UKMC Health and Safety Policy 2024–2025

Date	Author	Summary of Changes	Version	Authorised By
2023	Director of Operations	Produced	1	Academic Board
2024	Director of Operations	General Updates	2	Academic Board
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18/07/2025	Campus Manager	Annual review and update (content refreshed and aligned to current statutory duties and formatting)	4	Academic Board September 2025
27/07/2025	Campus Manager	Re-templated and quality check (formatting, consistency, cross-references) Inclusion of PEEP detail	4.1	Academic Board December 2025

Item	Details
Policy Owner	Chief Operating Officer (COO), day to day duties are delegated through Campus Managers.
Day-to-Day Responsibility	Building Safety Manager (with Facilities Colleagues)
Authorised By	Academic Board December 2025
Version	4.1
Effective From	December 2025
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Applicability	Internal and External
Document Location	UKMC	Policies and Legislation
Linked Policies External	Health and Safety at Work etc. Act 1974

Date	Author	Summary of Changes	Version	Authorised By
		Management of Health and Safety at Work Regulations 1999		
		Control of Substances Hazardous to Health Regulations 2002 (COSHH)		
		Regulatory Reform (Fire Safety) Order 2005 (as amended)		
		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)		
		Health and Safety (First-Aid) Regulations 1981		
		Equality Act 2010 (as it relates to safe access, reasonable adjustments, and emergency arrangements)		
Accessibility		Alternative formats available on request (Quality@ukmc.ac.uk)		
Dissemination		Staff communications, operational leadership meetings, training events, student induction, UKMC website		

General Statement

UKMC is committed to ensuring the health, safety, and welfare of its staff, students, visitors, and contractors. We will provide and maintain, so far as is reasonably practicable, a safe and healthy environment for work, study, and campus activities through effective planning, risk assessment, training, supervision, and continual improvement.

We are committed to:

- Maintaining safe and healthy working and learning conditions.

- Identifying hazards and controlling risks arising from our activities, premises, equipment, and substances.

- Providing appropriate information, instruction, training, and supervision.

- Consulting with staff and engaging students where relevant on health and safety matters.

- Preventing accidents, incidents, and work-related ill health.

UKMC will:

- Assess risks and implement proportionate control measures.

- Provide and maintain safe premises, including safe access/egress and suitable emergency procedures.

- Ensure equipment is safe, properly maintained, and fitted with required safety devices.

- Provide suitable personal protective equipment (PPE) where necessary.

- Monitor performance, investigate incidents and near misses, and review arrangements to drive improvement.

1.1 Scope

This policy applies to:

- All UKMC premises (owned, leased, or otherwise used for UKMC activities).

- All staff (permanent, temporary, agency, contractors), students, visitors, and event attendees.

- Learning, teaching, office, and campus operations including evenings and weekends.

1.2 Legal framework

This policy supports compliance with applicable UK health and safety law and guidance, including (but not limited to):

- Health and Safety at Work etc. Act 1974

- Management of Health and Safety at Work Regulations 1999

- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- Regulatory Reform (Fire Safety) Order 2005 (as amended)

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

- Health and Safety (First-Aid) Regulations 1981

- Equality Act 2010 (as it relates to safe access, reasonable adjustments, and emergency arrangements)

- Building Safety Act 2022 and Fire Safety Act 2021 (where premises fall within scope, including relevant duties for the management of fire/structural safety risks)

UKMC will also have regard to relevant guidance from regulators and competent authorities (including HSE and Government fire safety guidance) and sector good practice.

2. Roles and Responsibilities

2.1 Chief Operating Officer (COO): Policy Owner

- Overall accountability for health and safety governance.
- Ensures appropriate resources, competent advice, and reporting arrangements are in place.
- Provides solutions management where Campus Managers require support of decision making above tolerances.

2.2 Campus Manager: Day-to-Day Lead

- Implements and reviews this policy and supporting procedures.
- Coordinates risk assessments and ensures significant findings are recorded and acted upon.
- Plans and oversees safety inspections, maintenance regimes, and compliance checks.
- Ensures reportable incidents are notified to relevant authorities (including RIDDOR reporting).
- Maintains records (training, risk assessments, fire safety arrangements, inspections, and incident investigations).

2.3 Facilities Colleagues / Operations

- Deliver routine building checks, statutory testing schedules, and defect management.
- Manage contractor control, permits (where used), and safe access arrangements.

2.4 Managers (including Campus Managers)

- Implement local arrangements and ensure staff are briefed on site-specific risks and controls.
- Ensure staff complete required training and follow safe systems of work.
- Escalate hazards and incidents promptly.

2.5 Staff

All staff must:

- Take reasonable care for their own health and safety and that of others.
- Follow instructions, training, risk assessments, and local procedures.
- Report hazards, defects, near misses, and incidents without delay.
- Cooperate with UKMC on safety measures and participate in drills and training.

2.6 Students and Visitors

- Must follow safety instructions, signage, and staff directions (including evacuation instructions).
- Must not misuse equipment, interfere with safety systems, or create unsafe conditions.

3. Code of Practice

A clean, orderly, and well-maintained environment is essential. Staff should routinely check rooms and report defects immediately.

Key requirements include:

- Fire doors must be unobstructed and easy to open.
- Furniture must be stable and in good condition.
- Heavy items must not be stored on high shelves.
- Floors must be kept clear to prevent trips and enable safe cleaning.
- Electrical sockets must not be left without bulbs.

- Electrical leads must not trail across floors.

- Electrical equipment must be switched off and unplugged after use.

- Hazardous, flammable, or toxic substances must be stored securely.

- Aerosols must be stored in cool conditions away from sunlight.

4. Training

- UKMC will ensure all staff receive appropriate health and safety training relevant to their role. New staff will receive induction training, and refresher training will be provided as required.

- Health and Safety NEBOSH Home - NEBOSH or equivalent training is provided for Campus Managers to ensure appropriate training to performs rik assessment and health and safety management duties.

- Appropriate training and staffing ratios for first aiders is provided on an annual basis for each campus to ensure sufficient provisions for campus hours.

- Appropriate training and staffing ratios for fire wardens is provided on an annual basis for each campus to ensure sufficient provisions for campus hours.

- Please see the appendix for further training information e.g. manual handling, and other H&S training. HR will also capture some data on mandatory trainings.

5. Emergency Evacuation and Fire Precautions

UKMC maintains fire safety and evacuation arrangements in line with legal duties under the Regulatory Reform (Fire Safety) Order 2005 (as amended).

Fire procedures are displayed throughout UKMC buildings and are available from HR and Operations.

A suitable and sufficient Fire Risk Assessment (FRA) is maintained for each premises. Where required by law, UKMC will record the FRA and fire safety arrangements in full and keep these under review.

Each floor has a designated Fire Marshal responsible for:

- Supporting orderly evacuation.

- Checking allocated areas (where safe to do so).

- Reporting issues and assisting the Building Safety Manager with continuous improvement.

5.1 What to do when the fire alarm sounds

- Evacuate immediately using the nearest available exit.
- Do not use lifts.
- Do not stop to collect personal belongings.
- Proceed calmly to the designated assembly point.
- Do not re-enter the building until authorised.

5.2 Inclusive evacuation and PEEPs (Personal Emergency Evacuation Plan)

- UKMC is committed to inclusive and accessible evacuation arrangements.
- Where individuals may require assistance to evacuate (e.g., due to disability, injury, temporary mobility limitation, or other needs), a Personal Emergency Evacuation Plan (PEEP) (or appropriate equivalent) will be developed and kept under review.
- The Wellbeing Team have access to maintain and inform appropriately the PEEP plan.
- Each campus has a wait station for students requiring assistance to evacuate.
- Training is provided to Campus Mangers and fire wardens to support evacuation protocols.

5.3 Roll Call and accountability

During the operation hour (according to timetable), tutors will conduct roll calls for students. Reception will check the visitor log. Staff presence will be verified using the relevant attendance/rota system.

If emergency services are required, the Campus Manager (or nominated deputy) will contact the Fire and Rescue Service and provide building information as required.

5.4 Re-entry

No one will re-enter the building until permission is given by the Campus Manager, a nominated representative (during drills), or the Senior Fire Officer (during an incident).

6. Fire Safety Management

- Weekly fire alarm tests are conducted. The date and time is not specified but it is weekly.
- Emergency Light tests are conducted monthly preferably at the beginning of every month.

- Fire drills are conducted quarterly and will include daytime, evening, and weekend provision.
- Fire safety equipment (including alarms, emergency lighting, and extinguishers) will be inspected and maintained in accordance with statutory requirements and competent guidance.
- Significant changes to risks, layouts, occupancy, or use will trigger a review of the Fire Risk Assessment and evacuation arrangements.
- All staff must familiarise themselves with local fire safety instructions and exit routes and must not wedge open fire doors or obstruct escape routes.
- Fire Risk Assessments are reviewed regularly and updates communicated promptly.

7. Other Specific Hazards

The list below highlights common hazards within higher education environments. Contact names may be provided locally for operational support; legal responsibilities remain with UKMC as the dutyholder and with individuals as required by law.

- **Housekeeping (litter, storage, obstructions):** Keep areas tidy to prevent slips, trips, and fire risk.
- **Broken glass / sharps:** Report immediately. Students must not handle broken glass. Use appropriate barriers and cleaning methods.
- **Slips, trips and falls:** Promptly report spillages, damaged flooring, trailing cables, and poor lighting.
- **Electrical safety:** Electrical work must only be undertaken by competent persons. Report faulty equipment, damaged cables, overheating, or loose plugs.
- **Work at height / building works:** Areas must be cordoned off during overhead work. Students must not use ladders or access scaffolds.
- **Manual handling:** Use safe lifting techniques and equipment. Seek assistance for heavy or awkward loads.
- **Display Screen Equipment (DSE):** Staff should follow DSE guidance and request workstation assessments where required.
- **Violence, aggression and personal safety:** Report concerns immediately. Apply local lone-working and security arrangements where in place.
- **Contractors:** Contractors must follow UKMC contractor controls, provide risk assessments/method statements where required, and comply with site rules.
- **Portable Heaters:** Portable Heaters must not be used by individual desire.

8. Equipment and Electrical Safety

All equipment must be used in accordance with instructions and training provided. Faults must be reported immediately.

- Only authorised personnel may repair equipment.
- College-owned equipment is regularly PAT tested.
- Personal electrical equipment must be PAT tested before use.
- Equipment showing damage, overheating, or unsuitable storage must not be used.
- Electrical equipment from countries with incompatible voltage must not be used.

UKMC reserves the right to remove any equipment deemed unsafe.

9. First Aid

UKMC will provide adequate and appropriate first aid equipment, facilities and trained personnel in line with the Health and Safety (First-Aid) Regulations 1981.

- First aid kits and the accident book are located at reception (or as identified in local site arrangements).
- Trained First Aiders are identified on noticeboards and/or internal communications.
- Used first aid supplies must be reported promptly for restocking.

10. Accidents, Injuries, and RIDDOR

UKMC expects all accidents, incidents, hazards, and RIDDOR to be reported promptly so that risks can be controlled and lessons learned.

10.1 Immediate response

In a medical emergency:

- Contact a First Aider.

- Call emergency services (999) if required.

- Provide full details to paramedics.

If a student is taken to hospital by ambulance, a full account of the event, known personal details, and details of any first aid given should be provided to the paramedic.

10.2 Recording and internal reporting

- All work-related accidents, incidents, and near misses must be recorded in the Accident Book / incident reporting system.

- Managers must ensure incidents are escalated promptly to the Building Safety Manager and HR/Operations as appropriate.
- UKMC will investigate incidents proportionately to identify root causes and implement corrective and preventive actions.

10.3 RIDDOR reporting

RIDDOR refers to the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**. Most incidents will not be reportable; however, UKMC must report certain work-related incidents to the Health and Safety Executive (HSE) within required timescales.

The Campus Manager is responsible for deciding whether an incident is RIDDOR-reportable and for submitting reports, including (where applicable): - Work-related fatalities. - **Specified injuries** to workers. - Injuries to workers resulting in **more than 7 consecutive days** absence or inability to do normal work. - Certain **occupational diseases** confirmed in writing by a doctor. - Certain **dangerous occurrences** (serious near-miss events).

10.4 Students, visitors and members of the public

Incidents involving students, visitors, or members of the public may be reportable where they arise out of or in connection with a UKMC work activity and result in: - A fatality; or - The person being taken directly from the scene of the incident to hospital for treatment.

11. National Health Alerts

In the event of an epidemic or pandemic, UKMC will implement measures and guidance in line with official public health advice to reduce risk to staff and students.

12. Insurance

UKMC maintains comprehensive insurance cover, including:

- Professional Indemnity
- Public and Products Liability
- Employers' Liability
- Cyber Insurance
- Building Insurance

This policy applies to all UKMC premises and activities and must be always adhered to.

13. Feedback

Feedback regarding this policy or facilities can be provided through Campus Managers, facilities managers or operatives, reception, or through operational groups.

Student Experience Committees, and course committees are also valuable sources of insights for facilities maintenance and development.

The Estates team will endeavor to respond or directly action feedback within 30 days, however, please note that due to operational, budgetary, availability and capacity, and regulatory or statutory requirements, not all requests can be upheld.

Appendices

Appendix A – Risk Assessment Procedure

UKMC adopts a proportionate, risk-based approach to health and safety management in line with the Management of Health and Safety at Work Regulations 1999.

Process:

1. Identify hazards associated with activities, premises, equipment, or substances.

2. Identify who may be harmed and how (staff, students, visitors, contractors).

3. Evaluate risks and decide on appropriate control measures.

4. Record significant findings and implement controls.

5. Review assessments regularly and whenever there is a significant change (e.g. new activities, incidents, layout changes).

Risk assessments must be suitable and sufficient and recorded where required. Completed assessments are held by the Operations / Facilities team and reviewed by the Campus Manager.

Appendix B – Contractor Management and Permits to Work

UKMC recognises its duties to manage contractors safely on its premises.

Contractor requirements:

1. Contractors must be competent and suitably qualified for the work undertaken.

2. Contractors must provide relevant risk assessments and method statements (RAMS) where required.

3. Contractors must comply with UKMC site rules and induction requirements.

4. High-risk activities (e.g. hot works, electrical works, work at height) may require a formal Permit to Work.

Facilities and Operations staff are responsible for coordinating contractor access and monitoring compliance during works.

Appendix C – Lone Working and Personal Safety

Lone working may occur during evenings, weekends, or low-occupancy periods.

UKMC will:

1. Identify lone-working activities through risk assessment.

2. Implement appropriate control measures (e.g. check-in systems, restricted tasks, security arrangements).

3. Provide guidance and training to staff who may work alone.

Staff must follow agreed lone-working arrangements and report concerns immediately.

Appendix D – Display Screen Equipment (DSE)

UKMC will manage risks associated with display screen equipment in line with the Health and Safety (Display Screen Equipment) Regulations.

1. Staff using DSE regularly are entitled to a workstation assessment.
2. Reasonable adjustments will be made where risks are identified.
3. Staff should take regular breaks and follow ergonomic guidance.

Requests for DSE assessments should be made via the Facilities or HR team.

Appendix E – Manual Handling

UKMC will avoid hazardous manual handling where reasonably practicable. Where manual handling cannot be avoided:

1. Tasks will be risk assessed.
2. Appropriate equipment will be provided where necessary.
3. Staff will be given information and training on safe handling techniques.

Staff must not attempt to lift loads beyond their capability and should request assistance when required.

Appendix F – Asbestos and Legionella Management

Where applicable, UKMC manages asbestos and legionella risks in accordance with statutory requirements.

1. Asbestos registers and management plans are maintained for relevant premises.
2. Legionella risk assessments and water hygiene monitoring are undertaken by competent persons.

Staff and contractors must not disturb building fabric or water systems without authorisation from Facilities.

Appendix G – Event Safety and Off-Site Activities

Health and safety considerations apply to events, trips, and off-site activities organised by UKMC.

1. Activities must be risk assessed in advance.
2. Emergency arrangements and supervision levels must be appropriate to the activity.
3. Where required, external venues must confirm suitable safety arrangements.

The event or activity organiser is responsible for ensuring controls are in place and followed.

Appendix H – Monitoring, Audit and Review

UKMC will monitor health and safety performance through:

1. Inspections and audits

2. Incident and near-miss analysis

3. Fire drills and emergency exercises

4. Review of risk assessments and training records

Findings will be reported to senior management and the Academic Board where appropriate, and actions tracked to completion.