against something / Verbal abuse

Other (Please specify)

3. THE INCIDENT - Description of what happened (facts only)

4. PERSON INVOLVED / AFFECTED (STUDENT, EMPLOYEE OR CONTRACTOR)

Name

Date of Birth

Contact Number

Address

5. IMPACT ON INDIVIDUAL

Type of injury

None / Minor / Moderate Major / Abrasion / Crush / Dislocation / Sprain / Amputation / Internal injury / Laceration / Strain / Bruise / Distress / Pain / Swelling Burn / Scald Fracture Puncture
Other (Please specify)

6a. TREATMENT (if any)

- None Required A&E / Minor injuries
- First Aid Admitted to hospital
- Advised to see GP

6b. TREATMENT

Was First Aid administered?
If so, by who and when?
Describe First Aid provided

Has an Accident form been completed? **YES NO**

7a. STAFF/STUDENT ABSENCE

None Less than 7 days More than 7 days Number of days absent

7b. STAFF/STUDENT ABSENCE (RIDDOR)

Has a RIDDOR report been
completed
(If applicable)?

The RIDDOR report was completed
by?

8. WITNESS / PERSON PRESENT (If any)

Name
Address
Post Code
Contact Number
Name

Address
Post Code
Contact Number
Name
Address
Post Code
Contact Number
Name
Address
Post Code
Contact Number

10. SIGNATURES

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

Person completing the form

Signature

Date

Print Name

Job Title

Contact Number

Headteacher/Principal

Signature

Date

Print Name

Job Title

Contact Number

Please note: If an injury has occurred the accident book must also be completed

FOR OFFICE USE ONLY

Report to HSE Date: Time:

RIDDOR REPORT COMPLETED ONLINE Date:

Copy sent to Headteacher/Principal for review Date:

Please attach any signed witness statements and other relevant information to this form.

Appendix 3 - INCIDENT/ACCIDENT INVESTIGATION FORM

Please complete in BLOCK CAPITALS. Please note that the information you give could be required for use in legal proceedings.

1. WHERE AND WHEN

School/Academy

Address

Full Address

Date Time

Headteacher/Principal

2a. TYPE OF INCIDENT

A	B	C
Accident resulting in personal harm, e.g. requiring first aid/ medical treatment	Dangerous occurrence – an unintended event that is reportable under RIDDOR	Near miss/hit incident

Brief details of injury Brief details of occurrence Brief details of incident

2b. TYPE OF INCIDENT? (Tick any applicable)

- Lifting / handling Contact / exposure to equipment / machinery
- Fall from height Contact / exposure to harmful substance
- Contact with electricity Fatality
- Dangerous occurrence Ill health
- Near miss incident Slip / Trip / Fall
- Property loss / damage Hot / cold contact
- Threatening behaviour Cut with sharp object
- Person to person assault Needle stick
- Equipment failure/misuse Fire
- Struck by / against something Verbal abuse
- Other (Please specify)

3. THE INCIDENT - Description of what happened (facts only)

4. PERSON INVOLVED / AFFECTED (STUDENT, EMPLOYEE OR CONTRACTOR)

Name

Date of Birth

Contact Number

Address

5. IMPACT ON INDIVIDUAL

Type of injury

None / Minor / Moderate / Major / Abrasion / Crush / Dislocation / Sprain / Amputation / Internal injury / Laceration / Strain Bruise / Distress / Pain / Swelling Burn / Scald Fracture / Puncture

Other (Please specify)

6a. TREATMENT (if any)

None Required A&E / Minor injuries

First Aid Admitted to hospital

Advised to see GP

6b. TREATMENT

Was First Aid administered?

If so, by who and when?

Describe First Aid provided:

Has an Accident form been completed?

7a. STAFF/STUDENT ABSENCE

None / Less than 7 days / More than 7 days / Number of days absent

7b. STAFF/STUDENT ABSENCE (RIDDOR)

Has a RIDDOR report been completed (If applicable)?

The RIDDOR report was completed by?

8. WITNESS / PERSON PRESENT (If any)

Name
Address
Post Code
Contact Number
Name
Address
Post Code
Contact Number
Name
Address
Post Code
Contact Number
Name
Address
Post Code
Contact Number

9. INVESTIGATION

Was the location of equipment or person authorised?

Additional details

Was the activity of the person authorised?

Additional details

Were safe work practices being followed?

Additional details

Contributory factors? (tick the one which is appropriate)

- Environment
- Premises
- Equipment

Other (Please specify)

Was the activity covered by Risk Assessment? YES/NO

Additional details

Remedial Actions taken / planned? (immediate and long-term action)

- Materials Human Factors
- Procedures Training
- Information
- No N/A **Has the Risk Assessment been reviewed?**

10. SIGNATURES

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

Person completing the form

Signature
Date
Print Name
Job Title
Contact Number

Headteacher/Principal

Signature

Date

Print Name

Job Title

Contact Number

Please note: If an injury has occurred the accident book must also be completed

FOR OFFICE USE ONLY

Report to HSE Date: Time:

RIDDOR REPORT COMPLETED ONLINE Date:

Copy sent to Headteacher/Principal for review Date:

Please attach any signed witness statements and other relevant information to this form.