



CAMBRIDGE COLLEGE

OF MANAGEMENT & STUDIES

Policy:	Health & Safety Policy, including Duty of Care to Students
Date of approval:	February 2025
Effective date:	March 2025
Next review date:	September 2026

1. Policy Statement

Cambridge College of Management & Studies (CCMS), situated in Millennium Point, one of the most iconic buildings in Birmingham City Centre, is committed to providing a safe, healthy, and supportive environment for all students, staff and visitors.

As part of the wider operations within Millennium Point, CCMS shares a range of health and safety measures with the building management team, including building-wide emergency procedures, security protocols, access control, and facility maintenance standards. These collaborative safety arrangements enhance the college's internal policies, ensuring a high standard of care and risk management within a dynamic and shared space.

This policy outlines the College's approach to health and safety, its legal obligations, and its ongoing duty of care to students.

2. Legal Framework

This policy complies with relevant UK legislation, including but not limited to:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Equality Act 2010
- The Education (Independent School Standards) Regulations 2014
- Safeguarding Vulnerable Groups Act 2006

3. Scope

This policy applies to:

- All enrolled students at Cambridge College of Management & Studies
- All areas of college operation and premises (including Millennium Point)
- All College-led or organised off-site activities

4. Our Duty of Care to Students

The College has a moral and legal responsibility to ensure students are safe, supported, and treated with dignity and respect. This includes:

- Providing a safe learning and teaching environment

- Taking reasonable steps to prevent harm, injury, or ill health
- Responding promptly to any health and safety concerns
- Promoting wellbeing and mental health awareness
- Offering support to students with specific health or safety needs

5. Health & Safety Objectives

The College will:

1. Maintain a safe and healthy environment for learning.
2. Conduct regular risk assessments and safety audits.
3. Provide appropriate training and information to staff and students.
4. Ensure emergency procedures (fire, evacuation, lockdown) are clearly communicated and practiced.
5. Provide first aid facilities and trained staff on-site.
6. Ensure incidents and near misses are recorded, investigated, and reported appropriately.
7. Support students with health conditions or additional needs via individual risk assessments and reasonable adjustments.

6. Responsibilities

6.1 Senior Management

- Ensure this policy is implemented and reviewed annually.
- Provide resources and leadership for health and safety initiatives.

6.2 Health & Safety Officer

- Conduct regular inspections and risk assessments.
- Coordinate staff training and emergency drills.
- Maintain health and safety records.

6.3 Academic & Support Staff

- Follow safety procedures and guidelines at all times.
- Monitor student wellbeing and report concerns promptly.
- Supervise students during practical sessions or excursions.

6.4 Students

Students are expected to:

- Take reasonable care of their own health and safety.

- Comply with college health and safety rules.
- Report hazards, injuries, or concerns to staff immediately.
- Follow instructions during emergency situations.

6.5 Millennium Point Facilities Management

- Maintain building-wide health and safety systems (e.g. fire alarms, security, lifts, building access).
- Coordinate with CCMS on shared safety operations.
- Ensure compliance with city and landlord-level health and safety regulations.

7. Risk Assessments

The College undertakes risk assessments for all activities that may pose significant risk, including:

- Practical classroom/laboratory sessions
- Field trips and off-campus activities
- Events or gatherings held on-site
- Use of shared or external facilities

Individual risk assessments may be created for students with additional health or access needs.

8. Mental Health and Wellbeing

The College recognises mental health as a core component of overall student safety and wellbeing. We are committed to:

- Promoting awareness through workshops and training
- Providing access to mental health support services
- Creating a supportive and inclusive campus culture

9. Emergency Procedures

In addition to CCMS-specific emergency protocols, all students and staff must adhere to Millennium Point's wider emergency systems, including:

- Fire alarm and evacuation procedures shared across all tenants
- Building-wide lockdown and security protocols
- Central coordination with the building's emergency response teams

Details of these procedures are included in the student induction and posted throughout the premises.

10. Accident and Incident Reporting

All accidents and near-miss incidents must be reported using the official Incident Report Form available from reception or the Health & Safety Officer. Investigations will be conducted, and appropriate action taken to prevent recurrence.

11. Monitoring and Review

This policy will be reviewed annually, or sooner if:

- There are significant changes in legislation or best practice
- An incident or inspection highlights the need for a review
- Feedback from staff or students indicates improvement is needed

12. Contact Information

Operations Manager

Cambridge College of Management & Studies

Millennium Point, Curzon Street, Birmingham, B4 7AP

Email: adeel.tufail@ccmsedu.co.uk

Phone: 0121 517 1314