

Summary	Health and Safety Policy			
Responsible person	Executive Director of Finance			
Accountable ELT member	Chief Executive			
Applies to	All staff, students, subsidiaries, Stakeholders, sub-contractors, contractors and all other parties the Group engages with			
Groups and/or individuals who have overseen development of this policy	Health and Safety Team Executive Director of Finance Information Governance Team			
Equality impact analysis completed	Policy Screened	<input checked="" type="checkbox"/>	Template completed	<input checked="" type="checkbox"/>
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Available on	Meta Compliance	<input checked="" type="checkbox"/>	Website	<input checked="" type="checkbox"/>
Disseminated to	All directly employed RNN Group staff RNN Group subsidiary organisations RNN Group sub-contractors, contractors and other relevant parties RNN Group learners			
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Document Control

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1. Introduction

- 1.1** The RNN Group (hereinafter referred to as 'the Group') recognises and accepts its Health and Safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers and other visitors to its premises (as defined in 4.1 below) under the Health and Safety at Work Act 1974 (HASAW), Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.
- 1.2** It is the policy of the Group to promote the health and safety of all of those who attend upon the premises of the Group ('the Premises') and to that intent to:
- a) Take all reasonably practicable steps to safeguard the health, safety and welfare of all Staff and Stakeholders on the Premises.
 - b) Provide adequate working conditions with proper facilities to safeguard the health and safety of Staff and other Stakeholders and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
 - c) Encourage Staff and other Stakeholders on the Premises to co-operate with the Group in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
 - d) Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
 - e) Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
 - f) Provide sufficient information, instruction, training and supervision to enable Staff and other Stakeholders to avoid hazards and contribute to their own safety and health;
 - g) Provide specific information, instruction, training and supervision to Staff who have particular health and safety responsibilities (eg, a member of the Health and Safety Team or Representative).
 - h) Make, as reasonably practicable, safe arrangements for protection against any foreseeable risk to health and safety of the general public or other persons that may arise from the activities of the Group.
 - i) Make suitable and sufficient assessment of the risks to the health and safety of Staff and other Stakeholders of the Group arising out of or in connection with the Group's activities.
 - j) Make specific assessment of risks in respect of new or expectant mothers, those with disabilities or recent injuries, young people under the age of sixteen.
 - k) Provide information to other employers of any risks to which those employer's workers on the Group's Premises may be exposed.
- 1.3** The Group also recognises the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standard of accident and ill health prevention and therefore relies on the initiative, teamwork and full co-operation at all levels of Staff and other Stakeholders.
- 1.4** Certain named individuals and groups within the Group have specific responsibilities as set out in this Policy document; however, every member of the Group's Staff has general responsibilities towards Health and Safety and is expected to make their own

commitment to carrying out the provisions within this policy. In the interests of the health, safety and welfare of all its Staff, Stakeholders and of any other persons who may be affected by its activities, the Group commits itself to the implementation of the HASAW.

- 1.5** The Group will continue to enhance Health and safety compliance by following the Department for Education's Further Education Estates Planning (FEEP) guidance. The Head of Estates and Facilities is responsible for monitoring and adhering to FEEP compliance.

2. Policies statement (Health and Safety at Work Act 1974)

- 2.1** *"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees".*

This duty extends, so far as is reasonably practicable to provide:

- a) Safe equipment and systems of work.
- b) Safe use, handling, storage and transport of articles and substances.
- c) The provision of any necessary information, instruction, training and supervision.
- d) Safe place of work with safe means of access and egress.
- e) Safe working environment with adequate welfare facilities.

- 2.2** *"It shall be the duty of every employee whilst at work to:"*

- a) Take reasonable care for their own health and safety.
- b) Take reasonable care for the health and safety of anyone who may be affected by their acts or omissions.
- c) Co-operate with their employer or any other person to enable legal obligations to be met.

- 2.3** *"No person shall interfere with or misuse anything provided for health, safety or welfare under statutory provisions"*

Any employer or employee who endangers the health and safety of any other person is liable to prosecution, irrespective of whether their conduct is in breach of any specific rule or not.

3. Scope of this policy

- 3.1** The purpose of high standards of Health and Safety are to eliminate or reduce the potential for accidents and occupational ill health, to the Group's Staff, Stakeholders and other persons who may be affected by the Group's activities.
- 3.2** Health and Safety by its very nature involves and affects every member of the Group's Staff and Stakeholders as well as visitors to the Premises.

- 3.3** The Group commits to providing a good Health and Safety culture with full participation of its Staff, Stakeholders, visitors, etc. as well as with those external agencies with which it works.
- 3.4** This Policy and procedure shall apply to all employees including “designated senior post holders” as defined in the Corporation’s Articles of Governance and those newly appointed and in their probationary period. It shall also apply to all RES employees and workers, external agency staff, contractors, volunteers, student teachers and those undertaking work experience (collectively referred to as ‘Staff’) together with all learners, sub-contractors, stakeholders, contractors and any other parties engaged with by or on behalf of the Group and all other persons or visitors to the Premises of the Group who may be affected by the acts or omissions of the Group (collectively referred to as ‘Stakeholders’).

4. Specific information for visitors and independent contractors

- 4.1** This Policy applies to visitors and to professionals who are not directly employed by the Group, all recommendations with specific relevance or reference to the Staff of the Group are also applicable to visitors and contractors engaged with by the Group for whatever purpose.
- 4.2** On arrival and departure all visitors, including contractors and/or their workers, must present to reception to sign in and out. The Group maintains an electronic system to record the date and time of their arrival and, before leaving, their time of departure.

The electronic signing in system provides information on health and safety, security and safeguarding policies and reporting of concerns. By signing in visitors, contractors and stakeholders confirm they understand the Group’s procedures for managing health and safety, security and safeguarding. Visitors and contractors are only authorised to access Group Premises and Property following approval and can be identified by an appropriate badge and lanyard which must be worn at all times.

- 4.3** Upon arrival at any of the Group’s sites, all visitors should be met by, or directed to an appropriate representative of the Group. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during any emergency or arrange help for them in the event of an accident. The representative of the Group shall also be responsible for their signing out and exit of the premises.
- 4.4** Visitors to, and contractors working on or in any Group Premises should report any concerns relating to their own safety or suspected unsafe working practices to whomever they are in contact with as a representative of the Group who will investigate and report to the appropriate Health and Safety representative for the Group.

5. Roles and responsibilities

- 5.1** The **CHIEF EXECUTIVE OFFICER/PRINCIPAL** of the Group is responsible for:-

- a) The Group's compliance with its legal requirements under health and safety legislation by ensuring that the Health and Safety organisation and arrangements are carried out effectively.
- b) Ensuring that key staff in the Group's safety structure know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.
- c) Ensuring that adequate financial resources are allocated for the needs of health, safety and welfare within the Group.
- d) Approving revisions to the Health and Safety Policy as necessary and ensuring such revisions are brought to the attention of all of the Group's Staff.
- e) Advising the Board of Governors of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- f) Consulting with both trade union and employee representatives, as appropriate, on health, safety and welfare issues.
- g) Consulting with Group's staff on health, safety or welfare matters that cannot be dealt with satisfactorily at a lower level in conjunction with the Health and Safety Team.
- h) Ensuring that health and safety has a high profile within the Group and that all Staff recognise the importance of maintaining high standards of health and safety.
- i) Ensuring that the Group complies with its legal duties under the Regulatory Reform (Fire Safety) Order 2005. The CEO/Principal is the named 'Responsible Person' for fire safety as required under this Order.

5.2 The EXECUTIVE DIRECTOR OF FINANCE of the Group is also responsible for:-

- a) Ensuring consultation with the Group's Health and Safety Team and Head of Estates at the concept/design stage of any proposed construction, or major refurbishment project of the Group's Premises to identify and address any health and safety issues.
- b) Ensuring that the Group's Health and Safety Team and Head of Estates are consulted at the appropriate time within the tender/contract procedure of any proposed construction, or major refurbishment or project within the Group's Premises to ensure health and safety issues have been satisfactorily addressed.
- c) Ensuring that any construction, building maintenance or refurbishment of the Group's premises is carried out in a manner that does not compromise the health, safety and welfare of Staff, Stakeholders or visitors and that, where necessary, it complies with the appropriate Health and Safety legislation.
- d) Ensuring that the Head of Estates and their team as well as the Health and Safety Team fulfil their responsibilities identified in this policy.

5.3 The DIRECTORS OF CAMPUS of the Group are responsible for:-

- a) Ensuring arrangements for the implementation of the Health and Safety Policy, and

subsequently reviewing its effective application, throughout their campus are met.

- b) Ensuring that the Staff on their campus know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.
- c) Ensuring that all relevant health and safety information is available to all Staff on their campus
- d) Ensuring, as far as is reasonably practicable, that any goods or services procured by their campus do not compromise the health, safety and welfare of Staff, Stakeholders or visitors.
- e) Ensuring that in any negotiations for new business opportunities that the responsibilities for compliance with Health and Safety legislation are clearly defined and understood by all the parties concerned.
- f) Advising the Chief Executive Officer/Principal of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- g) Ensuring that adequate financial resources are allocated for the needs of health, safety and welfare throughout their areas of responsibility.
- h) Ensuring that health and safety has a high profile throughout their area and that all Staff recognise the importance of maintaining high standards of health and safety.

5.4 The EXECUTIVE DIRECTOR OF HR, OD AND MARKETING of the Group, is also responsible for:-

- a) Ensuring that role descriptions include the health and safety responsibilities of the post.
- b) Consulting with both trade union and employee representatives, as appropriate, on health, safety and welfare issues.
- c) Organising any employee health surveillance measures that are identified as being required.

5.5 The CURRICULUM MANAGERS and BUSINESS SUPPORT MANAGERS of the Group are responsible for:-

- a) Ensuring that Group health and safety Policies and Procedures are properly communicated, promoted and implemented across their areas of responsibility.
- b) Ensuring that the Staff in their areas know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.
- c) Upon the advice and guidance of the Health and Safety Team, ensuring that all plant and equipment is correctly installed, guarded, used, tested and maintained as required. Any defective equipment is removed from service and reported to the appropriate person. Making the necessary arrangements for any equipment that requires statutory inspection and certification e.g. lifting equipment, local exhaust ventilation equipment.

- d) Upon the advice and guidance of the Health and Safety Team, ensuring that suitable and sufficient risk assessments (including but not limited to COSHH, Manual Handling, Noise, DSE, etc. as well as general risk assessments) are systematically carried out, recorded and reviewed as appropriate in their areas of responsibility.
- e) In conjunction with the Health and Safety Team, ensuring that safe systems of work are developed, recorded and made available to the appropriate staff and students for all the tasks undertaken in their areas that present more than an insignificant risk of injury.
- f) Advising the Executive Leadership Team of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- g) Ensuring that health and safety has a high profile throughout their areas and that all Staff recognise the importance of maintaining high standards of health and safety.
- h) Liaise with the Estates team when commissioning any works that fall under The Construction (Design and Management) Regulations 2015 (CDM 15) Regulations.

5.6 The HEAD OF ESTATES of the Group is responsible for:-

- a) Ensuring that the Group premises are kept clean, secure and well maintained such that the health and safety of Staff, Stakeholders and visitors is not compromised.
- b) Maintaining Group services (including temperature, lighting, ventilation, drinking water etc.) in a manner that ensures the health and safety of Staff, Stakeholders and visitors is not compromised.
- c) Ensuring compliance with all fire safety policy, procedures and safe practices. Whilst ensuring that these comply with the appropriate legislation. Ensure that all necessary records are checked and maintained in relation to fire safety.
- d) Managing compliance with Electricity at Work Regulations 1989.
- e) Ensuring that there is a system by which the fleet of Group vehicles is maintained, inspected and tested to a suitable schedule, and records kept, so that the health, safety and welfare of Staff and Stakeholders using the vehicles is not compromised.
- f) Ensuring that any construction, building maintenance or refurbishment of the Group premises is carried out safely and in line with The Construction (Design and Management) Regulations 2015 (CDM 15) Regulations.
- g) Ensuring that contractors are made aware of any hazards which they are likely to encounter whilst working on the Group's premises (asbestos, fragile roofs etc.).

5.7 The HEALTH AND SAFETY TEAM for the Group is responsible for:-

- a) Advising the Chief Executive Officer/Principal on current Health and Safety legislation and its requirements, to ensure that the Group complies with its

statutory duties.

- b) Liaising with the Group's Management, Safety Representatives, and other Staff as appropriate, to offer advice, information and support on Health and Safety.
- c) Consulting with external bodies (e.g. HSE) on Health and Safety matters.
- d) The regular review, and revision where necessary, of the Health and Safety Policy (and such other Policies as are from time to time deemed relevant) with regards to the organisation and responsibilities for ensuring good levels of Health and Safety management throughout the Group in conjunction with the Chief Executive Officer/Principal.
- e) Taking appropriate action to deal with any circumstances that they deem to be of immediate danger or risk to anyone's Health and Safety.
- f) Encouraging joint consultation and participation of Group's Staff and Stakeholders in developing positive and progressive methods for promoting Health and Safety throughout the Group.
- g) Carrying out Health and Safety Audits of each Curriculum or Business area to ensure the premises are free from hazards and that all Health and Safety systems and procedures are operating effectively.
- h) Accompanying Employee Safety Representatives, when requested, in carrying out Health and Safety Inspections to ensure all health and safety standards are in place.
- i) Leading on the investigation of accidents and other dangerous occurrences to establish the causes prior to recommending remedial action to prevent recurrence.
- j) Keeping Accident Records/Statistics up to date and responsible for reporting to the HSE all relevant accidents, diseases and dangerous occurrences that fall under the scope of RIDDOR within time limits set.
- k) Providing advice, following a request from any Staff for information, on any health, safety or welfare matter.
- l) Ensure that Work Based Learning have had appropriate risk assessments and health and safety arrangements are in place.
- m) Ensure that work experience activities for learners have had appropriate risk assessments and health and safety arrangements are in place.
- n) Organising administrative systems to ensure first aid requirements are adequately resourced and managed effectively.
- o) Establishing, in collaboration with trade union representatives and/or employee representatives, a system for routine Health and Safety inspections of the Group's Premises and systems.
- p) Providing regular reports for committees and management (See 5.15 and 5.16).

5.8 ALL STAFF AND STAKEHOLDERS of the Group are responsible for:-

- a) Taking reasonable care for the health, safety and welfare of themselves and others who may be affected their acts or omissions.
- b) Supporting and co-operating with the Group's Management in their efforts to fulfil their statutory duties under health and safety legislation.
- c) Working in accordance with information and training provided by the Group or other appropriate external agencies or bodies.
- d) Reporting all accidents and other dangerous occurrences immediately using the Group's accident reporting system. With the Health and Safety Team to use this information and reporting to produce reports, forward to the Executive Director of Finance, Executive Leadership Team and Board of Governors and its Committees as appropriate.
- e) Reporting any defect(s) that could compromise health, safety and welfare through their tutors, line management or to the Health and Safety Team.
- f) Not interfering with anything provided in the interests of health, safety and welfare.
- g) Promoting and sharing, where appropriate, good health and safety standards and practices with fellow Staff and Stakeholders.

5.9 The TRADE UNION / EMPLOYEE SAFETY REPRESENTATIVES of the Group are responsible for:-

- a. Investigating, where appropriate, the cause of accidents, hazards, dangerous occurrences and notifiable diseases in the Group.
- b. Investigating health, safety and welfare complaints from the Group staff they represent.
- c. Making representation, to the Health and Safety Team in the first instance, about any concerns arising from Health and Safety investigations carried out or on general matters affecting health, safety and welfare within the Group.
- d. Inspecting copies of any relevant Health and Safety documentation that the Group has a statutory requirement to keep e.g. RIDDOR report forms.
- e. Carrying out, when appropriate, Safety Inspections of the Group as a member of the Group's Safety Inspection Team.
- f. Attending meetings of the Group Health and Safety Committee in their capacity as a Safety Representative.

5.10 Trade Unions, recognised by the Group, will elect Safety Representatives to carry out Health and Safety duties under the Safety Representatives and Safety Committee Regulations 1977.

5.11 Staff not represented by a Trade Union (as above) can consult management on Health and Safety matters, either directly or by electing Employee Safety

Representatives, under the Health and Safety (Consultation with Employees) Regulations 1996.

5.12 The **HEALTH AND SAFETY COMMITTEE** shall be made up of a **Health and Safety Advisor, Director of Campus, a representative of the Estates team, a staff union representative together with representatives of curriculum staff and business support staff.** This committee is responsible, in general terms, for advising the Chief Executive Officer/Principal on all arrangements and procedures necessary for the implementing and monitoring of an effective Health and Safety Policy the committee will monitor and report on the implementation on policies, procedures and controls systems for the effective management and compliance with the Health and Safety at Work Act and all other relevant legislation by:-

- a) The promotion of co-operative activity for the prevention of accidents.
- b) Considering and advising on emerging matters of Health and Safety within the Group.
- c) The dissemination of good Health and Safety practices to all Group Staff and Stakeholders.
- d) The consideration of recent Group accident statistics and any subsequent recommendations for action, including proposals for changes to Health and Safety systems.
- e) Referral, to the Health and Safety Management Group of any concerns relating to health, safety and welfare that cannot be dealt with adequately by this committee.
- f) Following each round of committee meetings the Health and Safety Committee shall provide meeting minutes and a report to summarise the activity of the committee.
- g) The Committee will provide an annual report for the Executive, Finance and Resources Committee and Board of Governors on the effectiveness of health and safety arrangements across the Group.

5.14 The Group's **HEALTH AND SAFETY COMMITTEE** will meet regularly, at least once per half term at each college site, to monitor and review Health and Safety practice the Health and Safety Advisor will provide a summary report of the activities undertaken on each college campus to the ELT on a half termly basis.

5.15 The **FREDIE AND SAFEGUARDING MANAGEMENT COMMITTEE** provides oversight of health and safety matters relating its committee and shall receive a report on health and safety at each committee meeting.

5.16 The **FINANCE AND RESOURCES COMMITTEE** provides oversight of health and safety matters and shall receive a report on health and safety at each committee meeting.

5.17 The **EXECUTIVE LEADERSHIP TEAM (ELT)** is responsible, in general terms, for advising the Chief Executive Officer/Principal on the implementation of systems and procedures necessary for the effective management of health and safety throughout

the Group. It will achieve this by:-

- a) Regularly reviewing the effectiveness of Health and Safety systems and procedures and amending them as necessary.
- b) Monitoring the effectiveness of the Organisation and Responsibilities for Health and Safety contained within the Group Health and Safety Policy (and such other Policies as are from time to time deemed relevant) and amending them as necessary.
- c) The promotion of an effective Health and Safety culture throughout the Group.
- d) Considering, and advising on, emerging matters of Health and Safety within the Group, including those that have been referred from the Health and Safety Committee.
- e) Maintaining good Health and Safety practices, including emergency procedures, to ensure the health, safety and welfare of all Staff, Stakeholders and visitors and that all relevant parties are aware.
- f) Examining Safety Inspection Reports, Safety Audit Reports and other Health and Safety related reports to monitor how effectively the Group's Health and Safety management systems are operating.
- g) Reviewing any changes to Health and Safety legislation, including the introduction of new legislation, and ensuring compliance is achieved by existing Health and Safety systems and procedures being amended or new systems being introduced.

5.18 The BOARD OF GOVERNORS (GOVERNING BODY) of the Group is responsible for:-

- a) Accepting overall responsibility for health, safety and welfare at all centres of Group operation.
- b) Ensuring that adequate resources are allocated to allow it to comply with its legal requirements under Health and Safety legislation.
- c) Ensuring that adequate finance is available to enable the Health and Safety Policy to be fully implemented throughout the Group.
- d) Deciding on the most appropriate course of action to deal with any concerns relating to health, safety and welfare that have been referred to it from a lower level.
- e) Continually monitoring health and safety reports (e.g. ELT Meeting Minutes, Accident Statistics, etc.) to ensure health and safety issues are being dealt with satisfactorily.
- f) Delegating strategic responsibility for Health and Safety to the Chief Executive Officer/Principal.

6. Consultation

- 6.1** Consultation helps to secure the support and experience of all relevant individuals and groups. It is vital to the success of the implementation of any policy that the expertise and experience of all relevant parties has been considered, particularly those who will be

expected to implement the requirements. All Group Staff are therefore encouraged to provide feedback on this Policy so that it can be improved upon.

7. Monitoring

- 7.1** There is a requirement as part of the induction process to ensure that Staff are made aware of the importance of policies and procedures and their adherence to them.
- 7.2** The Chief Executive Officer/Principal has overall responsibility for ensuring that the Group has appropriate policies in place and that these are disseminated to staff.
- 7.3** Individual roles and groups referenced within this policy will take responsibility for overseeing the implementation of policies within their areas of responsibility.
- 7.4** The Group's managers are expected, as part of their management role, to refer regularly to policies and related procedures through their local induction processes, communication lines, staff meetings and appraisal processes and to ensure that their Staff are familiar with Group policies and abide by details that are stipulated within.
- 7.5** Key Performance Indicators will be used to monitor the effectiveness of this Policy. These will include complaints, claims and incidents to identify where failure to comply with the Policy may have impacted on service delivery

8. Training

- 8.1** All Group Staff will complete mandatory training whilst employed by the Group, this may include legislated or Group determined training and may be amended from time to time to reflect changes in working practice.
- 8.2** Some contractors may be expected to undertake Group specific training prior to any works commencing throughout the various Group's centres of operation.

9. Dissemination and implementation

- 9.1** This Policy will be made available to all Staff on the Group's Metacompliance platform and on the Group web site within the Information Governance section.

10. Review

- 10.1** All Group policies are subject to specific minimum review periods and this is stated on the document control header.

11. References

- 11.1** No references are provided for this policy.

Appendix A

HEALTH & SAFETY AT WORK etc. ACT 1974 GENERAL POLICY STATEMENT

In accordance with the requirements under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the policy of the RNN Group, under the direction of the Chief Executive Officer/Principal, as far as is reasonably practicable, to:

1. Provide and maintain a safe and healthy environment for all the Group's Staff, Stakeholders, visitors and outside contractors whilst on Group premises;
2. State in writing to all Group's Staff and Stakeholders their appropriate responsibilities to ensure the health, safety and welfare of persons and to prevent property damage;
3. Provide a safe system of work and study by ensuring that adequate information, instruction, training and supervision is given to staff and students as appropriate;
4. Encourage joint consultation and participation in improving health, safety and welfare standards between the Chief Executive Officer/Principal and Group's Staff and Stakeholders through the Group's Health & Safety Committee and other such bodies as may be appropriate;
5. Comply with the requirements of safety legislation papers, reports and approved Codes of Practice;
6. Ensure that reasonable steps are taken to prevent accidents and work-related ill health;
7. Arrange for the safe use, handling, storage, disposal and transport of all substances and equipment;
8. Monitor the effectiveness of the Group's Health and Safety Policy, revise as necessary and bring to the attention of the Group's staff any such revisions;
9. Appoint competent persons;
10. Have adequate arrangements in place for ensuring the safety of Staff, Stakeholders and visitors should an emergency situation arise e.g. fire.

If the aims of the policy are to be achieved in practice it requires the support and co-operation of all Group Staff to fulfil the contents and spirit of the policy, to the best of their ability.

Under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, it is the responsibility of all Group Staff to assist and co-operate in ensuring that the highest standards of Health, Safety and Welfare are not only set, but are fully maintained throughout the Group.

Signed:



J Austin
RNN Group Chief Executive Officer/Principal
Date

Appendix B:

Notification routes in the event of a concern.

Health and Safety Concern Reporting Procedure

This procedure outlines the process for reporting health and safety concerns within the RNN Group.

1. Identify Health and Safety Concern

- Observe a potential hazard, unsafe condition, or incident.

2. Assess Immediate Risk

- Is there an immediate danger to yourself or others?
- If yes, proceed to "Take Immediate Action".
- If no, proceed to "Report the Concern".

3. Take Immediate Action

- If there is immediate danger:
 - Evacuate the area if necessary.
 - Alert others in the vicinity.
 - Contact emergency services if required.
 - Proceed to "Report the Concern".

4. Report the Concern

- Document the concern, including details of what was observed, when, and where.
- Report the concern to the Health and Safety Team at complaints@rnngroup.ac.uk sending a copy of the email to execoffice@rnngroup.ac.uk
- In the event of an emergency situation or if there is an immediate danger, follow the steps in three above and then (once safe) contact the Health and Safety Team on 01909 559257.

5. Investigation and Review

- The reported concern is investigated by the Health and Safety Team.
- The investigation determines the validity and severity of the concern.

6. Corrective Action

- If the concern is valid, corrective actions are taken to address the hazard or unsafe condition.
- The actions taken are documented.

7. Follow-Up and Communication

- The person who reported the concern is informed of the outcome and any actions taken.
- Further communication or training may be provided if necessary.

8. Record Keeping

- All reports, investigations, and actions taken are recorded and maintained for future reference and analysis.
- The Health and Safety Team will share all reports with the Executive Director of Finance and with the Principal/Chief Executive Officer confirming any remedial actions undertaken.

Appendix C:

Flowchart for reporting Concerns

