



# KIRKLEES COLLEGE

## HEALTH & SAFETY POLICY

### Part 1. General Statement of Intent

This health and safety policy is closely aligned to the health and safety strategy document which is designed to promote a culture that reflects the College's values, to provide a safe and healthy working environment for staff, students and apprentices.

We recognise that all our staff, students and apprentices have the right to work and learn in a safe and healthy environment. We are therefore fully committed to making Kirklees College a healthy and safe place to teach, work and learn and it is the role all of our managers, staff and students who enable this to happen.

We are also firmly 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 and safety of all our staff, students, apprentices and other persons who may be affected by our activities.

Furthermore, we believe that a strong Health & Safety culture and performance is fundamental to the success of Kirklees College which enables our managers and staff to create opportunity and change lives for all those that choose to study and work with us.

This policy recognises that all staff, students, apprentices and Governors share responsibility for the promotion and improvement of Health & Safety within the college and therefore we will establish strong systems, communicate clearly, and provide resources to enable all employees understand their roles and responsibilities.

We regard legal compliance as the minimum acceptable level and strive to continuously improve Health & Safety through strong leadership and a common-sense approach. We aim to prevent exposure to injuries and work-related ill health by:

- 1.1.1 Providing competent Health & Safety advice.
- 1.1.2 Ensuring safe systems of work.
- 1.1.3 Defining responsibilities and priorities.
- 1.1.4 Identifying, assessing and controlling risks.
- 1.1.5 Providing and maintaining equipment that is safe and suitable for its intended use.
- 1.1.6 Ensuring staff and learners have the information, training and competence they need to protect their health and safety.
- 1.1.7 Investigating accidents, incidents and near misses and ensuring corrective action is taken.

This policy will be reviewed at least annually.

Signed:

Gerard Hetherington  
Chair of Corporation  
Date: 11 November 2021

Signed:

Palvinder Singh  
Principal and Chief Executive Officer  
Date: 11 November 2021

## Purpose

This policy and its associated procedures form a framework which protects our stakeholders from occupational injury and ill health. This framework is built on the following key principles:

- 1.2.1 Complying with relevant legislation and implementing suitable health and safety management systems.
- 1.2.2 Recognising health and safety is essential for good management and should be prioritised at all levels within the organisation and supported through training and development.
- 1.2.3 Aspiring to 'Best Practice' in health and safety through continuous improvement.

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## Part 2. Organisational Responsibilities

**2.0.** We all share a duty to ensure the health and safety of themselves and others and we will work collaboratively to ensure that Kirklees College meets its responsibilities under health and safety legislation. Our responsibilities are summarised below and outlined in more detail in individual job descriptions.

### 2.1. The Corporation Board

The Kirklees College Corporation and Board of Governors, has ultimately responsibility to take all measures within their power to make sure that the College environment is safe and risks regarding health, safety and welfare of the employees, students and members of the public are maintained at an acceptable level, the Board shall:

- 2.1.1 Set the guiding principles of Health & Safety practice for Kirklees College
- 2.1.2 Ensure their decisions take into account best practice in Health & Safety
- 2.1.3 Ensure effective methods of identifying, assessing and addressing risk and monitoring compliance.
- 2.1.4 Appoint a Health & Safety Link Governor, to provide support and oversight to the College and to report to the Corporation Board on a regular basis.

### 2.2. Chief Executive Officer (CEO) – Duty Holder

The CEO is appointed by the Governors and has overall responsibility for Health and Safety within Kirklees College. The CEO shall:

- 2.2.1 Ensure the College complies with all its statutory Health & Safety duties.
- 2.2.2 Be accountable to the Corporation for the implementation of this policy and embedding a strong Health & Safety culture.
- 2.2.3 Delegate relevant responsibilities to other managers. (Overall accountability always remains though with the CEO.)
- 2.2.4 Ensure appropriate management systems and performance monitoring throughout the organisation.
- 2.2.5 Ensure a Health & Safety Improvement plan is created, resourced and delivered every year.

### 2.3. Executive Director of Finance (EDoF)

The EDoF is responsible for ensuring:

- 2.3.1 Adequate resources are provided to support a strong Health & Safety performance.
- 2.3.2 Business Planning considers effects on Health & Safety performance within Kirklees College.

## **2.4. Senior Leadership Team (SLT)**

In assisting the Principle Chief Executive Officer to ensure the College complies with all its Statutory duties. The Senior Leadership Team shall:

- 2.4.1 Demonstrate commitment to this policy and the HS&W of all stakeholders, through both personal conduct and strategic decision making.
- 2.4.2 Embedding and driving a strong Health, Safety and Welfare Culture within their areas of responsibility
- 2.4.3 Ensure that high level accidents, incidents, and near misses are reported and investigated
- 2.4.4 Monitor Health and Safety performance through proactively monitoring Health and Safety management systems within their service areas
- 2.4.5 Ensure sufficient resources allocated to Health, Safety and Welfare issues as to ensure that legislative standards are met, and where reasonable, exceeded.
- 2.4.6 Be aware of changes to legislation and shall accordingly allocate additional resources where necessary
- 2.4.7 Ensure that health and safety is accorded appropriate priority in all of the Colleges activities
- 2.4.8 Ensure that major issues of health, safety and welfare are discussed and resolved at the appropriate SLT meetings
- 2.4.9 Appoint competent persons to undertake specific tasks required of this policy
- 2.4.10 Ensure that sufficient resources are allocated for the provision of any training required by relevant legislation in this policy.

## **2.5. Vice Principal Corporate Operations (VPCO)**

The VPCO is responsible for:

- 2.5.1 The safe management and maintenance of all premises operated by the College, including ensuring management of contractors, maintenance of equipment, appropriate staffing on premises.
- 2.5.2 The VPCO is responsible for ensuring robust record keeping, procedure management and risk management across the Group
- 2.5.3 The implementation of this policy within all areas under their control
- 2.5.4 Ensure that sufficient resources are allocated within all areas within their control to ensure that legislative Health, Safety and Welfare standards are met
- 2.5.5 Ensure that competent persons are employed within their areas of control
- 2.5.6 Ensuring that their teams and any contractors are aware of their responsibilities under this policy and are fully equipped to complete their duties safely.
- 2.5.7 To support the reporting of all accidents, incidents and near misses within their areas of responsibilities and carry out investigations as required within their respective areas.
- 2.5.8 That all key Health and Safety Management systems are managed and that compliance is maintained within their areas of responsibility (Smartlog)
- 2.5.9 Ensure that fire and appropriate building risk assessments are carried out for every building, that appropriate remedial actions are taken, and that they are regularly reviewed and kept up to date.

## **2.6. Executive Director of Human Resources and Organisational Development (EDHR&OD)**

The EDHR&OD is responsible for:

- 2.6.1 Ensuring that HS&W priorities, responsibilities and competencies are reflected in all aspects of Human Resources policy, procedures and practice. This includes job descriptions, recruitment practices, reasonable adjustments, sickness management, training, performance management and staff wellbeing.
- 2.6.2 The EDHR&OD acts as Chair of the Health, Safety Corporate Committee and is responsible for ensuring appropriate mechanisms of performance monitoring and management throughout the organisation.

2.6.3 The EDHR&OD is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill-health issues, these will be brought to the attention of the Head of Health and Safety.

## **2.7. Head of Health & Safety (HoH&S).**

The HoH&S is Kirklees Colleges competent person for occupational health, safety matters and is responsible for:

- 2.7.1 In conjunction with management and employee representatives, prepare health and safety procedures for approval by the SLT and the Health and Safety Committee
- 2.7.2 Monitoring developments in legislation and best practice and providing advice and guidance accordingly.
- 2.7.3 The HoH&S is responsible for overseeing the day to day management of all Health and Safety matters across College and raising any concerns of non-compliance and immediately stopping any potentially unsafe activities until appropriate safe measures are implemented.
- 2.7.4 The HoH&S is responsible for ensuring that the College has suitable and sufficient mechanisms in place to monitor HS&W compliance across the organisation and to raise any concerns to the relevant Heads of Faculty, Curriculum and Business Support Managers.
- 2.7.5 The HoH&S is responsible for ensuring that all accidents, incidents, and near misses are investigated and that recommendations and lessons learnt are fully embedded across the organisation to prevent future reoccurrence
- 2.7.6 The HoH&S will proactively engage and support Heads of Faculty and Business/Curriculum Managers and will continually drive a positive Health & Safety culture throughout all areas of the Organisation
- 2.7.7 Consult with Health and Safety representatives and trade unions in order to fulfil the Colleges responsibilities under the Safety Representatives and Safety Committee Regulations
- 2.7.8 Be involved in the planning and organising of health and safety arrangements, particularly in the introduction of any changes to the workplace design, working practices or new technology that may affect the health and safety of staff.
- 2.7.9 Ensuring that both Health Surveillance and Air and Noise Monitoring systems are appropriately managed throughout the organisation and that any corrective or remedial action is taken following on from reports and recommendations from the Health Surveillance provider.
- 2.7.10 Liaising with the Health and Safety Executive, the Environmental Agency and other regulatory authorities on matter of health and safety
- 2.7.11 Managing an ongoing programme of audits of compliance across all areas of the organisation
- 2.7.12 Liaising with the Senior Leadership Team and Health and Safety Committee members in the development, implementation and evaluation of the risk assessment process in The College.
- 2.7.13 Ensuring mechanisms are in place to maintain first aid records of incidents, ensuring data is made available for reporting purposes.
- 2.7.14 To review and revise all external organisations that provide services to our staff and students and to ensure that these organisations have suitable and sufficient arrangements in place to protect the health, safety and welfare of all of the Colleges Staff, Students, Visitors and Contractors.

## **2.8. Health & Safety Officers (H&SO's)**

H&SO's are responsible for:

- 2.8.1 Providing regular HS&W updates, raising any concerns of non-compliance, and immediately stopping any potentially unsafe activities until appropriate safe measures are implemented.
- 2.8.2 H&SO's are responsible for providing advice, guidance and support to relevant managers, Health and Safety Champions, Facilitators and the HS&W Committee within their service areas.
- 2.8.3 H&SO's are responsible for ensuring that suitable and sufficient Risk Assessments, PUWER, COSHH and Safe Systems of Work are embedded within their service areas and continually support Staff and Managers with their completion and review.
- 2.8.4 Monitoring HS&W compliance, first aid provision, fire safety and emergency evacuation procedures, accident, incident and near miss reporting, risk assessments and HS&W Action

Plans.

- 2.8.5 H&SO's are responsible for liaising with local managers and external bodies as appropriate, such as the HSE and TU H&S representatives.
- 2.8.6 The H&SO's will proactively engage and support Heads of Faculty and Business/Curriculum Managers within their areas of responsibility and will be instrumental in driving a positive Health & Safety culture within their areas of control
- 2.8.7 Undertaking Accident, Incident, and Near Miss investigations within their areas of control and supporting Business and Curriculum Managers with High Level Investigations as required
- 2.8.8 Undertake Health and Safety compliance audits within areas of their control as per the Health and Safety schedule of audits.
- 2.8.9 To ensure that all "Offsite Activity" is appropriately managed within their service areas and that risk assessments, NOK details, and insurance certification are retained within the Offsite Activity forms and that no offsite activity takes place without prior authorisation from either the Head of Health and Safety or the Health and Safety Officers.

## **2.9. Health and Safety Assistants and Health and Safety Administrators**

H&SA's are responsible for:

- 2.9.1 Supporting the Health and Safety function at Kirklees College, in the professional delivery of the Health and Safety, Compliance Strategy, together with both Policy and Procedures.
- 2.9.2 Working under the supervision and guidance of both the Head of Health and Safety and Health & Safety Officers to ensure adherence to regulatory, statutory requirements and best practice guidance.
- 2.9.3 Supporting the Head of Health and Safety and Health and Safety Officers monitoring HS&W compliance, first aid provision, fire safety and emergency evacuation procedures, accident reporting, risk assessments and HS&W Action Plans within their Business and Curriculum areas
- 2.9.4 Proactively support Heads of Faculty and Business/Curriculum Managers within their areas of responsibility and will be instrumental in driving a positive Health & Safety culture within their areas of control
- 2.9.5 To support the Head of Health and Safety and Health and Safety Officers with the completion of Audits within their service areas
- 2.9.6 To ensure that all "Offsite Activity" appropriately managed and that risk assessments, NOK details, and insurance certification are retained within the Offsite Activity forms and are signed off by the Head of Health and Safety or the Health and Safety Officers.
- 2.9.7 Planning, operating and monitoring first aid provisions and other related activities which form part of the emergency procedures.

## **2.10. Health and Safety Champions (H&SC's)**

H&SC's are responsible for:

- 2.10.1 Embedding a positive Health and Safety Culture within their areas of responsibility and ensuring they support managers, supervisors and staff members with H&S management and compliance within their specified areas.
- 2.10.2 H&SC's will be given adequate resources and time to carry out their duties and will be supported by the wider H&S team on a weekly basis.
- 2.10.3 Health and Safety Champions will be responsible for ensuring that Risk Assessments, COSHH Assessments, Safe Systems of Work and PUWER Assessments are completed and maintained within their service areas and will monitor compliance within the Smartlog Management System.



## **2.11. Heads of Faculty (HOF)**

All managers have delegated responsibility for their staff, students, visitors and contractors and shall:

- 2.11.1 Ensure their curriculum area conducts its processes in a safe manner
- 2.11.2 Implementing this policy within their areas of responsibility, including projects, and promoting a strong Health & Safety culture, including through role modelling and empowering staff to stop any activity they believe is unsafe.
- 2.11.3 Ensuring that their teams and any contractors are aware of their responsibilities under this policy and are fully equipped to complete their duties safely.
- 2.11.4 Ensuring equipment is safely maintained, risk assessments and Safe Systems of Work are completed and implemented, and appropriate Health & Safety and records are kept within their areas and reviewed regularly.
- 2.11.5 All Managers, Team Leaders, and Supervisors are expected to support the reporting of all accidents, incidents and near misses within their areas of responsibilities and carry out investigations as required within their respective areas.
- 2.11.6 That all key Health and Safety Management systems are managed and that compliance is maintained within their areas of responsibility (Smartlog)
- 2.11.7 Ensure that all courses run to educate students run in a safe manner and good practices are maintained at all times.
- 2.11.8 Ensuring that all students, for whom they are responsible, are inducted effectively in The College's emergency procedures and the vocational hazards they will encounter as part of their training.
- 2.11.9 Ensure that competent persons are employed within their department and that staff are fully trained and that training is kept up to date to undertake their role with the relevant competence
- 2.11.10 Ensure that all staff who teach/train students complete a suitable and sufficient risk assessment on the tasks to be completed, share the risk assessment with the group as well as students as part of the information, instruction and training
- 2.11.11 Monitoring and ensuring the safe working practices of staff and learners in their areas and ensuring robust risk management through identification, assessment and communication of risks and safety measures.
- 2.11.12 Ensuring that controls leading from Risk Assessments, Safe Systems of Work and COSHH assessments are fully embedded within their areas of control, i.e. PPE
- 2.11.13 Making and organising adjustments for an individual's requirements in line with the Equality Act 2010.
- 2.11.14 Ensuring that all apprenticeship/work experience employers are checked for health and safety purposes in accordance with the requirements of the Funding Agency.
- 2.11.15 Managing the system which enables people with particular disability needs to safely evacuate buildings in an emergency e.g. Personal Emergency Evacuation Plans (PEEPS).
- 2.11.16 To ensure that all "Offsite Activity" appropriately managed and that risk assessments, NOK details, and insurance certification are retained within the Offsite Activity forms and are signed off by the Head of Health and Safety or the Health and Safety Officers.

## **2.12. Curriculum Area Managers (CAMs)**

- 2.12.1 To support their line managers in ensuring their curriculum area conducts its processes in a safe manner
- 2.12.2 Implementing this policy within their areas of responsibility, including projects, and promoting a strong Health & Safety culture, including through role modelling and empowering staff to stop any activity they believe is unsafe.
- 2.12.3 Ensuring that their teams and any contractors are aware of their responsibilities under this policy and are fully equipped to complete their duties safely.
- 2.12.4 Ensuring equipment is safely maintained, risk assessments and Safe Systems of Work are completed and implemented, and appropriate Health & Safety records are kept within their areas and reviewed regularly.
- 2.12.5 All CAM's are expected to support the reporting of all accidents, incidents and near misses within their areas of responsibilities and carry out investigations as required within their

respective areas.

- 2.12.6 That all key Health and Safety Management systems are managed and that compliance is maintained within their areas of responsibility (Smartlog)
- 2.12.7 Ensure that all courses run to educate students run in a safe manner and good practices are maintained at all times.
- 2.12.8 Ensuring that all students, for whom they are responsible, are inducted effectively in The College's emergency procedures and the vocational hazards they will encounter as part of their training.
- 2.12.9 Ensure that competent persons are employed within their department and that staff are fully trained and that training is kept up to date to undertake their role with the relevant competence
- 2.12.10 Ensure that all staff who teach/train students complete a suitable and sufficient risk assessment on the tasks to be completed, share the risk assessment with the group as well as students as part of the information, instruction and training
- 2.12.11 Monitoring and ensuring the safe working practices of staff and learners in their areas and ensuring robust risk management through identification, assessment and communication of risks and safety measures.
- 2.12.12 Ensuring that controls leading from Risk Assessments, Safe Systems of Work and COSHH assessments are fully embedded within their areas of control, i.e. PPE
- 2.12.13 Managing the system which enables people with particular disability needs to safely evacuate buildings in an emergency e.g. Personal Emergency Evacuation Plans (PEEPS).
- 2.12.14 To ensure that all "Offsite Activity" appropriately managed and that risk assessments, NOK details, and insurance certification are retained within the Offsite Activity forms and are signed off by the Head of Health and Safety or the Health and Safety Officers.

### **2.13. Heads of Business Support and Business Support Managers**

- 2.13.1 Ensure their department conducts its processes in a safe manner
- 2.13.2 Implementing this policy within their areas of responsibility, including projects, and promoting a strong Health & Safety culture, including through role modelling and empowering staff to stop any activity they believe is unsafe.
- 2.13.3 Ensuring that their teams and any contractors are aware of their responsibilities under this policy and are fully equipped to complete their duties safely.
- 2.13.4 Ensuring equipment is safely maintained, risk assessments and Safe Systems of Work are completed and implemented, and appropriate Health & Safety records are kept within their areas and reviewed regularly.
- 2.13.5 All Managers, Team Leaders, and Supervisors are expected to support the reporting of all accidents, incidents and near misses within their areas of responsibilities and carry out investigations as required within their respective areas.
- 2.13.6 That all key Health and Safety Management systems are managed and that compliance is maintained within their areas of responsibility (Smartlog)
- 2.13.7 Ensure that competent persons are employed within their department and that staff are fully trained and that training is kept up to date to undertake their role with the relevant competence
- 2.13.8 Monitoring and ensuring the safe working practices of staff and learners in their areas and ensuring robust risk management through identification, assessment and communication of risks and safety measures.
- 2.13.9 Ensuring that controls leading from Risk Assessments, Safe Systems of Work and COSHH assessments are fully embedded within their areas of control, i.e. PPE
- 2.13.10 Making and organising adjustments for an individual's requirements in line with the Equality Act 2010.
- 2.13.11 Ensuring that all apprenticeship/work experience employers are checked for health and safety purposes in accordance with the requirements of the Funding Agency.
- 2.13.12 Managing the system which enables people with particular disability needs to safely evacuate buildings in an emergency e.g. Personal Emergency Evacuation Plans (PEEPS).
- 2.13.13 To ensure that all "Offsite Activity" appropriately managed and that risk assessments, NOK details, and insurance certification are retained within the Offsite Activity forms and are signed off by the Head of Health and Safety or the Health and Safety Officers.

## **2.14. Staff**

Members of staff have the responsibility to promote health and safety and to cooperate with SLT, Heads of Faculty. Heads of Business Support services to achieve a healthy and safe workplace. In compliance with the Health and Safety at Work Act 1974 all Staff must:

- 2.14.1 Take responsibility for the health and safety of themselves and those around them; this includes ensuring that they understand and adhere to this policy and relevant Health & Safety and procedures and risk assessments
- 2.14.2 Consider the Health and Safety of other people who may be affected by their acts or omissions
- 2.14.3 Staff are responsible for promptly reporting any issues, accidents, incidents or near misses and immediately stopping any activity they consider to be unsafe.
- 2.14.4 Staff are responsible for only undertaking tasks in line with their competency and seeking training and support where needed.
- 2.14.5 Where applicable, all staff identified as working with hazardous substances, radiation, noise, and wet working are required to attend Health Surveillance appointments on an annual basis
- 2.14.6 Staff are expected to support their curriculum and business areas in maintaining compliance within the Health and Safety Management Systems
- 2.14.7 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- 2.14.8 Report any hazardous defects in tools, equipment, or shortcomings in the existing safety arrangements to a responsible person without delay or via the Head of Health and Safety
- 2.14.9 Be familiar with and comply with emergency and lockdown procedures.

## **2.15. Students**

All Students must take responsibility for:

- 2.15.1 The Health and Safety of themselves and those around them; this includes following instructions given by members of staff and the Student Contract.
- 2.15.2 Being aware of Safe Systems of Work, Risk Assessments, COSHH Assessments within their curriculum areas and to adhere to the control measures as set out within, as such Curriculum Managers are expected to communicate these during the induction weeks at the start of the academic year
- 2.15.3 All students must be conversant in all site rules and emergency procedures within their curriculum areas

## **2.16. Clerk to Corporation**

The Clerk to Corporation is responsible for:

- 2.16.1 Ensuring that the Corporation Board is adequately equipped to fulfil their duties in respect of Health & Safety.
- 2.16.2 Governors and Clerks have a significant role in ensuring that Kirklees College continues to create and maintain an inclusive organisation where everyone can work, learn, and teach to their full potential in a safe working environment that is free from risk and harm to all that occupy and utilise our sites.

## **2.17. Duty Managers**

Duty managers are responsible for:

- 2.17.1 Undertaking any Health and Safety duties, as contained within the Duty Manager's Policy and Procedure document, during or resulting from their period on duty.
- 2.17.2 Making themselves aware of all Emergency Procedures within areas of their control including Fire Evacuation Procedures, First Aid, and the Business Continuity Plans
- 2.17.3 Maintaining a presence within areas of their control and at key times during the day and ensuring they are responsive to accidents, incidents and near misses and are able to respond accordingly
- 2.17.4 Are aware of the management of contractors at Kirklees College and stop any unsafe work or practices witnessed during their duty period.

## **2.18. Trade Union (TU) Health and Safety Representatives**

Trade Union (TU) Health and Safety Representatives shall:

- 2.18.1 TU Health and Safety Representatives are responsible for working collaboratively with Kirklees College to promote a strong Health & Safety and culture, liaising with relevant staff and conducting inspections and investigate complaints, hazards and incidents as appropriate.
- 2.18.2 Investigating potential and identified hazards, dangerous occurrences, the causes of accidents and complaints by employees.
- 2.18.3 Contributing to the development of The College Health and Safety Policy and Procedures, through appropriate representation and consultation.
- 2.18.4 Consulting with Inspectors of the HSE or any other enforcing authority.
- 2.18.5 Making representations to The College Head of Health and Safety arising from the investigation made and on general matters affecting health, safety and welfare.
- 2.18.6 Attending meetings of the Health and Safety Committee and/or informing the Committee of her/his activities as a Safety Representative.
- 2.18.7 Making formal inspections at regular intervals or where there has been a substantial change in the conditions of work (whether because of the introduction of new machinery or otherwise) and making formal inspections following notifiable accidents and occurrences.
- 2.18.8 Inspecting and taking copies of any relevant documents which, The College is required to keep by virtue of statute law and in accordance with the regulations on Safety Representatives and Safety Committees.
- 2.18.9 Liaising with all staff, as appropriate, in order to help maintain a safe, healthy and supportive working and learning environment.

## **2.19. Health & Safety Committee**

- a) The HS&W Committee consists of
- b) The Executive Director of Human Resources and organisational development,
- c) The Vice Principal of Corporate operations,
- d) The Principal Chief Executive Officer,
- e) Assistant Principals,
- f) Senior Managers (Faculty & Business Support Services),
- g) Head of Health and Safety, Health & Safety Officers,
- h) Health and Safety Assistant,
- i) Health and Safety Administrator,
- j) Health and Safety Champions,
- k) Trade Union and Student Union Health and Safety representatives, and
- l) The PA to the Executive Director.

The aim of the Committee is to:

- 2.19.1 Provide representation on health, safety, and welfare issues
- 2.19.2 Monitor performance and compliance through the Smartlog Health and Safety Management system and to share best practice and information, and
- 2.19.3 Promote cooperation with departments and act as a conduit to share and cascade information
- 2.19.4 The formal consultative mechanism for health and safety matters associated with The College activities.
- 2.19.5 Consulting primarily on Health and Safety Policy and associated procedures.
- 2.19.6 Monitoring the College health and safety performance by considering health and safety reports as presented to the Committee.
- 2.19.7 Considering health and safety inspection reports both internal and from external authorities.
- 2.19.8 Considering and publishing notifiable RIDDOR events and accident statistics and making recommendations for improvement where appropriate.
- 2.19.9 Assisting in the development and promotion of health and safety.
- 2.19.10 Monitoring the adequacy of health and safety communication and publicity in the workplace.

## **2.20. Head of Facilities, Estates and Security (HoFE&S)**

The HoFE&S shall be responsible for:

- 2.20.1 The HoFE&S is the focal point for all College level facilities operations and for monitoring the activities of the Contracts and Maintenance Managers and their teams.
- 2.20.2 In addition to this s/he is delegated by the CEO as the Duty Holder (Asbestos) and Responsible persons for Legionella Operations.
- 2.20.3 The Heads of Facilities and Estates has direct control of contractors under his/her responsibility and must ensure that policies and procedures in respect of their service area are adhered to at all times by all staff and managers throughout the organisation in respect of Estates and Facilities management.
- 2.20.4 The HoFE&S is responsible for ensuring that all planned construction, remedial, and maintenance works is carried out in line with the Control of Contractors policies and procedures and that suitable and sufficient Risk Assessments, RAMS, and Health and Safety files have been received and reviewed prior to any work commencing. For larger projects or those deemed as higher risk these Risk Assessments, RAMS and Health and Safety Files must be reviewed by the HoH&S
- 2.20.5 HoFE&S are responsible for ensuring equipment is safely maintained, risk assessments and Safe Systems Of Work are completed and implemented, and appropriate Health & Safety records are kept within their areas.
- 2.20.6 HoFE&S are expected to support the reporting of all accidents, incidents and near misses within their areas of responsibilities and carry out investigations as required within their respective areas.
- 2.20.7 That all key Health and Safety Management systems are managed and that compliance is maintained within their areas of responsibility (Smartlog)The provision, development and management of a comprehensive building management operation to ensure the optimum coordination and operational safety of physical assets of the College
- 2.20.8 Ensure that fire and appropriate building risk assessments are carried out for every building, regularly reviewed and kept up to date.

## **2.20. Contract and Maintenance Manager**

Contract and Maintenance Managers are responsible for:

- 2.20.1 Ensuring a safe, stimulating, and business-like environment for learners at the campus, advising on HS&W compliance in facilities operations and maintaining registers for the maintenance and servicing of relevant equipment and infrastructure.
- 2.20.2 The Contract and Maintenance Manager is the Deputy Duty Holder (Asbestos) (DDH(A)) and the Deputy Responsible Person (DRP) to maintain Legionella compliance.
- 2.20.3 That all key Health and Safety Management systems are managed and that compliance is maintained within their areas of responsibility (Smartlog, Crimson, Legionella, Fire Risk Assessment etc.)
- 2.20.4 The Contracts and Maintenance Manager is responsible for ensuring equipment is safely maintained, risk assessments and Safe Systems Of Work are completed and implemented, and appropriate Health & Safety records are kept within their areas.
- 2.20.5 The Contracts and Estates Manager is expected to support the reporting of all accidents, incidents and near misses within their areas of responsibilities and carry out investigations as required within their respective areas.
- 2.20.6 Ensuring that their teams and any contractors are aware of their responsibilities under this policy and are fully equipped to complete their duties safely.
- 2.20.7 In conjunction with the HoFE&S the Contracts and Maintenance Manager is responsible for ensuring that all planned construction, remedial, and maintenance works is carried out in line with the Control of Contractors policies and procedures and that suitable and sufficient Risk Assessments, RAMS, and Health and Safety files have been received and reviewed prior to any work commencing. For larger projects or those deemed as higher risk these Risk Assessments, RAMS and Health and Safety Files must be reviewed by the HoH&S

## **2.21 Security, Cleaning, and Campus Support Manager (SC&CS)**

The SC&CS is responsible for:

- 2.21.1 Ensuring that the required cleaning and hygiene standards are met across all areas of Kirklees College and to ensure the College provides a healthy and clean environment to all who occupy our premises.
- 2.21.2 The SC&CS is also responsible for ensuring that Security requirements are met, both in and out of hours, and to ensure that the College provides a safe and secure environment for all that occupy our premises.
- 2.21.3 That all key Health and Safety Management systems are managed and that compliance is maintained within their areas of responsibility (Smartlog)
- 2.21.4 The SC&CS is responsible for ensuring equipment is safely maintained, risk assessments and Safe Systems Of Work are completed and implemented, and appropriate Health & Safety records are kept within their areas.
- 2.21.5 The SC&CS is expected to support the reporting of all accidents, incidents and near misses within their areas of responsibilities and carry out investigations as required within their respective areas.

## **2.22. Faculty Technicians**

Technicians are responsible for:

- 2.22.1 Providing a point of contact for HS&W matters within their curriculum area and liaising with the H&SO's and managers to ensure safe working practices.
- 2.22.2 Technicians are responsible for monitoring day to day activity and assisting with inspections, investigations, and communication with staff.
- 2.22.3 Where applicable, Technicians are responsible for the upkeep of the Health and Safety Management System (Smartlog) ensuring that Checks and Tests relevant to their area are completed within set deadlines and that faults are reported to their line managers to ensure that effective remedial action is taken
- 2.22.4 Technicians are responsible for ensuring that all accidents, incidents and near misses are reported within their service areas
- 2.22.5 Technicians are responsible for ensuring that all machinery and equipment is maintained and serviced in line with manufacturers guidelines
- 2.22.6 Faculty Technicians are responsible for ensuring equipment is safely maintained, risk assessments and Safe Systems Of Work are completed and implemented, and appropriate

## **2.23. Campus Support Officers (CSOs)**

CSOs are responsible for:

- 2.23.1 Providing a point of contact for HS&W matters within their business area and liaising with the H&SO's and Estates and Facilities managers to ensure safe working practices.
- 2.23.2 CSOs are responsible for monitoring day to day activity and assisting with inspections, investigations, and communication with staff.
- 2.23.3 CSOs are responsible for the upkeep of the Health and Safety Management System (Smartlog) ensuring that Checks and Tests relevant to their area are completed within set deadlines and that faults are reported to their line managers to ensure that effective remedial action is taken
- 2.23.4 CSOs are responsible for ensuring that all accidents, incidents and near misses are reported within their service areas
- 2.23.5 CSOs are responsible for ensuring that all machinery and equipment is maintained and serviced in line with manufacturers guidelines
- 2.23.6 CSOs responsible for ensuring equipment is safely maintained, risk assessments and Safe Systems Of Work are completed and implemented, and appropriate

## 2.24. Radiation Protection Supervisors (RPSs)

RPSs are responsible for:

- 2.24.1 Coordinating and advising on radiation safety within their curriculum area, developing and implementing procedures that comply with relevant legislation and providing advice, training, inspections, record-keeping and reporting.

## 2.25. HR Business Partners (HRBPs)

HRBPs are responsible for:

- 2.25.1 Providing or signposting to guidance on eye tests, health surveillance, Occupational Health referrals, work related stress
- 2.25.2 The monitoring of sickness and absence management and the accurate reporting of those absences linked to Health, Safety, Welfare to the Health and Safety Department
- 2.25.3 Ensuring that all new starters and leavers identified as someone in need of Health Surveillance is referred to the H&S Department so an appointment can be arranged
- 2.25.4 Ensuring that all line managers complete and return local induction paperwork to the HR Team and that all new starters receive suitable and sufficient new starter inductions including knowledge on emergency procedures, risk assessments, and Safe Systems of Work.
- 2.25.5 Supporting the H&S Policy and supporting policies and embedding a positive Health and Safety culture throughout the organisation and to ensure that roles and responsibilities are defined within job descriptions

## Part 3. General Arrangements

### 3.1. Abrasive Wheels

Only competent employees should operate abrasive wheels. Employees should hold the appropriate qualification for dressing or replacing abrasive wheels.

[Abrasive Wheel Policy September 2021](#)

### 3.2 Accident, Incident and Near Miss Reporting, Investigation and Monitoring.

An accident is defined as any unplanned event that results in causing injury or ill health to people, damage to property or the environment. An Incident as defined by the HSE is an event that whilst no physical injury has happened there has been structural damage to property and/or buildings. A 'Near Miss' is defined as an incident that has the potential to cause harm or damage even though no harm or damage is caused. For further details please refer to the Policy on the reporting and investigating of accidents, incidents and near misses.

[Accident, Incident, and Near Miss Policy and Procedure](#)

### 3.3. Advice, Consultancy and Guidance

Where other outside health and safety consultancy or specialist advice is required, this should be done in conjunction with the Head of Health and Safety and HR where applicable. The Health and Safety Team will advise on the maintenance and storage of Health, Safety and Welfare documentation.

Health and Safety Policies and Procedures are procedural documents produced to provide more detailed guidance on Health, Safety and Welfare topics. These Policies and Procedures are available on the SharePoint Document Library or the Smartlog Information Portal.

### 3.4. Animals in the Workplace.

Animals are permitted in the college workplace under the following classifications:

- **Working / Teaching Animals.** These are animals that are used as a 'teaching aid' for animal related subjects.
- **Emotional Support Animal** (also known as comfort animals or therapy animals)
- **Sniffer Dogs** – for the purposes of drug prevention and control across Kirklees College
- **Assistance animals**

Other animals (pets) may be permitted in the workplace at the discretion of the relevant Executive Director and Head of Faculty. For further information and guidance please refer to the guidance on Page | 15

Animals within the Workplace.

[Animals in the workplace policy and procedure](#)

### **3.5. Asbestos**

Most Asbestos Containing Materials (ACM) within our buildings have been removed over the years and surveys carried out at buildings erected prior to 2000 have not revealed any ACM's. The remaining Asbestos at Pioneer House is encapsulated within the hillside and thereby ensuring it does not present a risk to health. It is also important that any damage to building structures – walls, floors or ceilings – is reported promptly to the Helpdesk.

The Corporation, as the employer, has ultimate responsibility for health and safety. The Colleges Estates and Facilities Manager is the Duty Holder<sup>1</sup> under the Control of Asbestos Regulations 2012. The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012.<sup>2</sup> For further information and guidance please refer to the Asbestos Management Plan

[Asbestos Management Plan 2021](#)

<sup>1</sup>ACOP L143 'Managing and working with asbestos'

<sup>2</sup>ACOP L143 'Managing and working with asbestos'

### **3.6. Classroom or Facility Use by Unsupervised Learners**

Unsupervised use of classrooms or facilities by learners may result in accidents, injuries or damage to equipment. Lecturers have a Duty of Care responsibility towards their learners. Learners are not permitted unsupervised in any classroom, lecture room or the following areas/classrooms under any circumstances:

- Construction related, Engineering or Motor Vehicle workshops
- Science laboratories, prep rooms, classrooms, or storerooms
- Performing Arts Studios and Creative Art rooms
- IT & Media classrooms and Recording Studios
- Training restaurants or kitchens
- Hair & Beauty Salons
- Conference rooms
- Taylor Hill Glasshouse
- Gym

Only in exceptional circumstances will learners be permitted to use low risk areas/classrooms for private study. Prior approval of the Senior Leadership Team is required and if private study is approved then it is to be arranged and monitored by the student's relevant tutor.

### **3.7. College Events**

All college events are to be assessed for any hazards and level of risk. For further information and guidance please refer to

[Freedom of Speech Code of Practice](#)

[Risk Assessment Guidance and Assessment Process](#)

### **3.8. Display Screen Equipment (DSE)**

Employees who are required to use display screen equipment will be required to complete the online DSE training. After completing the training, they will be required to complete the Workstation Self-Assessment form, which is provided automatically at the end of their DSE training. Any remedial action from the Self-assessment will be followed-up by the Health and Safety department.

Those deemed as "Users" as set out within the DSE policy and procedural document will have access to free Eye Tests and where an eye test shows the user needs corrective glasses to perform his/or her role then the College will meet these costs to an agreed set amount with the Colleges nominated supplier. All requests for eye tests must be made to the Health and Safety department, for further details please also refer to

[Display Screen Equipment Policy](#)

### **3.9. DSEAR (Dangerous Substances and Explosive Atmosphere Regulations)**

The College has procedures in place to ensure staff and learners remain safe and healthy in the working



environment by the control of fire and explosion risks arising from the use of dangerous substances.

DSEAR applies if a dangerous substance is present (or is liable to be present) at the workplace and, the dangerous substance could be a risk to the safety of people because of fires, explosions or similar energetic events. For further information and guidance please refer to

[Kirklees College Procedure Fire Precautions](#)

### **3.10. Duty Manager.**

A member of management will be on duty during the day and evenings while the College is open. For further information and guidance please refer to the Duty Manager policy and procedural document

[Duty Manager Policy and Procedures](#)

### **3.11. Educational Trips and Off-Site Activities**

All educational trips and off-site activities are to be assessed for any hazards and level of risk. For further information and guidance please refer to the Offsite Policy and Procedural document

[Offsite Activity Policy and Procedure](#)

### **3.12. Electrical Equipment**

Periodic inspection and testing of the fixed electrical installation and periodic inspection and testing of portable electrical equipment will be carried out by appointed contractors. For further information and guidance please refer to the policy and procedure on Electrical Safety.

[Electrical Safety Policy and Procedure](#)

### **3.13. Emergency and Disaster Planning**

Procedures have been implemented to ensure foreseeable emergencies and disasters have been considered and practiced where appropriate and feasible. For further information and guidance please refer to the following Codes of Practice:

- Fire Safety
- Security and Emergency Procedures
- Disruption to Power and ICT (refer to Business Continuity Plan)
- Disruption due to weather (refer to Estates and Facilities Weather Plan)
- Invacuations procedures in respect Knives, Firearms and Terrorism events at Kirklees College
- Business Continuity and Disaster Plan
- Flooding (refer to the business continuity plan)

[Business Continuity and Disaster Management Plan](#)

### **3.14. First Aid Arrangements**

The College has appropriate First Aid provisions relevant to the work activity carried out and the number of employees located on the site. The College First Aid has identified:

- 1-day Emergency at Work First Aid Training for those employed in Low Risk Areas
- 3-day First Aid at Work for those employed in high risk areas
- RTACC (Rescue Trauma and Casualty Care) A number of staff within each centre trained as to be able to provide a higher level of First Aid treatment should there be accidents and/or incidents relating to machinery, violence, terrorism, knives, bombs, guns and ballistics

For further information and guidance please refer to the First Aid Policy and Procedural document

[Kirklees College First Aid Policy and Procedure](#)

### **3.15. Fire Safety Measures**

Fire safety measures are co-ordinated for all Kirklees College sites by the Facilities and Estates Manager and assisted by the Head of Health and Safety. These include arrangements for:

- fire risk assessment,
- evacuation,
- provision and maintenance of fire related equipment (emergency lighting, fire detection and extinguishers, fire alarm systems, fire signage),
- training,
- record keeping.

Evacuations are managed by the Health and Safety Department. Fire evacuation arrangements are detailed in separate procedures. On non-College owned sites, arrangements of the site controller are followed. For further information and guidance please refer to the site-specific Fire Evacuation procedures found on SharePoint or within the Smartlog Information Library and the Kirklees College Policy and Procedure on Fire Precautions.

[Kirklees College Procedure Fire Precautions](#)

### **3.16. Fluids and Gases under Pressure**

All pipe work i.e. water (hot and cold), compressed air, and gas must be identified and clearly marked. Pipe work containing water (hot and cold), compressed air, and gas must be isolated and drained before any work is undertaken. Compressed gases must be used and stored as laid down in the manufacturer's guidelines and current legislation. For further information and guidance please refer to the

[Kirklees College Safety of Pressure Systems policy and procedure](#)

### **3.17. Health & Safety Committee**

The College has a HS&W Committee which meet Termly. Outstanding actions from the meetings are reviewed by the Committee. Minutes of the meetings are available on the HS&W website. In addition, the HoHS&W produces an annual report which is reviewed by the corporation in December and a full HS&W is regularly reviewed in SLT meetings and other College management and team meetings. Access to the HS&W Policy is available to all employees and learners on the College SharePoint portal. A hard copy of the General Statement of Intent will also be on display on the HS&W noticeboards located near to Reception within all College Sites.

### **3.18. Health, Safety, Monitoring, Reporting and Review Performance**

Health, Safety and Welfare is regularly reviewed by the Corporation, the Senior Leadership Team, The Health and Safety Teams, Heads of Curriculum and Business Support and the Health and Safety & Welfare Committees (please refer to the operational Health and Safety Group terms of reference).

The principal functions of the Operational Health and Safety group are:

- To promote excellent H&S management and to ensure that effective arrangements are implemented across all areas of Kirklees College.
- To ensure the successful implementation of agreed Health and Safety policies and procedures within curriculum and business areas.
- To consult with, and listen to the views of the recognised Trade Unions and other workplace representatives.
- To ensure, at departmental level, that all staff are actively seeking to create and maintain a safe working and learning environment.
- To protect the Health, Safety and Wellbeing of all Staff, Students, and Visitors across all areas of our business
- To promote a positive Health and Safety Culture

Health and Safety and Welfare monitoring (inspections, audits and spot checks) will be carried out at the appropriate intervals as detailed within the audit & inspection programme. Where a significant hazard or deficiency is identified the Corporation and Senior Leadership Team will be notified ASAP. Progress against the terms of reference will be reviewed by the Health, Safety and Welfare

Committee not less than once a year.

### **3.19. Health & Safety Training & Induction**

All new starters will receive appropriate induction from their Manager regarding Health, Safety and Welfare relevant to their area of employment, including instructions on the College fire and emergency procedures and accident reporting. Details of training provided will be recorded and made available on request.

All employees are required to complete the relevant mandatory on-line Health Safety and Welfare training. Duty Managers and Fire Marshals are also required to complete the mandatory on-line Fire Warden training. To be refreshed every 3 years. Fire Marshals are responsible for familiarising themselves with the College's emergency procedures.

Induction and Mandatory Training will form part of the Health and Safety Audit as such therefor is an expectation that all new staff within a Business or Curriculum Area receives suitable and sufficient instruction and training prior to them commencing within their new role.

### **3.20. Hot Work Operations**

This is defined as a temporary operation with a tool at such a high temperature that could create a fire, irrespective of whether the work is done by an employee or by a contractor. Examples are welding, brazing, soldering, 'hot' cutting (e.g. Oxy-Acetylene Cutting) or grinding.

Hot Works carried out by Contractors or college staff will be done so under the control of a Permit to Work issued by the Estates and Facilities Department unless it is part of a regular course of training for learners.

For further information and guidance please refer to the Maintenance and Contracts Policy and Procedure incorporating Confined Spaces, Hot Working and Construction and Excavation.

[Kirklees College Hot Works Policy and Procedure](#)

### **3.21. Intoxicants and Drug Abuse**

Admission to the premises may be refused to any staff or learner where there is reasonable suspicion that they are incapable of performing their duties/studies as a result of intoxicants or drugs. If an employee's doctor has prescribed medication which may influence their ability to perform their duties, then they are required to register this with their Line Manager or HRBP. The employee may be required to undertake an Occupational Health assessment. For further guidance please refer to the HR Policy on Misuse of Drugs.

[Kirklees College Drug misuse policy and procedure](#)

### **3.22. Legionella**

As the legal 'Duty Holder'<sup>3</sup>, the CEO shall appoint a person in writing to take day-to-day responsibility (the Responsible Person) for controlling any risk from legionella bacteria. The Head of Estates and Facilities Manager is the Responsible Person (Legionella Operations). The Contracts and Maintenance Manager is the Deputy Responsible Person (Legionella Operations) and shall have sufficient authority to act on behalf of the Duty Holder. For further information and guidance please refer to the Legionella Policy and Procedural document found on SharePoint or within the Smartlog Information Section.

<sup>3</sup> L8 HSE Approved Code of Practice Legionnaires disease

[Kirklees College Legionella Policy and Procedure](#)

### **3.23. Lone Workers**

This procedure should be implemented whenever there is an occasion that an employee may have to work by themselves and a specific risk assessment produced. From the risk assessment a Safe System of Work should be implemented. The system should include checks on the lone worker at regular intervals either by telephone, email or other appropriate means. For further information and guidance

please refer to the Lone Worker Policy and Procedure found on Sharepoint.

#### [Lone Working Policy and Procedure](#)

### **3.24. Machinery and Equipment**

Employees and learners should only use machinery or equipment for which they have been trained and must do so in accordance with the manufacturer's guidelines and any formal safe system of work and/or procedures in place.

Machinery or equipment designed to be used in conjunction with any guard must not be operated unless that guard is in place. All guards, interlocks and other safety devices are to be checked by the user of the equipment and/or the room technician prior to its use.

For further information and guidance please refer to policy and procedure on Work Equipment Use and/or Lifting Operations and Lifting Equipment found on SharePoint or within the Information section found on Smartlog.

#### [PUWER Policy and Procedure](#)

### **3.25. Management of Contractors and Visitors**

The safety of contractors and visitors, whilst they are on the premises, is the responsibility of the member of staff who sponsors the visit (Host). It is the responsibility of the sponsor/host to warn visitors of any known hazards to which they may be exposed to whilst at work on the site. For further information and guidance please refer to the Control of Contractor Policy document.

Reception or the person responsible for receiving visitors to site (host), will ensure that the visitor enters their details in the Entry-Sign system. The host or their deputy, where applicable will escort the visitor(s) from reception to their office or meeting room. Known and approved Visitors, Contractors or Suppliers are permitted unaccompanied access after an appropriate member of staff has received them into the building and provided an acceptable level of induction. In the event of an evacuation from the premises the Host must ensure that visitors are escorted to a fire assembly point, if safe to do so. If the visitor is missing, then the Duty Manager should be made aware of this.

#### [Control of Contractors Policy and Procedure](#)

### **3.26. Manual Handling Operations**

All staff are required to complete the online H&S Manual Handling training and reads the appropriate Safe Systems of Work and Risk Assessments. Additional practical training will be provided to staff where regular manual handling operations is routinely conducted. The Group will provide appropriate mechanical handling equipment to reduce or eliminate risks where possible. For further information and guidance please refer to the Manual Handling Policy and Procedural document found on SharePoint and also within the information section on Smartlog.

#### [Kirklees College Manual Handling Policy and Procedure](#)

### **3.27. New and Expectant Mothers**

An Expectant Mothers' risk assessment will be completed once the employee/learner has advised the College that they are pregnant. The risk assessment will be reviewed at appropriate intervals throughout the pregnancy and upon their return to work/learning after their maternity leave. Facilities will be made available for pregnant employees/learners if they are feeling unwell or need to rest. For further information and guidance please refer to the New and Expectant Mothers Guidance found on SharePoint and also within the information section found on Smartlog.

#### [Health and Safety Guidance for New and Expectant Mothers](#)

### **3.28. Noise and Vibration at Work**

Managers are responsible for ensuring that their staff are not exposed to excessive noise or vibration in the workplace and shall reduce exposure through the use of technical engineering solutions and management controls. If as a last resort after all other control measures have been deemed insufficient

it is identified that staff are required to wear hearing protection (noise safety) or gloves (vibration) then it is to be suitable and provided at no cost to the employee. All employees deemed to be at risk of noise induced hearing damage or at risk of harm due to exposure to vibration from work activities will be subject to annual health surveillance. The curriculum area will also be subject to an annual survey ensuring that the control measures in place remain suitable and sufficient and that staff are not exposed to harm in respect of Noise, Dusts, and Vibration at work.

The Health and Safety Officer is the designated Hearing and Vibration Protection Officer and should be notified if it is believed that an activity or an area may require a Noise or Vibration Assessment through our partner Peritus Health Management. For further information and guidance please refer to the Noise and Vibration at Work policy document found on SharePoint and within the information section found on Smartlog.

[Health and Safety Noise Policy and Procedure](#)

[Health Surveillance Policy and Procedure for Kirklees College](#)

### **3.29. Occupational Health, Health Surveillance and Monitoring**

The occupational environment and health of employees will be monitored where appropriate to ascertain that their well-being is not impaired by the working conditions. The Occupational Health (OH) provider will carry out routine referrals, health checks, assessments etc. Peritus Health Management working alongside the Health and Safety Team will conduct routine Noise Assessments, Air Quality Assessment of workplace areas alongside the Health and Safety Officers assigned to that particular areas. Health and Safety Officers will conduct DSE Assessments and ensure that where applicable corrective appliances are ordered and put in place to further safeguard the Health & Safety of all of its employees. Managers wishing to refer employees to OH should contact HR to make an appointment.

All staff members within Kirklees College deemed to be at risk of harm in respect of Noise induced hearing loss, Respiratory Health, HAV's and Skin Damage will be assessed on an annual basis to ensure that their health is safeguarded and protected. These assessments will be conducted on site by the Colleges appointed Health Surveillance Provider and all staff identified at risk must attend.

For further details please refer to the Health Surveillance Policy document found on SharePoint or within the information section on Smartlog

[Health and Safety Noise Policy and Procedure](#)

[Health Surveillance Policy and Procedure for Kirklees College](#)

[Health and Safety Occupational Lung Disease Policy and Procedure](#)

[Health and Safety Skin Surveillance Policy and Procedure](#)

### **3.30. Personal Protective Equipment (PPE)**

Managers will ensure that the correct PPE is available to staff, that it is kept in a good condition and replaced, as necessary. PPE will be freely available to staff as required, along with the appropriate level of training in its use. All staff, Managers and Heads of Business Support and Curriculum are expected to enforce the policies and procedures relating to the wearing of Personal Protective Equipment within their areas of control and as such staff and students not wearing their identified Personal Protective Equipment in order to carry out a task or curriculum activity safely should be told to stop work until

For further information and guidance please refer to the policy document on the.

[Kirklees College Personal Protective Equipment Policy and Procedure](#)

### **3.31. Restricted Access**

All areas of high risk e.g. boiler and plant rooms, must be appropriately identified to prohibit unauthorised entry. Areas identified as restricted access must always be adhered to, and only those persons authorised may enter these areas. Specific areas at each college requiring a Permit to Work to access is to be signed 'Hazardous Area - No Access without a Permit to Work'.

### **3.32. Risk Assessment**

A crucial part of a good safety management system is hazard identification and risk management to ensure adequate control. It is the responsibility of all managers to ensure that risk assessments are carried out by competent personnel within their areas of responsibility. Copies of completed and signed risk assessments will be added to the risk assessment database on the Smartlog. For further details on the risk assessment process please refer to the Risk Assessment Policy and Procedure or to the appropriate stand-alone guidance i.e. risk assessing Working at height within Kirklees College.

[Risk Assessment Guidance and Assessment Process](#)  
[Safe Systems of Work Policy and Procedure](#)

### **3.33. Safe Systems of Work (SSoW)**

Formal SSoW will be developed by managers, Health and Safety Champions and Facilitators, with the assistance of the Health and Safety Officer where applicable, to cover potentially hazardous/dangerous operations in areas under their control. Managers and Estates and Facilities will be responsible for ensuring that work is carried out in accordance with these SSoW. For further information and guidance please refer to Policy and Procedure on Safe Systems of Work.

[Safe Systems of Work Policy and Procedure](#)

### **3.34. Smoking**

Kirklees College does not permit smoking inside any of its owned or managed buildings or vehicles. Except for in 'designated smoking areas', which are clearly identified, Kirklees College does not permit smoking externally, across any of its estate. For further information please refer to the Smoke Free Policy at Kirklees College.

[Kirklees College Smoking Policy and Procedure](#)

### **3.35. Substances Hazardous to Health (including Biological and Viruses).**

Managers whose departments purchase hazardous substances will ensure that a Material Safety Data Sheet is obtained from the manufacturer or supplier for the product. If any doubt exists as to whether the product is classified as hazardous please contact the manufacturer or the Health and Safety Officer. Substances identified as hazardous should not be used until a COSHH risk assessment has been completed, and appropriate training and information has been provided. For further details please refer to the guidance on Control of Substances Hazardous to Health (COSHH).

[Kirklees College COSHH Policy and Procedure](#)

### **3.36. Vehicles, Mobile Phones and in-vehicle technology**

All staff driving personal vehicles for college use must have the appropriate UK driving license and vehicle insurance (Business use), please refer to the Policy and Procedure for Workplace Transport. Mobile Phones should not be used when driving due to their distracting nature. Fully, hands free in- car communication systems must be used within all vehicles where a phone is to be used.

[Kirklees College Traffic Management Policy](#)

### **3.37. Welfare Facilities**

The provision of welfare facilities is a legal requirement. The wellbeing of staff is a moral requirement as well as in some cases a legal requirement. Please refer to the Policy and Procedure on Wellbeing & Welfare and the HR Wellness Policy for further details.

[HR Framework for Health and Wellbeing](#)

### **3.38. Workplace Transport.**

Our aim is to ensure a safe vehicle and driver environment, as appropriate across its sites. In particular, where reasonably practicable, we will ensure that there are adequate management controls in place to carry out suitable and sufficient assessments for all vehicle operation types, that control measures are in place, and that these are continually monitored and reviewed in order to minimise or if possible eliminate foreseeable transport related hazards. For further information and guidance please refer to the Policy and Procedure [Workplace Transport Policy](#) found on SharePoint and Smartlog.

[Kirklees College Traffic Management Policy](#)

### **3.39. Working at Height (W@H)**

W@H is defined as work in any place where a person could fall from a distance which is liable to cause personal injury. Where W@H cannot be avoided a risk assessment should be completed. A SSoW should then be implemented and adhered to. Roof Access – No access is permitted to any roof area without the authorisation and agreement of the Contracts and Maintenance Manager who will agree a SSoW and will issue a Permit to Work. For further information and guidance please refer to the policy and procedure on Working at Height

[Working at Height Policy and Procedure](#)

### **3.40. Work Experience Placements.**

Legislation places the responsibility on Employers to maintain the health, safety and wellbeing of learners under their temporary employment as they would do for their standard employees. We maintain our Duty of Care to providing a suitable and safe environment through a process of inspection and monitoring of the employer. This process is explained further in the Work Placement Health and Safety Manual.

[Work placement Health and Safety Manual](#)

### **3.41. Offsite Venues**

Kirklees College has a duty of care to ensure, as far as is reasonably practicable, that staff and students are able to work and study in a safe environment. There is a legal responsibility for all staff to ensure that they work safely and do not put other persons at risk as a result of their acts or omissions. The Landlord of the premises has a legal obligation to ensure their premises meet legal Health & Safety standards and building regulations. As such Kirklees College must ensure that external offsite venues meets specific legislative requirements and can demonstrate compliance in accordance with such regulations as the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Regulatory Reform (Fire Safety Order) 2005, Control of Substances Hazardous to Health 2002, LOLER 1998, to name but a few. Further information can be found in the below:

[Offsite Venue Procedure](#)

[Offsite Venue Flowchart](#)

[Offsite Venue Application form](#)

### **3.42. Young Person(s)**

Young Person(s)<sup>4</sup> will be provided with a higher level of training, information and supervision considering their inexperience, lack of awareness of existing and potential risks and their immaturity. Risk Assessments of activities involving Young Persons will need to be suitable and sufficient with young persons considered.

[Risk Assessment Guidance and Assessment Process](#)

[Working together to Safeguard Children inter-agency guidance](#)

## [Keeping Children Safe in Education](#)

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<sup>4</sup> HSE classifies Young Persons as those under 18yrs and a Child as those under 16yrs.