



**“Enabling Students to Accomplish their Academic Goal”**

## **Health and Safety Policy**

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**Address:** 1<sup>st</sup> Floor, 9 Lymington Avenue, Wood Green N22 6EA

**Email:** [info@bellmontcollege.co.uk](mailto:info@bellmontcollege.co.uk)

**Tel:** + 44 (0) 203 840 9294 + 44 (0) 203 929 7665

**Website:** [www.bellmontcollege.co.uk](http://www.bellmontcollege.co.uk)

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## **1. Introduction**

Bellmont College is committed to providing and maintaining a safe, healthy, inclusive and supportive learning and working environment for students, staff, visitors, contractors and all individuals engaged in Belmont College activities. Health and safety is treated as a central part of student protection, academic quality, operational resilience, safeguarding, wellbeing and institutional governance.

Bellmont College currently works with Liverpool Hope University as an awarding and academic partner for relevant higher education provision. Under this partnership, students may receive teaching, support and local services from Belmont College while the award, academic regulations and elements of academic oversight are governed through Liverpool Hope University arrangements, depending on the programme and partnership framework. Belmont College is also seeking Office for Students approval for its own funding arrangements and future institutional development. This may affect future processes, responsibilities and governance arrangements, but Belmont College continues to protect student interests, maintain safety, communicate clearly and ensure that students are not disadvantaged by transition or partnership development.

This policy has therefore been written to operate within the current Liverpool Hope University partnership and to remain suitable for future independent or revised regulatory arrangements. Where Liverpool Hope University procedures or partnership responsibilities apply, Belmont College liaises appropriately and signpost students and staff clearly. Where Belmont College assumes direct responsibility under future arrangements, Belmont College updates this policy and related procedures so that health and safety responsibilities remain clear, practical and properly governed.

The policy retains the core commitments from the previous Belmont College Health and Safety Policy and strengthens the internal procedures for fire safety, emergency evacuation, incident reporting, first aid, committee oversight, monitoring and continuous improvement. It should be read alongside the relevant student protection, risk management, safeguarding, equality, data protection and business continuity arrangements referred to throughout this policy.

## **2. Purpose of the Policy**

The purpose of this policy is to provide a clear institutional framework for managing health and safety across Belmont College. It explains how Belmont College identifies risks, prevents harm, responds to incidents and emergencies, protects continuity of study and monitors implementation through its governance and committee structure.

The policy is practical as well as regulatory. It is intended to help students, staff and visitors understand what is expected of them; how concerns should be reported; how fire, emergency and evacuation procedures are managed; how incidents are recorded and investigated; and how Belmont College uses evidence to improve safety and resilience.

The policy supports Belmont College in ensuring that:

- learning, teaching and support activities are delivered in safe and accessible environments;
- foreseeable health and safety risks are identified, assessed, controlled and reviewed;

- fire safety, emergency and evacuation arrangements are clear and regularly tested;
- accidents, hazards, near misses and incidents are reported promptly and acted upon;
- students and staff receive appropriate information, induction, training and support;
- significant disruption is managed through business continuity and student protection arrangements;
- committees and the Board receive sufficient evidence to test whether controls are working.

This policy is also intended to support compliance with the *(CAP1 Belmont College Student Protection Plan and Policy)*, the *(BCP1 Belmont College Risk Management Policy)*, the *(BCP2 Belmont College Business Continuity Plan)*, the *(HSP1 Belmont College Safeguarding and PREVENT Policy)*, the *(SWP2 Belmont College Equality, Diversity and Inclusion Policy)* and the *(BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy)*.

### **3. Scope of the Policy**

This policy applies to all Belmont College activities and to all individuals who may be affected by those activities. It applies across physical, digital and blended learning environments and covers campus-based activity, online learning support, events, educational visits, external activities, partnership-related delivery, and work undertaken by staff or contractors on behalf of Belmont College.

The policy applies to:

- all students, applicants and prospective students where health and safety information affects their engagement with Belmont College;
- academic and professional services staff, associate lecturers, visiting lecturers and agency staff;
- directors, committee members, contractors, consultants, visitors and relevant third parties;
- activities delivered under Liverpool Hope University collaborative arrangements and any future approved funding or regulatory arrangements;
- teaching rooms, communal areas, offices, reception areas, digital systems, events and external activities undertaken under Belmont College authority.

The policy covers routine operations and periods of disruption. It includes fire safety, emergency evacuation, first aid, accident and incident reporting, public health emergencies, premises safety, risk assessment, safeguarding interface, equality and accessibility, cyber and digital continuity, staff safety, student communication and committee oversight.

### **4. Regulatory, Legal and Quality Assurance Framework**

Bellmont College operates this policy within the following consolidated regulatory, legal and quality assurance framework.

Requirement	Relevance to this policy
Health and Safety at Work etc. Act 1974	Defines duties to protect employees, students, visitors and others affected by Belmont College activities.
Management of Health and Safety at Work Regulations 1999	Supports risk assessment, preventive controls, emergency arrangements, information and training.
Regulatory Reform (Fire Safety) Order 2005	Requires suitable fire risk assessment, safe evacuation arrangements and cooperation with responsible persons.
Health and Safety (First-Aid) Regulations 1981, RIDDOR 2013 and Workplace (Health, Safety and Welfare) Regulations 1992	Support first aid, incident reporting and safe working and learning environments.
Equality Act 2010	Requires non-discrimination, accessibility and reasonable adjustments, including emergency arrangements.
UK GDPR and Data Protection Act 2018	Require lawful, fair and secure handling of incident, health and emergency contact records.
Counter-Terrorism and Security Act 2015 and Prevent duty expectations	Support escalation where safety, welfare or security concerns intersect with safeguarding responsibilities.
Higher Education and Research Act 2017 and Office for Students conditions	Support governance, student protection, consumer protection, continuation and student interests.
Competition and Markets Authority expectations and UK Quality Code for Higher Education	Support clear information, fair treatment, student engagement, learning resources and reliable information.
Office of the Independent Adjudicator Good Practice Framework	Supports fair handling of complaints and concerns related to safety, support, communication or disruption.
Liverpool Hope University partnership requirements	Apply where partnership responsibilities affect health and safety, public health, fire

Requirement	Relevance to this policy
	safety, event safety, safeguarding or student support.

## 5. Core Health and Safety Principles

Bellmont College operates on the principle that health, safety and wellbeing must be considered before decisions are made that affect students, staff, visitors, premises, teaching, assessment, support services or continuity of study. Safe operation is a shared responsibility, but Belmont College must provide clear leadership, practical controls, training, communication and governance oversight.

Bellmont College’s approach is based on the following principles:

- risks should be identified early, assessed honestly and controlled proportionately;
- students and staff should receive clear, accessible and timely safety information;
- fire, emergency and evacuation arrangements should be clear, practiced and reviewed;
- incidents, hazards and near misses should be reported promptly without blame or fear of disadvantage;
- health and safety decisions should consider equality, accessibility, safeguarding and wellbeing impacts;
- academic continuity should be protected wherever it is safe and reasonable to do so;
- evidence from incidents, risk assessments, audits, student feedback and committee review should be used to improve practice;
- students should be treated fairly and communicated transparently when safety-related disruption affects their studies.

Health and safety management is not a standalone compliance exercise. It is embedded in academic planning, student support, business continuity, risk management, public information, safeguarding, data protection, complaints monitoring and governance reporting.

## 6. Health and Safety Risk Management Framework

Bellmont College uses its institutional risk management arrangements to identify, assess and manage health and safety risks affecting students, staff, visitors and continuation of study (*BCP1 Belmont College Risk Management Policy*). Risks may arise from premises, fire safety, staffing, events, public health, safeguarding, digital disruption, contractor activity, partnership change, accessibility barriers or emergencies.

Risk assessments should be practical and proportionate. They should identify foreseeable hazards, consider who may be affected, assess likelihood and impact, identify control measures, assign responsibility, set review dates and record evidence of action. Where a risk may affect teaching, assessment, student support or continuation of study, the student impact must be considered alongside the operational impact.

<b>Risk level</b>	<b>Meaning</b>	<b>Expected response</b>
Low	Unlikely to occur except in exceptional circumstances or likely to cause only minor disruption.	Managed through routine operational controls, local review and normal reporting.
Medium	Reasonably possible or capable of causing disruption, injury, access issues or service interruption.	Requires active mitigation, named owner, review date and reporting to the relevant manager or committee.
High	Likely, emerging or capable of causing serious harm, serious disruption, regulatory concern or loss of continuity.	Requires Senior Management Committee oversight, escalation to the Board of Directors where material, and a documented action plan.

Risk assessments should consider students with disabilities, health conditions, caring responsibilities, commuting difficulties, safeguarding needs, financial hardship, digital exclusion or other circumstances that may make them more vulnerable during disruption. Where necessary, an equality or accessibility impact should be reviewed through the relevant support or committee route (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*) (*SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*).

## **7. Campus Safety, Premises and Learning Environment Management**

Bellmont College recognises that safe, suitable and accessible premises are central to student experience, staff wellbeing and academic continuity. Belmont College takes reasonable steps to ensure that teaching rooms, offices, communal areas, reception spaces, access routes and learning environments are maintained in a condition that supports safe operation.

Premises monitoring includes routine checks of access routes, lighting, housekeeping, ventilation, welfare facilities, furniture, equipment, signage, emergency exits, fire safety equipment and any reported defects or hazards. Where Belmont College shares responsibilities with a landlord, managing agent or external contractor, Belmont College cooperates with them and maintain records of reported issues, actions and follow-up.

Students, staff and visitors should report hazards as soon as they become aware of them. Examples include blocked exits, loose cables, defective furniture, unsafe surfaces, electrical concerns, water leaks, broken lighting, security concerns or anything that could cause injury or prevent safe evacuation. Immediate risks should be escalated to the responsible manager without delay.

## **8. Fire Safety, Emergency and Evacuation Procedure**

Bellmont College treats fire safety and emergency evacuation as a priority health and safety responsibility. Belmont College maintains fire safety arrangements that are suitable for its

premises and activities, including fire risk assessment, alarms, emergency lighting, signage, evacuation routes, fire extinguishers, staff awareness, visitor management, emergency contacts and cooperation with building management or other responsible persons where relevant.

Students, staff, visitors and contractors must take fire safety seriously. Fire doors must not be wedged open, escape routes must not be blocked, fire extinguishers must not be misused, and unsafe electrical equipment or hazardous storage must be reported. Planned works, events or changes to room use should consider fire risk and evacuation arrangements before activity takes place.

The following evacuation procedure applies unless site-specific instructions or emergency services advice requires a different response:

1. Anyone discovering a fire or serious fire risk must raise the alarm immediately and alert staff or the designated responsible person.
2. When the fire alarm sounds, everyone must leave the building promptly by the nearest safe exit and must not stop to collect belongings.
3. Lifts must not be used during evacuation unless specifically designed and authorised for emergency evacuation use.
4. Staff should guide students, visitors and contractors calmly towards the nearest safe exit and should not place themselves at unreasonable risk.
5. Individuals should proceed to the designated assembly point and remain there until instructed otherwise.
6. Fire wardens or designated staff should support evacuation checks where it is safe to do so and report concerns to the responsible person or emergency services.
7. No one may re-enter the building until authorised by the emergency services, building management or the designated responsible person.
8. Any injury, missing person concern, accessibility issue, near miss or failure in the evacuation process must be reported and reviewed after the incident.

Where students, staff or visitors may need assistance to evacuate safely, Belmont College considers appropriate support arrangements, including Personal Emergency Evacuation Plans where needed. These arrangements must respect dignity, confidentiality and equality requirements while ensuring that emergency procedures remain practical and safe (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*) (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*).

Fire drills, alarm tests, evacuation reviews and fire safety checks are recorded where applicable. Findings from drills, false alarms, blocked exits, equipment defects or evacuation difficulties are reviewed by the appropriate operational lead and reported through the relevant governance route where material.

## **9. Incident Reporting, First Aid, Investigation and Corrective Action**

Bellmont College encourages prompt reporting of accidents, incidents, near misses and hazards. Reporting is intended to protect people, learn lessons and prevent recurrence. Staff and students should not ignore minor issues because early reporting can prevent more serious harm.

The following should normally be reported:

- accidents, injuries, medical emergencies or first-aid treatment;
- near misses, unsafe conditions, defective equipment, blocked exits or premises hazards;
- fire alarms, evacuation difficulties, emergency response concerns or dangerous occurrences;
- violence, harassment, threatening behaviour, security incidents or suspicious activity;
- safeguarding, wellbeing or vulnerability concerns linked to safety or emergency response;
- public health, environmental, utility, IT or operational incidents that may affect continuation of study or safe operation.

The incident response procedure is:

1. Make the situation safe where this can be done without personal risk, and seek first aid or emergency services support where needed.
2. Report the incident promptly to the appropriate manager, Student Support, reception or designated health and safety contact.
3. Record the incident using Belmont College's incident reporting process, including date, time, location, people involved, immediate action taken and any witnesses.
4. Escalate serious incidents immediately to the Senior Management Committee, and to safeguarding, data protection, IT security or external authorities where relevant.
5. Investigate proportionately to identify root causes, required corrective actions and any support needed by affected students or staff.
6. Record actions, owners and completion dates, and review whether policy, training, risk assessment or communication changes are required.
7. Report trends, serious incidents and learning points to the relevant committee and the Board of Directors where material.

Bellmont College considers whether incidents are reportable under RIDDOR or to another external authority. Where a statutory or regulatory notification is required, this is coordinated by the designated responsible person with appropriate oversight from the Chief Executive Officer, Head of Quality and Operations and other relevant leads. Records are handled confidentially and securely (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*).

## **10. Teaching, Learning, Event and External Activity Safety**

Teaching, learning and assessment activities should be planned so that foreseeable risks are managed before students take part. Most routine classroom activity is low risk, but additional controls may be needed for external visits, events, workshops, guest activity, demonstrations, late sessions, work with vulnerable groups, activities involving equipment or activities that may affect accessibility or safeguarding.

Where an activity involves foreseeable and significant hazards, the responsible organiser must complete a proportionate risk assessment before the activity is confirmed. The assessment should consider the venue, travel, supervision, accessibility, safeguarding, emergency arrangements, first aid, communication, equipment, contractors and contingency

plans. Where the activity involves Liverpool Hope University provision, Belmont College liaises with Liverpool Hope University as required by partnership arrangements.

Event organisers and tutors must ensure that students receive appropriate instructions, that emergency routes are known, that support needs are considered, and that any incident is reported promptly. Student feedback from events or external activities should be considered through the relevant programme or committee route where it identifies safety, accessibility or support concerns.

## **11. Public Health Emergencies, Business Continuity and Operational Resilience**

Public health emergencies, premises disruption, transport disruption, extreme weather, fire, utility failure, cyber incident or other emergencies may affect teaching, assessment, student support and operational services. Belmont College responds through its health and safety, safeguarding, business continuity, communications and student protection arrangements (*BCP2 Belmont College Business Continuity Plan*) (*CAP1 Belmont College Student Protection Plan and Policy*).

Where disruption occurs, Belmont College may implement temporary relocation, online or blended delivery, revised timetables, adjusted assessment arrangements, alternative communication channels, enhanced wellbeing support, restricted access to premises or other proportionate measures. Decisions consider safety, academic standards, accessibility, student support, staffing, digital access, partnership requirements and the need for clear communication.

Belmont College seeks to maintain continuation of study wherever reasonably possible, but Belmont College does not continue activity where doing so would create an unacceptable health, safety or safeguarding risk. Where disruption materially affects students, Belmont College communicates clearly about what has happened, who is affected, what arrangements apply, what support is available and when further updates are provided.

## **12. Safeguarding, Wellbeing, Prevent, Equality and Accessibility**

Health and safety decisions must consider safeguarding, wellbeing, equality and accessibility. A safety concern may also be a safeguarding concern where it involves vulnerability, abuse, neglect, exploitation, coercion, radicalisation risk, mental health crisis or risk of harm to self or others. In such cases, the matter must be escalated through the appropriate safeguarding route as well as through health and safety reporting (*HSP1 Belmont College Safeguarding and PREVENT Policy*).

Belmont College considers the needs of disabled students and staff, students with health conditions, individuals with caring responsibilities, students in financial hardship, commuting students, students with limited digital access and any group that may be disproportionately affected by operational disruption or emergency arrangements.

Reasonable adjustments may include accessible communication, alternative routes, Personal Emergency Evacuation Plans, adapted teaching arrangements, additional support, adjusted deadlines or individual wellbeing follow-up where appropriate. Such arrangements are

considered in line with the (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*), (*SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*) and (*SWP4 Belmont College Mental Health and Wellbeing Policy*).

### **13. Digital Infrastructure, Data Protection and Secure Incident Records**

Digital systems support teaching, assessment, communications, student records, incident reporting, safeguarding and business continuity. A cyber incident, system outage or loss of access may become a health and safety or student protection issue if it prevents communication, emergency response, student support, assessment submission or access to learning resources (*BCP4 Belmont College Information Security and Cybersecurity Policy*) (*BCP6 Belmont College IT Acceptable Use Policy*).

Where digital disruption affects health and safety or continuity, Belmont College considers alternative communication routes, temporary records, emergency contact methods, data recovery, system restoration, secure evidence preservation and coordination with Liverpool Hope University where partnership systems are affected.

Incident reports, medical information, witness statements, safeguarding records, emergency contacts and accident records may include personal or special category data. Such records must be accurate, proportionate, confidential, securely stored and shared only where there is a lawful basis and a genuine need to know (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*) (*QGP5 Belmont College Information Governance, Public Information and Transparency Policy*).

### **14. Communication, Consultation and Student Voice**

Timely and accessible communication is essential during safety-related disruption. Students, staff and visitors should receive clear information about safety expectations, evacuation arrangements, emergency changes, temporary restrictions, reporting routes and available support. Information should be practical, accurate and consistent with approved Belmont College and partnership arrangements.

Where a health and safety issue may materially affect students, Belmont College explains the issue, the expected impact, the steps being taken, the support available and the likely timeline for updates. Students should not be left to discover significant operational or safety changes indirectly.

Student voice is an important early warning route. Students may raise concerns through tutors, Programme Coordinators, Student Support, student representatives, the Student Staff Committee, surveys, complaints or informal feedback. Student feedback relating to safety, accessibility, learning environments, wellbeing or operational disruption should be recorded, reviewed and acted upon through the relevant route (*QGP4 Belmont College Student Representative Handbook*) (*CAP3 Belmont College Complaint and Appeal Policy and Procedure*).

### **15. Implementation Framework**

Health and safety is implemented through Belmont College’s operational management and committee structure. The purpose of this framework is to ensure that risks are identified, reported, assessed, owned, monitored and closed with evidence. A concern may begin as a hazard report, incident, student comment, staff concern, maintenance issue, fire drill finding, risk assessment, safeguarding concern, complaint, audit finding or business continuity event.

The implementation model is: identify the risk or incident; make the immediate situation safe; assess student, staff and operational impact; assign ownership; agree controls and actions; communicate where required; report to the relevant committee; escalate material issues; monitor completion; and review lessons learned. This approach ensures that health and safety is embedded in everyday practice and governance oversight rather than relying on informal arrangements.

<b>Stage</b>	<b>What happens</b>
Identify	Hazards, incidents, near misses, fire safety issues, access barriers, safeguarding concerns or disruption risks are identified by staff, students, visitors or monitoring activity.
Assess	The responsible person assesses likelihood, impact, affected groups, student protection implications, equality/accessibility issues and urgent actions.
Control	Proportionate controls are implemented, including repair, communication, evacuation review, training, temporary relocation, support or suspension of unsafe activity.
Report and escalate	Material matters are reported to SMT and relevant committees; serious concerns are escalated to the Board and external bodies where required.
Review and improve	Trends, lessons learned and action completion are monitored so that procedures, training and controls improve over time.

## **16. Governance and Committee Oversight**

Bellmont College committees provide oversight and assurance that this policy is implemented in practice. Committees are expected to consider whether evidence demonstrates effective controls, whether risks have owners and review dates, and whether students and staff have been supported appropriately.

<b>Committee / Body</b>	<b>How it implements this policy</b>
Board of Directors	Holds ultimate oversight for institutional sustainability, health and safety assurance, student protection, regulatory compliance and material risks.
Audit and Risk Committee	Reviews cross-cutting health and safety, business continuity, fire safety, cybersecurity, audit and compliance risks, and escalates assurance matters to the Board of Directors.

<b>Committee / Body</b>	<b>How it implements this policy</b>
Senior Management Committee	Coordinates operational implementation, incident response, resource decisions, emergency actions, communications, premises matters and cross-departmental mitigation.
Quality Committee	Reviews health and safety matters affecting academic quality, student experience, public information, complaints, enhancement and student protection.
Learning and Teaching Committee	Reviews safety, accessibility and continuity issues affecting teaching, assessment, events, learning resources, staffing and student support.
Recruitment, Admissions and Registry Committee	Monitors applicant and student records, attendance, engagement and communications where health and safety or disruption affects enrolment, attendance or continuation.
Student Staff Committee	Provides an early warning route for student concerns relating to premises, accessibility, learning environments, wellbeing, communication and operational disruption.
Safeguarding and Prevent Committee	Reviews safeguarding, Prevent, welfare and vulnerability risks linked to incidents, emergencies, wellbeing or unsafe environments.
Equality, Diversity and Inclusion Committee	Reviews equality impacts, accessibility concerns, reasonable adjustments and evacuation or support arrangements for disabled students and staff.

## 17. Roles and Responsibilities

Everyone at Belmont College has a role in maintaining a safe environment. The table below summarises key responsibilities. These responsibilities operate alongside legal duties, employment responsibilities, partnership requirements and the specific duties set out in related policies.

<b>Role / Body</b>	<b>Responsibilities</b>
Board of Directors	Retains ultimate governance oversight for health and safety assurance, institutional sustainability, risk management, student protection and regulatory compliance.
Chief Executive Officer	Holds executive accountability for ensuring that health and safety, student protection, academic quality, operational resilience and regulatory compliance are implemented effectively and resourced appropriately.
Head of Quality and Operations	Coordinates policy implementation, quality assurance, regulatory monitoring, committee reporting, risk monitoring, public information review, evidence gathering and partnership liaison.

<b>Role / Body</b>	<b>Responsibilities</b>
Health and Safety Lead or Designated Responsible Manager	Coordinates day-to-day health and safety arrangements, premises checks, fire safety records, incident reporting, risk assessment support, corrective action tracking and liaison with building management, contractors or external advisers where required.
Head of Academic Programmes	Ensures academic delivery, assessment arrangements, teaching activities, events, staffing cover and learning resources are planned and delivered safely. Escalates academic risks where health, safety or operational disruption may affect students.
Head of Professional Services	Ensures admissions, registry, student support, finance communications, premises liaison and operational services support safe continuation, accurate records and fair treatment.
Head of IT and Human Resources	Supports digital continuity, cybersecurity incident coordination, system access controls, emergency communication support, staff training, staff availability and workforce-related health and safety arrangements.
Programme Coordinators, Module Tutors and Academic Support Tutors	Maintain safe teaching and assessment environments, identify emerging risks, give students appropriate instructions, support continuity of learning and escalate concerns that may affect safety, academic standards or student interests.
Student Support and Wellbeing Staff	Provide wellbeing, safeguarding, accessibility, financial guidance, engagement support and referral arrangements during normal operations and periods of disruption. Escalate welfare, vulnerability or safeguarding concerns promptly.
Fire Wardens and First Aiders	Support evacuation, first response, first aid and emergency arrangements within the limits of their training. Report incidents, hazards, equipment issues and lessons learned through the appropriate route.
Data Protection Officer	Advises on lawful, fair and secure handling of personal data in incident reports, medical information, emergency contacts, witness records, safeguarding referrals, investigations and external notifications.
All Staff	Act responsibly, follow safety instructions, complete required training, keep accurate records, report hazards and incidents promptly, cooperate with evacuations and investigations, and consider student interests when decisions are made.
Students and Student Representatives	Take reasonable care for their own safety and the safety of others, follow instructions, use facilities responsibly, report hazards or concerns early, engage with consultation and participate constructively in student voice processes.

<b>Role / Body</b>	<b>Responsibilities</b>
Contractors, Consultants, Visitors and Partners	Comply with Belmont College site rules, safeguarding expectations, fire and evacuation procedures, confidentiality requirements and agreed contractual or partnership responsibilities.
Liverpool Hope University and Partner Representatives	Work with Belmont College where partnership procedures, student records, academic oversight, health and safety, safeguarding or student protection responsibilities require coordination.

## **18. Training, Monitoring, Audit and Evidence**

Bellmont College maintains proportionate induction and training so that staff understand health and safety responsibilities relevant to their roles. Training may include fire safety awareness, evacuation arrangements, incident reporting, risk assessment, safeguarding and PREVENT, first aid awareness, equality and accessibility, data protection, information security, public health and business continuity.

Monitoring includes risk assessment review, premises checks, incident trend analysis, fire drill records, evacuation feedback, training records, student feedback, staff feedback, complaints analysis, safeguarding reports, business continuity testing, audit findings and committee reporting. Where weaknesses are identified, corrective action must be assigned, tracked and reviewed to completion.

Bellmont College retains evidence including risk assessments, incident reports, fire drill records, evacuation reviews, inspection records, training logs, committee minutes, action plans, student communications, audit reports, contractor records, equality/accessibility considerations and evidence of completed corrective action. This evidence demonstrates that health and safety is implemented through everyday practice and governance oversight, not only stated in policy.

## **19. Conclusion**

Bellmont College is committed to maintaining safe, inclusive and resilient learning and working environments that support continuation of study, operational continuity and student wellbeing. Health and safety management is part of wider institutional governance, student protection, safeguarding, quality assurance, equality and risk management.

Through clear responsibilities, practical fire and evacuation procedures, prompt incident reporting, risk assessment, student communication, committee oversight and continuous improvement, Belmont College seeks to protect students, staff, visitors and contractors while maintaining academic quality and operational resilience. As Belmont College continues to work with Liverpool Hope University and seeks future OfS approval for its own funding arrangements, health and safety responsibilities remain central to institutional decision-making and student protection.

<b>Bellmont College Health and Safety Policy</b>					
<b>Version</b>	<b>Date</b>	<b>Author(s)</b>	<b>Amendments</b>	<b>Approved by</b>	<b>Next review</b>
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