



Health & Safety Policy

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1. Statement of Intent

Victoria College of Arts & Design (VCAD) is committed to providing a safe, healthy and supportive environment for all members of its community — including staff, students, contractors, visitors, and members of the public — across all its campuses, studios, workshops and teaching spaces.

In accordance with the *Health and Safety at Work etc. Act 1974*, associated regulations, and relevant UK standards, VCAD will take all reasonably practicable steps to:

1. Prevent injury and ill health arising from college activities.
2. Promote wellbeing and a positive safety culture throughout the institution.
3. Ensure safe facilities, equipment, materials, and systems of work.
4. Provide clear leadership and accountability for health and safety performance.
5. Inform and support all staff and students so they can act safely and responsibly.
6. Engage and consult employees, students and representatives in shaping safety practice.
7. Continuously improve through monitoring, review, and adopting best practice across the UK higher education sector.

This Policy applies to all activities undertaken by or on behalf of VCAD, including teaching, learning, exhibitions, outreach, events, research, and external placements.

The College recognise that good health, safety and welfare are integral to high-quality education and creative excellence.

2. Responsibilities

Health and safety management at VCAD is integrated within its governance and quality systems.

Role / Group	Responsibilities
Campus & Facilities Team	Provides competent advice; coordinates risk management, training, audits and investigations; receive incident reports; take necessary actions; maintains policy documentation; ensures mental health first-aid training is available and monitored; oversees completion and quality of risk assessments.
All Staff and Students	Take reasonable care of their own health and safety; cooperate with College policies and procedures; report hazards or incidents promptly; wear and display required lanyards for identification while on campus.
Visitors/Third Parties	Must comply with College requirements and cooperate with staff directions while on site.

Senior Management Team (SMT)	Champions safety across all operations; integrates safety into planning and decision-making; reviews incident reports and key metrics; approve college-wide all staff communications.
Board of Governors	Holds ultimate accountability; ensures adequate resources and strategic oversight. Receives regular assurance reports on compliance and performance.

3. Implementation

3.1 Risk Assessment

- All teaching, creative practice, exhibitions, and events must be risk assessed by the responsible lecturer/Programme Leader in collaboration with the Campus Coordinator.
- Activities in studios, workshops, galleries and external venues must have documented controls.
- Risk assessment for campuses are conducted by independent assessors annually.
- The risk assessment reports are presented to SMT for review and discussion.
- Internal risk assessments are conducted biannually, after significant change or incident, or following an external risk assessment.

3.2 Equipment, Tools and Materials

Equipment must be inspected, maintained, and used by trained personnel. Specialist tools (e.g. iron and heat press, etc) require supervision by qualified academic/technical staff.

Use of any hazardous substances (paints, resins, solvents, adhesives) must be assessed under Control of Substances Hazardous to Health Regulations ([COSHH](#)), stored appropriately and disposed of safely.

3.3 Fire Safety and Emergency Preparedness

- A separate Fire Marshal & Emergency Evacuation Guide details specific roles, routes, and responsibilities, which can be accessed via the staff intranet.
- Each building has a fire risk assessment, alarm system, and evacuation procedure.
- Fire alarm testing is conducted weekly; fire drills are held at least biannually; outcomes are reviewed for improvements.
- Staff, students, and visitors must familiarise themselves with escape routes, alarms, and assembly points.

- Designated Fire Marshals, appointed by the Campus & Facilities Manager, receive periodic training and must ensure that evacuation procedures are followed.
- Personal Emergency Evacuation Plans (PEEPs) are provided for those needing assistance and are developed and monitored by the Campus & Facilities Team with input from Health & Wellbeing or HR teams.

3.4 First Aid Provision

Adequate first aid arrangements are maintained across all campuses:

- Trained First Aiders are available in each building and during key operational hours. Training records will be refreshed and logged, with frequency confirmed and reviewed annually.
- First Aid Kits are clearly marked, regularly checked, and restocked by the Campus & Facilities Team.
- Incident details and any first aid administered must be recorded using the *Incident Reporting Form* (Appendix A).
- Information on First Aiders and emergency contacts is displayed throughout college sites or by contacting facilities@vcad.ac.uk.
- Normally no out-of-hours access will be permitted for students. Staff may be permitted on case-to-case basis – they must ensure they know how to summon assistance or emergency services
 - The College emergency contact number (displayed on entry doors and noticeboards) must be always kept accessible.
 - In the event of an injury or medical emergency when no First Aider is present, the individual must:
 - Dial 999 / 112 and state the campus address and location.
 - Notify on-site Security or call the Facilities emergency phone number posted on noticeboards.
 - Remain with the casualty if safe to do so until help arrives.
 - Complete an Incident Reporting Form as soon as practicable.

3.5 Incident Reporting and Investigation

- All accidents, near misses, and unsafe conditions must be reported to the Campus Coordinator by submitting an Incident Reporting Form. The Form may be submitted by:
 - Any member of staff, regardless of role or seniority.
 - Any student who is directly involved in or witnesses an accident, injury, near miss, or unsafe condition.

- Contractors or visitors working on College premises (with support from their College contact or supervising staff member).
- First Aiders, where treatment has been given — they are required to complete or co-sign the form to ensure accuracy of medical information.
- Lecturers/ Technical Staff — if they observe or are notified of an incident, they must ensure a form is completed and submitted.
- All completed forms must be submitted to the Campus Coordinator (or, if unavailable, the Campus & Facilities Manager) within 24 hours of the incident or near miss.
- Serious incidents must be reported immediately by telephone to the Campus emergency contact or emergency services and then documented using the form.
- The Campus Coordinator & Campus & Facilities Manager will investigate, determine root causes, and recommend corrective actions.
- Where legally required, incidents will be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ([RIDDOR](#))
- Lessons learned will be presented and discussed at SMT and shared with the institution.

3.6 Monitoring, Audit and Review

- The Campus & Facilities Manager conducts biannual internal assessments and reports findings to the SMT.
- Annual review reports are submitted to the Board of Governors.

3.7 Training, Induction and Communication

All new staff and students receive a health & safety training at the time of onboarding and induction.

- Refresher training is provided annually by Campus & Facilities Manager in conjunction with HR.
- Policies and guidance documents are reviewed together with this Policy to ensure alignment.
- Policies, guidance and safety alerts are accessible via the staff and student intranet.
- Updates are communicated immediately through all staff email address which will be approved by SMT.

3.8 Contractor and Visitor Management

- Contractors must be approved by Campus Management before starting work.

- They must provide risk assessments (Appendix B), method statements, and comply with site rules.
- High-risk works require permit-to-work systems (e.g. hot work, roof access) which are reviewed and approved by the Campus & Facilities Manager.

3.9 Welfare, Wellbeing and Occupational Health

- Adequate welfare facilities (toilets, washing, drinking water, rest areas) are maintained.
- First aid provision is available across all buildings with trained first aiders.
- Mental health first-aid training is conducted periodically with designated mental health first-aiders.
- Staff and students have access to either internal or signposted wellbeing and mental health support services.
- Ergonomic support is available where needed.
- Pregnant Staff and Students: must inform their line manager/HR (hr_vcad@vcad.ac.uk) or Health & Wellbeing Team (health.wellbeing@vcad.co.uk) to enable a pregnancy risk assessment and any necessary adjustments.
- Illegal Substances: Usage of illegal substances is prohibited
- Smoking and Vaping: Smoking, vaping, and e-cigarettes are prohibited in all indoor and enclosed areas. Designated outdoor areas may be used where provided.
- Out-of-Hours Access: Access outside normal hours must be pre-approved.

4. Breach of Policy

Failure to comply with this Policy or related procedures — including health & safety breaches, misuse of equipment, smoking/vaping violations, or breaches of access permissions — may result in disciplinary action under staff or student Disciplinary Policy and Procedures. Serious or repeated breaches may lead to suspension of access rights or referral to external authorities.

5. Legal and Regulatory Framework

This Policy fulfils VCAD's obligations under, but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Provision and Use of Work Equipment Regulations 1998

- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010 (in relation to accessibility and reasonable adjustments)

6. Policy Review

The policy will be reviewed and approved annually or following significant change, legislation updates or serious incidents, by Senior Management Team.

7. Related Policies & Documents

This Policy should be read alongside related College documents, including:

- Health & Safety Risk Assessment
- Fire Marshal & Emergency Evacuation Guide
- Incident Reporting Form

Appendix A – Incident Reporting Form

Section	Details
Date/Time of Incident	
Location (Campus/Room)	
Name(s) of Person(s) Involved	
Description of Incident	
Root Cause / Contributing Factors	
Immediate Action Taken	
Have the emergency services been contacted? If yes, please note the reference number	
Was First Aid administered? (Y/N) (if applicable)	
First Aider Name (if applicable)	
Reported By (Name, Role, Signature)	
For Campus & Facilities Team Use ONLY	
Logged in Incident Book (Y/N)	
Campus Coordinator Name/ Signature / Date	

Appendix B – Contractor Risk Assessment Form

Section	Field	Details / Input
Details of Work	Site Name*	
	Location of Works*	
	Start Date*	
	Start Time*	
	Finish Date*	
	Finish Time*	
	Description of Works & Notes*	
Contractor Details	Company Name*	
	On Site Supervisor*	
	Supervisor Contact Number*	
	Personnel to Attend Site*	
Documents	Risk Assessment*	Upload
	Method Statement*	Upload
	COSHH Assessment	Upload
	Lone Working Assessment & Safe System of Work	Upload
	Confined Space Risk Assessment	Upload
	Switching Schedule	Upload
	Plans / Diagrams	Upload
	Training Certificate	Upload
Site Risks & Controls	Manual Handling	
	Trip Hazards	
	Fall Hazards	
	Confined Spaces	
	Lighting	
	Hazardous Substances	
	Noise	
	Environmental Conditions	

	Traffic	
	Fragile / Non-Load-Bearing Surfaces	
	Communication Method Agreed	
	Asbestos	
	Other	
Access Required	Risers	
	Plant Rooms	
	Roof Access	
Working at Height	Working at Height	
Lone Working	Lone Working	
Confined Spaces	Confined Spaces	
Electrical Works	Electrical Works	
Hot Works	Hot Works	
Isolations	Water Isolation Required	
	Life Safety System Isolation	
	Electrical Isolation Required	
High-Risk Area Access	HV/LV Rooms	
Authorisation	Acceptance (On Site Supervisor) – Signature	
	Contractor Notes	
	Print Name	
Completion of Work	Completion (On Site Supervisor) – Signature	
	Print Name	
Site Induction	For Security Use Only	