



KIRKLEES
COLLEGE

HEALTH AND SAFETY POLICY

March 2018

CONTENTS**PAGE**

POLICY STATEMENT BY THE COLLEGE PRINCIPAL	Page 3 - 4
ACCOUNTABILITY & AREAS OF RESPONSIBILITY	Page 5
<u>Policy Makers</u>	
College Principal, Vice Principals, Directors (Support Services) Assistant Principals (Curriculum)	Page 5 - 6
<u>Planners</u>	
Faculty Heads & Other Department Heads	Page 6 - 7
Health and Safety Co-ordinators	Page 8
<u>Implementers</u>	
Line Managers, Team Leaders and Supervisors	Page 9
Responsibilities of all Staff, Students & Volunteers	Page 9 - 10
<u>Specialist Advice</u>	
Health and Safety & HR Departments (Occupational Health)	Page 10
Health & Safety Department	Page 10 - 11
Human Resources Responsible for Occupational Health Services	Page 11 - 12
Staff Development & Health and Safety – Training Provision	Page 12 - 13
Facilities Management Department	Page 13
Management of Contractors and Sub Contractors	Page 13
<u>Consultative Arrangements</u>	
Corporate Health, Safety and Wellbeing Committee	Page 14
Operational Group Health, Safety and Wellbeing Committee	Page 14
Local Health, Safety and Wellbeing Committees	Page 15
Safety Representatives	Page 15
Other established committees and steering Groups	Page 15
HEALTH AND SAFETY ARRANGEMENTS	Page 16
HEALTH AND SAFETY STRUCTURAL MANAGEMENT CHART	Appendix A

POLICY STATEMENT BY THE PRINCIPAL FOR KIRKLEES COLLEGE

All staff have responsibility for health and safety, however, I have the overall responsibility for the strategic and day to day management of health and safety of our staff through my appointment as the Principal for the College.

This policy and supporting procedures, strategies and objectives are an essential component of our vision of delivering the best service to our staff, students and others by contributing significantly to reducing injuries, incidence of ill health, protecting the environment and reducing unnecessary losses and liabilities, which impact upon our overall performance.

I am committed to pursuing continuous improvements in health and safety performance beyond the minimum level of achievement with legal requirements, reflecting the importance we place on the health, safety and wellbeing of all our staff, students and other persons who may be affected by our activities. This includes the provision of adequate resources to establish and maintain a health and safety management system, which is effective in managing risks and meets our statutory responsibilities.

The College will exercise its health and safety responsibilities through the Senior Leadership team (SLT), and Faculty Heads HOF's), who will set an example in commitment to safety and demonstrate visible leadership.

The Senior Leadership Team have a duty to raise the profile of health and safety within their areas of responsibility. In addition, the Director of Estates is allocated responsibility as our "Health and Safety Director". To support us in meeting our legal obligations, expert advice is available through competent specialists employed within the Health and Safety Department.

Faculty Heads/ will apply this policy locally through appropriately trained line managers and supervisors who have adequate resources to discharge their health and safety responsibilities. In addition, all staff will contribute towards maintaining and improving health and safety performance by complying with their responsibilities clearly defined in this policy. This will be achieved through the provision of adequate supervision, training and instruction to ensure staff are competent to undertake the duties allocated to them.

Faculty Heads, line managers and supervisors will actively consult with staff and union safety representatives to encourage their participation and co-operation in our goal to continuously improve standards of health and safety. In addition, all available means for effectively communicating health and safety information throughout the organisations will be utilised.

Directors and Assistant Principals along with their Faculty Heads will prepare (and review every one or two years, dependant on determined risk level) health and safety management arrangements confirming commitment at a local level to the organisation's general statement of policy. This will include arrangements for controlling workplace hazards by assessing risks, establishing suitable and sufficient risk control measures and by undertaking and reviewing risk assessments and proactively monitoring local arrangements. Faculty Heads will ensure all health and safety policies, procedures and risk assessments are brought to the attention of all staff within their areas of responsibility.

Reports on health, safety and wellbeing performance will be provided quarterly to the Strategic Health, Safety & Welfare Committee and an annual report will be provided to the Governing body.

This Policy will be subject to review every two years.



Marie Gilluley

Kirklees College Principal

Date: 06 March 2018

Revision Date: 06 March 2020

ACCOUNTABILITY & AREAS OF RESPONSIBILITY

The successful management of health and safety requires the establishment of a robust framework for organising management activity that details responsibilities and relationships, which will promote a positive safety culture. The key functions to successfully manage health and safety

POLICY MAKERS

College Principal, Vice Principals, Directors (Support Services) Assistant Principals (Curriculum)

Responsible for **setting** corporate policy, strategy, objectives and direction.

PLANNERS

Faculty Heads and Health and Safety Co-ordinators

Responsible for **producing** detailed plans and arrangements within their departments in order to successfully implement the corporate policy, strategy and objectives.

IMPLEMENTERS

Line Managers and Supervisors

Responsible for **implementing** corporate and local policies, strategies, plans and objectives.

POLICY MAKERS

College Principal, Vice Principals, Directors (Support Services) Assistant Principals (Curriculum)

The College Principal, Vice Principals, Directors (Support Services) Assistant Principals (Curriculum) have overall and ultimate accountability for the safe operation of all activities, within their respective area of responsibility.

In particular, they will have responsibility for the following strategic areas:-

- Set direction for policy, strategy and objectives with regard to securing the effective management of health and safety;
- Ensure the allocation of sufficient financial and human resources to meet the requirements of this policy and the supporting health and safety management system;
- Facilitate, encourage and contribute to the review of the management of health and safety;

- Through appropriate measures, monitor performance indicators relating to health and safety, encourage excellence and ensure that timely and appropriate remedial action is taken when required.

Within the Office of the College Principal, these strategic functions will be the responsibility of the Vice Principal for Support Services.

In addition to the general responsibilities outlined above, the Vice Principal for Support Services and the Director for Facilities have been allocated 'Director Level' responsibility within the organisation for determining and overseeing the strategic direction of health and safety issues on behalf of the Principal and the Governing body of the College, In particular, they will:

- Establish strategies for planning, measuring, reviewing and auditing health and safety policies and procedures;
- Establish structures and supporting plans for implementing policy, strategy and the health and safety management system;
- Formulate and agree plans to review progress and achieve continuous improvement in health and safety performance;
- Promote effective measures to manage the risks from the organisations activities;
- Chair the Corporate Health, Safety and Wellbeing Committee;
- Ensure that health and safety performance is regularly reviewed and an annual report provided to the College's Governing Body.

PLANNERS

Faculty Heads & Other Department Heads

Faculty Heads are accountable, within their respective departments for ensuring the development of local policies, procedures and organisational arrangements, which form the health and safety arrangements that underpin and support this policy. In particular, they will:

- Maintain an up to date outline knowledge of the statutory requirements relating to health and safety which are relevant to their operations and functions;
- Ensure that local plans, policies, procedures and arrangements are developed, which implement and support the requirements of this policy and any other supporting strategy and objectives; Establish written management arrangements and structures including roles and responsibilities, which effectively support the management of health and safety within their areas of responsibility and the implementation of this policy and any other supporting strategy and objectives;

- Actively seek to involve and consult with all staff and safety representatives and encourage their participation and contribution in planning, developing and monitoring health and safety activities and issues;
- Ensure all available means for effectively communicating health and safety information and issues are utilised in a timely manner. This includes establishing local Health, Safety and Wellbeing Committees and/or in the case of smaller departments, ensuring health and safety is communicated through a standing agenda item at all management/teams meetings;
- Seek advice and guidance from specialist advisors (Health and Safety, Occupational Health etc) where necessary to support and achieve effective planning for and implementation of this policy and any other strategy or objectives;
- Ensure, by direct action or delegation to appropriate staff, that effective action is taken to rectify any deficiencies in health and safety arrangements highlighted during any audits or inspections;
- Monitor performance in terms of health and safety, encouraging excellence and taking effective and timely remedial action when required; and
- Ensure a senior manager(s) (detailed below) is allocated responsibility as the Health and Safety Co-ordinator for establishing, co-ordinating and monitoring local arrangements for the effective management of health and safety, including the reporting of accidents to the Health and Safety Executive (HSE).

Health and Safety Co-ordinators

(Faculty Managers/Support Staff Managers or other suitably designated person allocated responsibility by Faculty Heads or other Department Heads)

Health and Safety Co-ordinators are accountable, within their respective areas of responsibility, to Faculty and Other department heads co-ordinating, monitoring, developing and assisting local managers and supervisors in driving health and safety within their areas of responsibility to ensure a strong health and safety culture is built and maintained.

In particular, they will:

- Maintain an up to date outline knowledge of the statutory requirements relating to health and safety which are relevant to their areas of operation;
- Develop appropriate local plans and arrangements, which implement and meet the requirements of this health and safety policy and any supporting strategy and objectives;
- Establish plans and processes which ensure suitable and sufficient assessments of risks are carried out (and periodically reviewed) through line managers and supervisors in relation to their areas of operations and that the control measures (including safe systems of work and instructions), which they identify are adequately communicated and satisfactorily implemented;
- Ensure all available means for effectively communicating health and safety information and issues are utilised in a timely manner;

- Seek advice and guidance from specialist advisors (Health and Safety, Occupational Health etc.) where necessary to achieve effective planning for and implementation of the health and safety policy, strategy and any other health and safety objectives;
- Actively seek to involve and consult with all staff and safety representatives and encourage their participation and contribution in planning, developing and monitoring health and safety activities and issues;
- Ensure, by direct action or delegation to appropriate staff, that effective action is taken to implement any deficiencies in health and safety arrangements highlighted during any audits or inspections;
- Monitor accident, near miss and ill health reports to ensure adequate and appropriate investigations are being undertaken;
- Promptly report accidents to the HSE in accordance with legal requirements; and
- Identify and establish arrangements to monitor health and safety performance, within their areas of responsibility, encouraging excellence and taking effective and timely remedial action when required.

IMPLEMENTERS

Line Managers, Team Leaders and Supervisors

Line managers, team leaders and supervisors are responsible for implementing health and safety policies, plans and procedures in their areas of work and for staff or service users in their jurisdiction.

In particular, they will:

- Provide the necessary equipment, resources and information to staff to enable them to undertake their work activities;
- Maintain a good working knowledge of applicable statutory requirements, related guidance and College procedures and instructions, which relate to their areas of work;
- Ensure all available means for effectively communicating health and safety information and issues are utilised in a timely manner;
- Communicate and participate at all levels in health and safety activities;
- Ensure that suitable and sufficient risk assessments of the health and safety of staff or any other person are conducted (and periodically reviewed) in accordance with established procedures;
- Provide staff with comprehensive and relevant information on the risks to their health and safety and the control measures that are in place to manage the risks;
- Seek advice and guidance (where required) from Health and Safety Co-ordinators, Health and Safety Advisors and other specialists as may be necessary prior to the introduction of new equipment or systems of work;
- Ensure that work activities are undertaken in accordance with all applicable risk assessments, safe systems of work, and policies/procedures;

- Co-operate and contribute to periodic reviews of local health and safety arrangements;
- Provide periodical feedback to senior managers on performance including successes and deficiencies in health and safety plans, standards, procedures and systems;
- Ensure that all accidents and near misses are reported in accordance with established procedures; and
- Ensure individual health and safety objectives agreed between staff, line managers, team leaders and supervisors are implemented to ensure continuous improvements in health and safety.

Responsibilities of all Staff, Students, Volunteers & Others

It shall be the duty of all staff, Students and volunteers to:

- Take reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions at work;
- Not interfere with or misuse anything provided for reasons of health, safety and welfare;
- Co-operate with the College in all matters relating to health and safety including completion of health and safety training in line with College policy;
- Use machinery, equipment, substances, transport equipment or safety devices/equipment in accordance with training and instruction provided;
- Report all accidents, incidents and unsafe conditions (including near misses) to their immediate supervisor (after first making the situation as safe as practicable in the circumstances) in accordance with established procedures;
- Undertake work activities in accordance with relevant risk assessments and safe systems of work;
- Report any medical condition to their immediate supervisor and the HR Department responsible for the Colleges Occupational Health management, which may/could affect health and safety at work;
- Report any situation to their immediate supervisor which has the potential for serious and/or imminent danger;
- Report immediately any shortcomings in health and safety arrangements (including defects in equipment/personal protective equipment) to their immediate supervisor;
- Not undertake any repairs (however minor) unless they have been specifically authorised and are competent to do so;
- Ensure that no equipment, item or substance be brought into the workplace or used at work (including kettles, toasters, coffee makers, fridges etc) without prior knowledge and authority of their immediate supervisor; and
- To familiarise themselves with the correct action to take in the event of an emergency.

SPECIALIST ADVICE AND SUPPORT

Health and Safety Department and Human Resources Department (Occupational Health)

The Health and Safety and Human Resources (Occupational Health) are responsible for providing a specialist health, safety and welfare advisory service. Acting as the competent persons, (as required by Regulation 6 of the Management of Health and Safety at Work regulations 1999) they will provide advice and guidance on the implementation of measures, which need to be taken to ensure compliance with relevant statutory provisions.

Health and Safety Department

The Health and Safety Advisors are responsible for advising on formulating and developing health and safety policies and procedures and for promoting a positive health and safety culture, which seeks to support the College in achieving compliance with legal obligations.

In particular, they will: -

- Have ready access to the 'Director level' (Vice Principal for Support Services and the Director of Estates), responsible for determining and overseeing the strategic direction of health and safety issues;
- Advise on the health and safety planning process, including the setting of objectives and identification of priorities;
- Provide a comprehensive health and safety and fire safety advisory service including on site advice at major incidents;
- Identify, interpret and advise on relevant health and safety and fire safety legislation and codes of practice and maintain up to date guidance for the organisation;
- Provide advice and assistance in the identification of hazards, assessing risks and identifying suitable means of managing risks;
- Provide advice and assistance in establishing and maintaining risk control systems including workplaces, plant, equipment, systems, people and procedures;
- Conduct specialist risk assessments such as those relating to fire safety, noise etc;
- Promote safe practices and procedures;
- Provide advice and guidance to all staff and others, who may be affected by our activities, on matters of health and safety;
- Maintain an up to date health and safety intranet site to communicate policies, procedures, guidance and best practice to implement the safety management system;
- Provide advice on reviewing performance and auditing and conduct audits across all areas of the organisation using a quality safety audit system to assess performance and monitor compliance with legislative requirements and organisational policies and procedures;

- Provide advice and guidance on establishing, implementing and maintaining active (including auditing) and reactive monitoring systems;
- Advise on maintaining the procedures for recording, reporting, investigating and analysing of accidents, incidents and cases of ill health;
- Monitor the reporting and documentation of accidents and near misses in line with established policy and procedures;
- Provide quarterly near miss summary data to SLT, Faculty Heads, other department heads;
- Provide support where required to managers/supervisors investigating accidents or near misses;
- Liaise with external organisations, including the HSE and the Fire and Rescue Service, EHO's for advice and guidance;
- Liaise with staff associations safety representatives and other staff representatives on safety matters and encourage their active participation in work-place inspections and safety committees;
- Attend the Strategic Health, Safety and Wellbeing and local departmental Health, Safety and Wellbeing committee meetings on request;
- Advise on all safety aspects including equipment, processes and materials, particularly when new items are to be introduced;
- Consult with Departments to advise and recommend the purchase and proper use of the correct safety equipment;
- In consultation with the Staff Development Manager to assess the levels of health and safety training required for all staff, to enable the Health and Safety policy to be effectively implemented;
- Take immediate action to prohibit operations or require immediate improvements in them, where such action is deemed necessary to protect a person or persons from serious or imminent danger; and
- Monitor the safety performance and standards of contractors and sub-contractors in accordance with established policy and procedures.

Human Resources responsible for Occupational Health

The HR Department are responsible for the provision of a comprehensive occupational health service:

In particular, the department will through the occupational health contract:

- Identify, interpret and advise on health issues, health and safety legislation relevant to the health, safety and welfare of staff and the organisation;
- Provide a comprehensive health surveillance programme in response to appropriate risk assessment of work activities, environment and job roles. This will include pre-employment or

pre-placement health surveillance and maintaining health surveillance as appropriate in identified roles, inclusive of psychological health surveillance for specific roles.

- Work in collaboration with others to minimise accidents and ill health by providing relevant information, guidance and support to both staff and managers. This will include liaising with external agencies, such as HSE, Doctors, Health Protection Agency;
- Ensure the occupational health service delivery is undertaken in full compliance with codes of professional conduct and ethics. This will include issues of confidentiality, medical records maintenance and storage, data protection and security of data written and electronically stored;
- Implement and deliver an equitable and comprehensive health and well being strategy (HWS): targeting physical, psychological and attendance management intervention;
- HWS will provide appropriate rehabilitation interventions. Support and give advice to managers and staff regarding rehabilitation, recuperation and restricted duties, redeployment, with regard also for organisational policy that may affect these activities;
- Provide advice on issues relating to the Equality Act 2010. Provide advice on reasonable adjustments and related interventions for returning and maintaining staff at work;
- Ensure compliance with relevant legislation in providing advice, support and opinion regarding staffs' capability for work;
- Provide where appropriate a welfare and counselling service to staff

Human Resources: Operational HR

Operational HR Partners will:

- In conjunction with the Human Resources department and line managers, instigate early interventions regarding sickness absence to ensure appropriate support and assistance is provided including organising management referrals to the Occupational Health Consultants.

Staff Development and the Health & Safety Departments – Training Provision

The Health & Safety department will:

- Identify, develop and provide health and safety training and where appropriate refresher training in line with legal requirements and organisational objectives and needs; and

To ensure all training is captured and prioritised within the College wide training plan:

- Line Managers will work with individuals to review and determine any external training requirements for their role and any requests for external training shall be submitted to Staff Development using the SD1 external training request form.
- Staff Development will collate all requests, provide appropriate support and guidance and present to local Senior Management Teams for approval.
- Line Managers will work with individuals to review and determine any internal training requirements for their role and provide relevant information and requests to the Training department using the SD1 internal training request form.
- Staff Development will maintain adequate records of all health and safety training provided.

Facilities Management Department

Responsible to the Director of Facilities for:

- Ensuring that all premises, plant and services owned by the College and occupied by College Students and Staff are maintained and inspected in accordance with all statutory requirements;
- Ensuring appropriate action is taken to implement recommendations and remedial measures identified during fire risk assessments, which impact on the infrastructure of buildings;
- Maintaining adequate records of all statutory and routine maintenance, inspections and servicing;
- Ensuring that any contractor or sub-contractor appointed to work on behalf of College are competent in all aspects of the work to be undertaken and that such work is conducted in accordance with relevant statutory provisions and established policy and procedures;
- Advising and liaising with internal and external stakeholders on the hazards and risks associated with works and maintenance to be conducted on sites, services or plant, occupied/utilised by the College; and
- Consulting, when necessary, with internal and external stakeholders and other specialists on any issues relating to premises, plant or equipment that may involve health and safety hazards to staff, contractors or others.

Responsibility for the Management of Contractors and Sub-Contractors

College Managers (or other suitably designated person allocated responsibility by Senior Managers) shall establish arrangements for any person employing a contractor or sub-contractor to work on behalf of the College are to ensure;

- That they follow the procurement process set out in the Control of Contractors Policy and Guidance.
- The contractor or sub-contractor are competent in all aspects of the work to be undertaken; and

- The contractor or sub-contractor undertakes such work in accordance with relevant statutory provisions and established policy and procedures.

This responsibility extends to cover contractors or sub-contractors employed by Facilities Management, Information Systems, and all other Departments across the College.

CONSULTATIVE ARRANGEMENTS

The College Principal recognises that as well as being a legal requirement, consultation with staff brings significant benefits to the organisation. Staff are able to provide (via consultation) realistic information and practical experience on matters relating to the workplace and work activities. Such information assists management teams to make informed decisions and having staff actively involved in decision making contributes significantly to developing a positive health and safety culture.

Corporate Health, Safety and Wellbeing Committee

- The Corporate Health, Safety and Wellbeing Committee will be chaired by the Vice Principal of Support Services or the Director of Facilities and will meet quarterly;
- The aims of the Committee are to promote co-operation between employers and employees in instigating, developing and carrying out measures at a strategic level to ensure the health, safety and wellbeing at work of all staff and consider any issues that cannot be resolved locally or has wider implications;
- The committee will operate in accordance with established procedures located in the procedures manual on the health and safety KC Share site.

Operational Health Safety & Wellbeing Committee

- Local Committees will be chaired by the College Health and Safety Manager and will meet quarterly;
- The aim of local Committees is to promote co-operation between departments in instigating, developing and carrying out measures at a local level to ensure the health, safety and wellbeing at work of all staff by discussing best practice, identifying trends across the College and further developing health and safety within operational areas of the business.
- The committee will operate in accordance with established procedures located in the procedures manual on the health and safety KC Share site.

Local Health, Safety and Wellbeing Committees

- Local Committees will be chaired by HOF's and will meet quarterly;
- The aim of local Committees is to promote co-operation between employers and employees in instigating, developing and carrying out measures at a local level to ensure the health, safety and wellbeing at work of all staff;
- Local Committees will operate in accordance with established procedures located in the procedures manual on the health and safety KC Share site.
- For smaller teams communicating health and safety information and issues where formal Health Safety and Wellbeing Committee may not be practical should still occur through a standing agenda item at management / team meetings.

Safety Representatives

Safety representatives, through statutory provision, are responsible for actively pursuing the health and safety interests of all staff.

In particular, they will:

- Carry out health and safety inspections, identifying potential hazards, discussing methods/ways of eliminating/reducing such hazards and where applicable recommend solutions to supervisors/managers for necessary control measures;
- Consult with managers and supervisors on health and safety matters with a view to monitoring, developing, implementing and maintaining arrangements for securing safe and healthy working conditions;
- Investigate/monitor accident and near miss incidents with a view to identifying if further preventative and protective measures are required to prevent future reoccurrence;
- Familiarise themselves with the health and safety policy, procedures, and arrangements for securing safe and healthy working conditions;
- Report to a supervisor any hazards, conditions or circumstances identified or reported to them which they consider are likely to adversely affect health and safety;
- Attend the Strategic Health, Safety and Wellbeing Committee and local Health, Safety and Wellbeing Boards as required and play an active role in accident prevention and the development of recommendations for improving health and safety arrangements and performance; and
- Be afforded those facilities laid down by regulations, to enable them to carry out their duties on behalf of all staff.

Other Established Committees & Steering Groups

The chair of all other established committees/steering groups etc. have a responsibility to ensure that the requirements of any relevant health and safety legislation are given appropriate consideration when recommending or making decisions.

HEALTH AND SAFETY ARRANGEMENTS

This policy is supported and implemented through the continual development and introduction of further procedures, policies and safe systems of work, to comply with statutory requirements and to effectively manage risks to all staff and to others who may be affected by the organisations activities.

These arrangements are available and communicated through the Health and Safety Section of the College intranet site.

Detailed information relating to specific local policies, procedures and risk assessments will be retained locally by HOF's and a copy placed on KC Share.

HEALTH AND SAFETY STRUCTURAL MANAGEMENT CHART

Appendix A



