Health and Safety Policy

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Sponsor: CEO
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Version	Date Approved	Author / Owner Approving Authority	Summary of Changes	Next Review Date
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3.0	July 2025	CEO	Change in sponsor, Forword updated.	July 2026
3.3	April 2026	CEO	Version control, Contents table added. Section 7 updated to include Names of responsible persons, CEO & External competent advisor.	July 2026
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1. Foreword

‘’This Health & Safety Policy Statement sets out MLA Colleges commitment to the safe conduct of its activities and replaces all previous versions. It reaffirms the determination of the College and it Executive group to manage it affairs with full regard to health and safety and wellbeing of the staff, students and visitors.

The Policy is concerned with the protection of all personas who are lawfully on College premises, engaged in College business, or acting on behalf of the college elsewhere and who may be affected by its activities though clearly defined responsibilities and effective arrangement, the college seeks to achieve the high standards of health and safety that are reasonably practicable.

This Policy places a duty on all of use to take reasonable care of our own health and safety and of others who may be affected by our actions. I ask everyone to continually consider how they can improve the health and safety impacts of their work and that of their colleagues and students, and to give this policy their full active support’’

Signed: Professor Mohammad Dastbaz, CEO

2. Health and Safety Statement

2.1 The College Executive Group (CEG) recognises its responsibilities under the relevant Health, Safety and Environmental legislation, in particular the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory regulations.

2.2 MLA College is committed both as an employer and as a provider of higher education to the provision of a safe and healthy working environment for members of staff, students and visitors.

2.3 In furtherance of this Policy, the CEG, and its senior managers will, so far as is reasonably practicable, provide:

- Prevention of work-related injury and ill health.
- Processes to identify hazards and assess risks through recognised risk control systems and the commitment to the control of occupational health and safety risks using the hierarchy of control.
- Clear policies, guidance and procedures to support the Health and Safety Policy.
- Safe premises, equipment and systems of work.
- Adequate facilities, protective equipment and clothing to enable articles and substances to be used, transported, handled and stored safely.
- Such information, instruction and supervision as are necessary to ensure the health and safety of staff and students and visitors.
- Appropriate arrangements for consultation with MLA College on measures for achieving agreed health and safety performance and the setting of objectives to continually improve the Health and Safety performance.

2.4 The CEG considers issues of health and safety to be of the highest importance and priority and seeks to maintain commitment to continuous improvement and awareness. The CEG also undertakes, through its managers, to ensure that staff and students are consulted and involved in all areas of health and safety.

2.5 While recognising its own legal responsibilities in the matter of health and safety at work, the CEG requires all members, staff, students, and visitors to act safely and to co-operate with the College in

meeting these obligations. The CEG believes that health and safety at work is the responsibility of all. It will encourage employees to take an active role in ensuring that a safe working environment is maintained.

2.6 This policy will be reviewed as appropriate by the College, considering any new legislation or practices that may affect this document.

3. Introduction to Health and Safety

3.1 Although there are many different statutes governing safety issues, health and safety is not only governed by legislation. Under what is known as 'common law' all employers have a duty of care imposed on them to protect their employees.

3.2 The legislation relating to health and safety is extensive. One of the most important statutes is the Health and Safety at Work etc Act 1974 (HSWA). All workplaces are covered by this legislation which states that an employer must do everything reasonably practicable to provide a safe and healthy workplace with adequate welfare facilities. HSWA has been supported and extended by various sets of regulations, codes of practice and guidance, all of which deal with various aspects of health and safety.

3.3 The organisation and management of health and safety is a corporate responsibility and failure to comply with health and safety requirements can have serious consequences – for individuals, the College, and the CEG. Health and safety law states that organisations must provide a written health and safety policy; assess risks to staff, students, partners, stakeholders and any other people who could be affected by the activities of the Higher Education Institution (HEI); arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures; ensure that staff and students have access to competent health and safety advice; and consult staff about their risks at work and current preventive and protective measures.

3.4 Any failure by a manager or employee to comply with any aspect of MLA College's Health and Safety Policy or any associated policy or other procedures or health and safety guidance or any other rules or duties specifically assigned to the manager or employee with regard to health and safety, may be regarded by the College as misconduct which will be dealt as a disciplinary matter.

4. Health and Safety: risks and benefits

4.1 Addressing health and safety should not be seen as a regulatory burden: it offers significant opportunities. Benefits include:

- Reduced costs and reduced risks – accidents are fewer, the threat of legal action is lessened, employee absence and turnover rates are lower.
- Improved standing among collaborative partners and suppliers.
- A better reputation for corporate responsibility among students and members of the College community.
- Increased productivity – employees and students are healthier, happier and better motivated.

5. Essential principles at MLA College

5.1 It is the policy of MLA College to comply with the legal obligations outlined in HSWA, the Management of Health and Safety at Work Regulations 1999 and any other relevant statutory provisions by ensuring:

- The provision of a safe and healthy working environment with adequate facilities and arrangements for welfare.

- Physical equipment and structures are maintained to be intrinsically safe and without risks – including the means for accessing the workplace and exiting from it.
- Information, instruction, supervision and training are provided to ensure safety by competent personnel. Prescribed information will also be supplied to non-employees e.g. visitors and contractors, about any work that might affect their health and safety.
- Procedures are produced and reviewed for the safe use of equipment, safe systems of work, and the safe use, handling and storage of materials.
- Training is provided and reviewed for employees and for those appointed as health and safety co-ordinators/fire wardens/risk assessors/first aiders.
- The provision and use of protective clothing and equipment where necessary.
- That medical advice is available where needed.
- Arrangements are put in place for the periodic inspection of workplaces and methods of working and the monitoring of any corrective action necessary.
- The establishment of a Health and Safety Committee to ensure that consultation is facilitated between management and employee representatives.
- Sufficient time and other resources are given to employees with health and safety duties to allow them to discharge these duties effectively.

6. Leading Health and Safety

6.1 MLA College will ensure that health and safety is integrated with other core management functions and that all employees and students are equipped with the necessary information, instruction, training and supervision to carry out their responsibilities. This includes:

a) Strong and active leadership:

- Visible, active commitment from the College Executive Group;
- Establishing effective 'downward' and 'upward' communication systems and management structures;
- Integration of good health and safety management with business decisions.

b) Employee involvement:

- Engaging the workforce in the promotion and achievement of safe and healthy working conditions;
- Effective 'upward' communication;
- Providing high quality training.

c) Assessment and review:

- Identifying and managing health and safety risks;
- Accessing (and following) competent advice;
- Monitoring, reporting and reviewing performance.

7. Nominated Health and Safety Personnel

7.1 **Chief Executive Officer (CEO) Mohammad Dastbaz** – Provides overall sponsorship and accountability for this document, ensuring MLA College maintains compliance with all relevant health and safety legislation and best practice. The CEO endorses policies at a strategic level, ensures appropriate resources are in place, and promotes a strong health and safety culture across the organisation.

7.2 **External Health and Safety advisor & competent person (D4S H&S Consultancy and training; David Cumberland managing director) -** Managing Director David Cumberland, provides independent expert guidance to ensure MLA College complies with all relevant health and safety legislation and best practice. The advisor supports the development, review, and implementation of health and safety policies, conducts They act as the competent person as defined by legislation, ensuring the organisation has access to qualified expertise to maintain a safe working environment.

7.3 **Health and Safety Lead (Office Manager; Charlotte Thompson)** - Responsible for ensuring that all practices carried out by MLA College and its staff are conducted in accordance with all relevant legislation and regulation. The Health and Safety Lead will determine the level of training required on any legislative change and will conduct initial staff inductions and health and safety briefings. The Health and Safety Lead will produce a robust set of Risk Assessments which will identify and reduce occupational hazards as far as possible.

7.4 **Health and Safety Assistant (Operations Officer; Annastasia Lee)** - Under the guidance of the Health and Safety Lead, the Health and Safety Assistant will ensure that day to day activities are conducted in line with MLA College Policy and relevant legislation. In the absence of the Health and Safety Lead, the Assistant will conduct relevant training in accordance with legislation and regulation.

7.5 **Fire Wardens -** Nominated Fire Wardens are responsible for monitoring the effectiveness of fire safety measures throughout the College. Fire Wardens are provided with training on fire awareness and the use of fire extinguishers.

Fire Wardens:

- Report shortfalls within their workplaces on fire safety issues to the Health and Safety Co-ordinator and health and safety team.
- Assist with the swift and calm evacuation of persons from their area on hearing a fire alarm (fire warden hi-vis vests should be worn to ensure that they can be easily identified).
- Report to the person responsible for co-ordinating a fire rescue (usually the Head of Operations, a Health and Safety Officer/Adviser, or a Fire Service Officer) and provide information where required.

7.6 **Risk Assessors –** Company wide risk assessments will be produced and reviewed by the Health and Safety Lead. All staff who organise or control activities such as field trips, equipment, or facilities, will receive training in risk assessment and should complete relevant documentation prior to any activity not deemed to be within the usual working operation of MLA College. Completed Risk Assessments should be returned to the Health and Safety Lead for filing.

7.7 **First Aiders -** First Aiders support the health and safety of staff across the College. First Aiders are provided with regular First Aid training. First Aiders attend to incidents and keep records of all first aid treatments they have administered including details on accident/incident report forms.

7.8 **Environmental Health and Safety Manager (Office Manager)** – MLA College's Environmental Health and Safety Manager (Office Manager) provides advice and guidance on all matters relating to health and safety for staff, students, and nominated health and safety personnel. The Environmental Health and Safety Manager takes the lead responsibility for reviewing and monitoring the effectiveness of health and safety policies, procedures and systems.

7.9 The Environmental Health and Safety Manager has the responsibility for periodically devising and implementing a health and safety audit programme as well as developing health and safety policies and guidance and the provision of training.

8. Health and Safety responsibilities

8.1 **College Executive Group (CEG) -** Health and safety is a corporate governance issue. MLA College recognises that it can only achieve the highest standards of health and safety management with the active involvement of its CEG.

8.2 The governing body will integrate health and safety into the main governance structures, including sub-committees, such as risk management and audit. All members of the CEG will take the lead in ensuring the communication of health and safety duties and benefits throughout the organisation.

8.3 The CEG will 'own' and understand the key issues involved and decide how best to communicate, promote and champion health and safety.

8.4 The CEG will:

- Ensure that health and safety appears regularly on the agenda for governing body meetings.
- Ensure that health and safety arrangements are adequately resourced.
- Encourage staff or their representatives to be involved in decisions that affect their health and safety.
- Ensure that governing body decisions are made in the context of the occupational health and safety policy.
- Consider health and safety when deciding senior management appointments.
- Encourage appraisals of senior managers to include an assessment of their contribution to health and safety performance.
- Support staff involvement in health and safety.
- Request periodic audits of the effectiveness of management structures and risk controls for health and safety.

8.5 **Managers -** Managers at all levels of the College are responsible for the implementation of the Health and Safety Policy within their areas of responsibility

8.6 Managers will:

- Demonstrate their personal concern for health and safety at work through example and commitment, encouraging individuals they manage or supervise to do the same.
- Ensure that health and safety is included as a regular agenda item at department meetings.
- Ensure that all necessary safety equipment is available, adequate, properly maintained and used as specified.
- Ensure that the MLA College accident reporting procedures are adhered to and initial investigations of accidents in their areas of responsibility are carried out and reported to the Environmental Health and Safety Office (Head of Operations).
- Ensure that local health and safety issues are resolved in consultation with staff who may be affected and strategic issues are brought to the attention of the Health and Safety Committee.
- Ensure that workplace inspections are regularly carried out, reporting inspection findings to the Environmental Health and Safety Office (Head of Operations) on a regular basis.
- Liaise closely with and assist the health and safety team, reviewing and monitoring safe systems of work.
- Ensure that appropriate risk assessments are conducted and reviewed and all those who may be affected are advised of relevant findings and risk reduction strategies.

- Provide employees and students that they manage or supervise with sufficient information, instruction, training and supervision, and in particular make them aware of any foreseeable hazards connected with their work.

8.7 **Employees -** Every employee has health and safety responsibilities from statute and civil law as well as under their contract of employment. It is the duty of all employees to co-operate in implementing health and safety policy by:

- Acting with due care for the health, safety and welfare of themselves and others and co-operating with managers by complying with instructions and procedures for safe working.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.
- Making proper use of protective clothing and safety equipment provided (in accordance with any training or instruction provided by the College), reporting any loss or obvious defect in that equipment and taking reasonable care of it.
- Informing their manager(s) of any shortcomings in respect of the protection arrangements for health and safety and anything that could be considered as representing a serious or immediate danger to health and safety.
- Reporting to their manager(s) any defects in equipment, structures or safety procedures, however trivial it might seem, which they are aware of and incidents which have led or might have led to injury or damage.
- Co-operating with any investigation that might be undertaken with the object of investigating incidents or preventing accidents in the future.
- Making sure that an appropriate and accurate record is made on the College's accident/incident report form, following an accident or near-miss which has (or could have) led to injury or ill-health.
- Taking responsibility for the safety of students and visitors, ensuring that any proposed new activity is risk assessed before the activity commences.
- Ensuring risk assessments are conducted where appropriate (e.g. for field trips, work in laboratories or workshops) and all those who may be affected are advised of relevant findings and risk reduction strategies.

9. Arrangements:

Assessment and review: monitoring and reporting

9.1 Monitoring and reporting are vital parts of the health and safety culture at MLA College as well as effective management systems and practices which ensure that health and safety risks are dealt with sensibly, responsibly and proportionately. Formally reviewing policies, procedures and practices will help to ensure that established principles are embedded in the organisational culture and adhered to.

9.2 A formal review of health and safety performance is essential. It allows the Senior Leadership Team to establish whether the essential health and safety principles – strong and active leadership, staff involvement, and assessment and review – have been embedded in the organisation and whether the system is effective in managing risk and protecting people.

9.3 Regular audits are carried out by the Health and Safety team to ensure that the College is complying with relevant health and safety legislation. A premises fire safety risk assessment is carried out each year. Premises improvements are prioritised and implemented and monitored by the Office manager.