



HEALTH, SAFETY AND WELLBEING POLICY

Policy reference UKV-QA-31 | Version 3.0

UK Versity Online Limited | BAC Accredited College | UKPRN 10052768

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Version	3.0
Status	Updated
Effective date	1 October 2026
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Policy owner	Principal
Author	Director of Education
Approved by	Principal (Ramanjeet Singh), on behalf of the Academic Board
Approval date	1 October 2026

Health, Safety and Wellbeing Policy

UK Versity Online Limited | ATHE 889 | Pearson 07737 | OTHM DC1506132 | Ascentis 3286 | NCFE 8465520 | IFA Direct 283334

Document control

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Version	3.0
Status	Updated
Effective date	1 October 2026
Next review	September 2027 (annual), or earlier if required
Owner	Principal
Author	Director of Education
Approval authority	Academic Board, chaired by the Principal (Ramanjeet Singh)
Approval date	1 October 2026
Applies to	All UK Versity staff, tutors, assessors, Internal Quality Assurers, contractors, learners and visitors to UK Versity House
Supersedes	Health and Safety Policy QA-13 (August 2014, next review November 2024)
Summary	Sets out how UK Versity protects the health, safety and wellbeing of staff, learners and visitors at UK Versity House, when working from home and when studying online.

Compliance mapping

BAC College Scheme 2023 standards	16.4; 16.10; 17.x; 26.x
UK Quality Code 2024 (voluntary)	Principle 3
OfS conditions (benchmark only; not OfS registered)	B2 (benchmark)
Awarding organisations	ATHE; Pearson; OTHM; Ascentis; NCFE; IFA Direct
Legislation and regulation	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Health and Safety (Display Screen Equipment) Regulations 1992; Health and Safety (First-Aid) Regulations 1981; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013; Regulatory Reform (Fire Safety) Order 2005; Employers' Liability (Compulsory Insurance) Act 1969

Version history

Version	Date	Change
1.0	August 2014	First issue (Health and Safety Policy QA-13)

Version	Date	Change
3.0	October 2026	Full rebuild for an online college: UK Versity House, homeworking, display screen equipment, lone working, wellbeing and learner online wellbeing added; BAC mapping and version control

1. Purpose

This policy sets out how UK Versity Online Limited (trading as UK Versity) meets its duties under the Health and Safety at Work etc. Act 1974 and related regulations, and how it supports the wellbeing of staff and learners. UK Versity is a fully online college. Learners study from home on Moodle and in live Zoom sessions, and most tutors work remotely. The policy therefore covers the office at UK Versity House, homeworking and screen use, lone working, stress and wellbeing, and learners' wellbeing while studying online.

2. Scope

This policy applies to:

- all staff, including employed staff working at the office or from home, and self-employed tutors, assessors, Internal Quality Assurers (IQAs) and contractors while carrying out UK Versity work;
- learners, while studying online and when attending UK Versity House or any in-person examination session;
- visitors and contractors at UK Versity House, 11 Woodcock Court, Waters Edge Business Park, Modwen Road, Salford M5 3EZ.

3. Definitions

- **Competent person:** someone with the training, knowledge and experience to give sound health and safety advice.
- **Display screen equipment (DSE):** computers, laptops, tablets and similar screen equipment.
- **DSE user:** a member of staff who habitually uses DSE for a significant part of their work.
- **Lone working:** working without close or direct supervision, including working alone at the office or at home.
- **RIDDOR:** the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4. Policy statement

UK Versity will, so far as is reasonably practicable:

1. provide a safe and healthy workplace at UK Versity House and safe systems of work for staff working from home;
2. assess risks and put sensible controls in place;
3. give staff the information, instruction and training they need to work safely;
4. provide first aid, fire safety and emergency arrangements at the office;
5. support the mental health and wellbeing of staff and learners;
6. hold employers' liability insurance as required by law;
7. consult staff on health and safety matters.

Everyone has a duty to take reasonable care of their own health and safety and that of others affected by what they do, and to co-operate with UK Versity on health and safety. Breach of this policy by staff may be treated as a disciplinary matter.

5. Organisation and the competent person

1. The Principal and Director of Education has overall responsibility for health and safety and approves this policy.
2. The Principal acts as, or appoints, the competent person to help UK Versity meet its health and safety duties, as required by the Management of Health and Safety at Work Regulations 1999. Where specialist advice is needed (for example a fire risk assessment), UK Versity uses an external competent adviser.
3. The Centre Coordinator manages day-to-day health and safety at UK Versity House, including risk assessments, fire checks, the first aid kit and the accident book.
4. Line managers make sure their staff know this policy and complete homeworking and DSE assessments.

6. UK Versity House

6.1 Risk assessment

The Centre Coordinator carries out a written risk assessment of UK Versity House at least annually and after any significant change. It covers the office layout, access and exits, electrical equipment, slips and trips, storage and manual handling of certificate dispatches, welfare facilities, and visitors. Actions are recorded and followed up. Staff report hazards to the Centre Coordinator straight away.

6.2 Fire safety and evacuation

1. A fire risk assessment of UK Versity House is carried out under the Regulatory Reform (Fire Safety) Order 2005 and reviewed at least annually.
2. Fire exits and routes are kept clear, and fire alarms and extinguishers are checked and maintained. Checks are recorded.
3. An evacuation drill is carried out at least once a year and recorded.
4. Staff, visitors and any learners attending are told the fire procedure on arrival.

Fire procedure at UK Versity House:

1. If you discover a fire, raise the alarm, leave the building and dial 999, asking for the Fire Service.
2. When the alarm sounds, leave by the nearest safe exit following the green running-man signs. Walk quickly, do not run, and do not stop to collect belongings. Close doors behind you where possible.
3. Go to the assembly point in front of the building, on the Carrol Grove Street side.
4. The senior member of staff present checks that everyone, including visitors and any candidates, is accounted for.
5. Do not re-enter the building until the fire service or senior staff say it is safe.
6. Only use a fire extinguisher if it is safe and you are trained.

6.3 In-person examination sessions

Where an NCFE Functional Skills examination or other in-person assessment session is held at UK Versity House or another venue, the Examinations Officer checks before the session that the room is safe and suitable, candidates are told the fire procedure and exits at the start, a first aider is available, and any

candidate's access or medical needs are known. Evacuation during an examination follows the fire procedure above and the JCQ Instructions for Conducting Examinations 2026-27, and is recorded under UKV-QA-22 Examinations and Controlled Assessment Policy.

6.4 First aid

UK Versity assesses its first aid needs under the Health and Safety (First-Aid) Regulations 1981. It keeps a stocked first aid kit at UK Versity House and makes sure a trained first aider or appointed person is available when the office is open. Names of first aiders are displayed in the office. In an emergency, call 999.

6.5 Visitors and contractors

Visitors sign in, are told the fire procedure and are accompanied by staff. Contractors agree their work with the Centre Coordinator before starting, so that risks to staff and visitors are controlled. Smoking, vaping and alcohol are not allowed on the premises.

7. Homeworking and display screen equipment

1. Every member of staff who works from home completes a homeworking and DSE self-assessment at induction, when their set-up changes, and at least every 2 years. The line manager reviews it and agrees any actions.
2. DSE users should set up their workstation to avoid strain: suitable chair and desk height, screen at eye level, good lighting, and regular short breaks or changes of activity away from the screen.
3. Employed DSE users can ask for an eye test, paid for by UK Versity, and UK Versity pays for basic corrective glasses where they are needed specifically for DSE work.
4. Staff keep their home working area free from obvious hazards such as trailing cables or overloaded sockets.
5. Self-employed tutors and contractors are responsible for their own workstation, but UK Versity provides this guidance to them.
6. Staff who have a health condition, disability or pregnancy that affects their work tell their line manager, so that a risk assessment and reasonable adjustments can be made (UKV-QA-26).

8. Lone working

1. Staff working alone at UK Versity House tell a colleague or manager when they arrive and leave, keep a charged mobile phone with them, and do not carry out higher-risk tasks (such as working at height or heavy lifting) alone.
2. Staff do not meet learners or members of the public alone in person without a manager's agreement. Meetings with learners take place online through UK Versity systems.
3. Staff working from home keep in regular contact with their line manager and report any incident or concern.
4. Staff who face abusive or threatening behaviour from a learner or member of the public online or by phone may end the contact and report it the same day (UKV-QA-26).

9. Stress and wellbeing

1. UK Versity recognises that work-related stress is a health and safety risk. Managers keep workloads, marking allocations and deadlines realistic and discuss wellbeing at one-to-one meetings and appraisals.
2. Staff who feel under pressure are encouraged to speak to their line manager or the Principal in confidence. UK Versity will look at practical changes, such as adjusting workload or hours.

3. Where stress is identified, the manager completes an individual stress risk assessment and agrees actions.
4. Staff are signposted to their GP, NHS 111, Samaritans (116 123) and other support services as needed.

10. Learner online wellbeing

1. Learners are given guidance at induction on healthy online study: setting up a comfortable study space, taking a short break away from the screen at least once an hour, looking into the distance regularly to rest the eyes, and avoiding long late-night study sessions.
2. Live sessions are planned with breaks, and recordings let learners study at their own pace.
3. Learners who are struggling with stress, isolation or health issues can contact the Student Administrator and Welfare Officer, their tutor or the Quality Manager. Support and adjustments are available under UKV-QA-11 and UKV-QA-18.
4. Learners in crisis in the UK can contact Samaritans on 116 123 (free, 24 hours), NHS 111 for medical concerns, or 999 in a life-threatening emergency. Learners outside the UK should use their local emergency services.
5. Concerns about a learner's safety are reported under UKV-QA-25.

11. Emergency contacts

Learners and staff are asked for emergency contact details at enrolment or appointment, and are asked to keep them up to date (BAC 16.10). Emergency contacts are used only in an emergency or where there is a serious concern for a person's safety, and are held under UKV-QA-29.

12. Accident and incident reporting

1. Any accident, injury, near miss or dangerous occurrence at UK Versity House, at an examination venue, or while staff are working from home on UK Versity business must be reported to the Centre Coordinator as soon as possible, verbally and then in writing.
2. The Centre Coordinator records it in the accident book, investigates the cause and agrees action to stop it happening again.
3. Where an incident is reportable under RIDDOR (for example a specified injury, an injury to a worker that keeps them off normal duties for more than 7 days, or an injury to a visitor who is taken to hospital from the premises), the Centre Coordinator reports it to the Health and Safety Executive within the time limits set by RIDDOR, and informs the Principal.
4. Accident book entries and RIDDOR records are kept for at least 3 years.

13. Training and information

- All staff receive health and safety information at induction, including this policy, the fire procedure, homeworking and DSE guidance, and how to report incidents.
- Office staff are shown the fire exits, assembly point, first aid kit and accident book on their first day.
- First aiders and anyone acting as a fire marshal receive suitable training and refresher training.
- The Examinations Officer and invigilators are briefed on emergency procedures for examination sessions.

14. Roles and responsibilities

Role	Responsibility
Principal and Director of Education	Overall responsibility; approves this policy; acts as or appoints the competent person; makes sure resources and insurance are in place
Centre Coordinator	Day-to-day health and safety at UK Varsity House; risk and fire assessments; fire checks and drills; first aid kit; accident book and RIDDOR reports
Examinations Officer	Safety arrangements for in-person examination sessions
Line managers (including the Quality Manager and Tutor Coordinator)	Homeworking and DSE assessments; workload and stress risk; lone working arrangements
Student Administrator and Welfare Officer	First point of contact for learner wellbeing
All staff	Work safely; report hazards, accidents and near misses; complete assessments and training
Learners and visitors	Follow instructions at UK Varsity House; take care of their own health and wellbeing while studying

15. Related policies and legislation

- UKV-QA-03 Business Continuity, Contingency and Disaster Recovery Policy
- UKV-QA-11 Learner Induction, Management and Support Policy
- UKV-QA-18 Reasonable Adjustments, Special Consideration and Mitigating Circumstances Policy
- UKV-QA-22 Examinations and Controlled Assessment Policy
- UKV-QA-25 Safeguarding and Prevent Policy
- UKV-QA-26 Equality, Diversity, Inclusion and Anti-Harassment Policy
- UKV-QA-27 Staff Recruitment, Induction and Development Policy
- UKV-QA-29 Data Protection and Records Retention Policy
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Regulatory Reform (Fire Safety) Order 2005
- Employers' Liability (Compulsory Insurance) Act 1969
- JCQ Instructions for Conducting Examinations 2026-27
- BAC College Scheme 2023, standards 16.4 and 16.10

16. Monitoring and review

The Centre Coordinator keeps the office risk assessment, fire risk assessment, fire check and drill records, first aid records and the accident book. Line managers keep homeworking and DSE assessments. The Principal reports to the Academic Board at least annually on accidents and near misses, RIDDOR reports, completion of assessments and training, and wellbeing actions.

This policy is reviewed at least annually, and earlier after a significant incident, a change in legislation or HSE guidance, a change to UK Versity's premises or delivery model, or an inspection or EQA action. Each version is recorded in the Policy Register (UKV-QA-REG v3.0). Health and safety records are kept for at least 3 years, as set out in UKV-QA-29.

Approval and review

Stage	Name and role	Date
Prepared by	Director of Education	30 September 2026
Checked by (policy owner)	Principal	30 September 2026
Approved by	Ramanjeet Singh, Principal and Director of Education, on behalf of the Academic Board	1 October 2026
Next review due	Quality Manager (Shazia Khan) to schedule through the Policy Register UKV-QA-REG	September 2027