



Health and Safety Policy

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1.0 Approval

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Authorised by:	Corporation

2.0 Amendment History

Version	Amendments	Approver	Date
1	Updated policy	H&S Committee	October 2026

3.0 Abbreviations & Definitions

Term	Definition
The College	Kirklees College – also referred to informally throughout this document as ‘us’ and ‘we’.
The Corporation	Kirklees College
SELT	Senior and Executive Leadership Team
HSE	Health and Safety Executive
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
COSHH	Control of Substances Hazardous to Health
Risk Assessment	A systematic process to identify hazards, evaluate risks, and implement control measures
Incident	An unplanned event that causes or could have caused injury or damage
PPE	Personal Protective Equipment
SDS	Safety Data Sheets

4.0 Principal's Introduction

At Kirklees College, our mission “*creating opportunities, changing lives*” shapes everything we do. As a purpose-led, values-driven, and inclusive college, we place the health and safety of our community at the forefront of our priorities. We are committed to creating an environment where every student, colleague, and visitor can flourish in safety and with confidence. We recognise that a strong approach to health and safety is not only fundamental to delivering an outstanding educational experience but also vital to building a thriving, sustainable college for generations to come.

Our approach is both proactive and restorative. Beyond meeting compliance requirements, we focus on learning, collaboration, and care. We work to prevent harm wherever possible, respond constructively when incidents occur, and empower everyone to play an active role in shaping a culture of safety, accountability, and continuous improvement.

This policy sets out our collective responsibilities, our framework for identifying and managing risks, and the mechanisms we use to communicate, monitor, and enhance health and safety across the college. It also reflects our wider *Inclusion Pledge*—our promise that every student will feel safe, supported, and able to succeed, belong, and progress academically, socially, and personally.

We hold ourselves to high standards and lead with kindness, integrity, and unity. We believe in high aspirations—for everyone, by everyone. By working together in this way, we ensure that Kirklees College remains a place where people feel safe, valued, and empowered to reach their full potential.



Palvinder Singh
Principal & Chief Executive Officer

5.0 Purpose

The purpose of this policy is to provide a clear framework for managing health and safety across Kirklees College. It sets out the expectations, roles, and responsibilities for all members of our community in maintaining a safe and supportive environment.

This policy guides how we identify, assess, and control risks, respond effectively to incidents, and continuously review and improve our health and safety practices. By establishing consistent processes and promoting a culture of accountability, collaboration, and learning, we enable everyone at the College to contribute to a safe environment where students, staff, and visitors can thrive.

6.0 Applications & Scope

This policy applies to all staff, students, visitors, contractors, and volunteers engaged in activities on College premises or representing the College off-site (including trips, placements, and events). Everyone covered by this policy is expected to take an active role in upholding and improving our health and safety standards.

7.0 Introduction & Context

The College recognises its legal and moral duty to safeguard the health and safety of its community. We comply with the **Health and Safety at Work Act 1974** and all relevant legislation. Our approach is restorative: we focus on learning, shared responsibility, supporting each other to prevent harm, and we respond constructively if things go wrong.

8.0 Principles

Kindness is about care, understanding, support, and creating a safe and respectful environment.

- Restorative Practice: We respond to incidents by seeking understanding, learning, and improvement—not blame.
- Openness: We encourage reporting of hazards, near misses, and incidents, and value feedback.
- Support: We provide training, guidance and sufficient resources, to enable safe working and learning.
- These principles reflect compassion, psychological safety, and helping others to succeed safely.

Unity is about shared responsibility, collaboration, and working together as one community.

- Shared Responsibility: Everyone has a role in and responsibility for maintaining a safe environment.
- Openness: We encourage reporting of hazards, near misses, and incidents, and value feedback. (also supports Kindness, but strongly reflects collective responsibility)
- These principles emphasise teamwork, collective ownership, and a shared culture of safety.

Excellence is about high standards, professionalism, accountability, and continuous improvement.

- Legal Compliance: We adhere to all relevant health and safety laws and regulations, ensuring legal and ethical standards are always met.
- Continuous Improvement: We regularly review our practices, reflect and learn from experience.
- These principles demonstrate commitment to professionalism, high standards, and ongoing development.

Through these principles, we empower everyone to contribute actively to a culture of Kindness, Unity, and Excellence, ensuring care, shared responsibility, and continuous improvement across Kirklees College.

9.0 Roles & Responsibilities

Governing Body

The Corporation ensures the College meets all health and safety legislation and regulatory requirements. It confirms that effective arrangements are in place to protect staff, students, visitors, and contractors. In doing so, the Corporation provides assurance that the College fulfils its legal responsibilities and duty of care to maintain a safe learning and working environment.

To fulfil these responsibilities, the Corporation will:

- Approve and review this Health and Safety Policy on an annual basis, or sooner if significant changes in legislation, College activities, or risk assessments occur, ensuring all procedures are used and complied with.
- Seek assurance that adequate resources—financial, physical, and human—are made available to support effective health and safety management across the College, including the consistent following of procedures and use of risk assessments.
- Receive, scrutinise, and act upon health and safety reports, ensuring that identified risks are managed, incidents are investigated, and improvements are implemented in line with established procedures and risk assessments.
- Hold senior leaders accountable for implementing health and safety arrangements and embedding a strong culture of safety throughout the organisation, in full compliance with procedures and risk assessments.
- Promote continuous improvement in health and safety performance by monitoring outcomes, learning from best practice, and encouraging innovation in risk management, while ensuring procedures and risk assessments are consistently used and followed.

Principal & Chief Executive Officer

The Principal & Chief Executive Officer has ultimate responsibility for health and safety and is accountable to the Corporation for ensuring that the College complies with all health and safety legislation. The Principal & Chief Executive Officer entrusts the Wider Leadership Team to role model and promote a restorative, learning-focused safety culture, where openness, accountability, and continuous improvement are encouraged, and where health and safety is prioritised, embedded in day-to-day decision making, and achieved through using, following, and complying with established procedures and risk assessments.

To discharge this responsibility, the Principal & Chief Executive Officer will:

- Provide visible leadership in prioritising health and safety within College strategy and decision making, ensuring all procedures and risk assessments are used and followed.
- Ensure that appropriate systems and structures exist for the identification, assessment, and management of risks in line with legislation, best practice, and College procedures and risk assessments.
- Delegate operational responsibilities to the Executive and Wider Leadership Team, holding them accountable for implementing health and safety arrangements effectively and in compliance with procedures and risk assessments.
- Ensure sufficient resources are available to support safe working and learning environments and the consistent use of procedures and risk assessments.
- Promote a culture of openness, learning, and continuous improvement in the management of health and safety by ensuring that all procedures and risk assessments are followed and actively used.

Head of Health, Safety & Environment

The Head of Health, Safety & Environment is responsible for leading the operational delivery of health, safety, and environmental practices across the College. This role ensures that all systems, processes, and communications are robust, effective, and fully aligned with legislation, regulatory requirements, procedures, and risk assessments.

The Head of Health, Safety & Environment ensures that the College operates in full legal compliance with all relevant laws, standards, and best practices. This includes proactive monitoring of legislative developments, assessing their impact, and implementing timely changes to policies, procedures, and risk assessments. By embedding a culture of continuous improvement, the role ensures lessons learned from incidents, audits, and inspections are systematically captured, analysed, and translated into practical improvements that comply with procedures and risk assessments.

Key responsibilities include:

- Promoting and embedding a positive, restorative health and safety culture, ensuring all staff and students act with awareness and accountability while following procedures and using risk assessments in their daily work.
- Implementing and complying with the Health and Safety Policy, ensuring all stakeholders follow procedures and risk assessments.
- Ensuring all required risk assessments and audits are in place, effective, regularly reviewed, and fully comply with legislation, organisational procedures, and quality standards.
- Organising and overseeing staff training, ensuring all safety procedures are followed and risk assessments are used consistently.
- Maintaining robust systems and controls to provide effective oversight of health and safety performance and ensure compliance with procedures, risk assessments, and regulatory requirements.
- Ensuring audits and inspections are completed on schedule, meet required standards, and comply with procedures and regulatory expectations.
- Maintaining accurate oversight of accidents, incidents, and near misses, ensuring timely reporting, compliance with procedures, and learning is shared across the College.
- Acting as a key liaison between staff, management, and external agencies, ensuring clear communication and compliance with procedures and risk assessments.
- Keeping health and safety documentation up to date, in compliance with legislative and procedural changes.
- Driving continuous improvements in health and safety awareness, management, compliance, and culture, using procedures and risk assessments as the foundation.

College Managers

- College Managers are responsible for embedding health and safety in day-to-day operations within their areas. They support staff, students, and visitors in understanding and fulfilling their responsibilities, ensuring all relevant procedures are used, followed, and complied with.
- Ensure risk assessments are completed, used, and reviewed at least annually, or sooner if activities or environments change, to comply with health and safety procedures.
- Make sure staff know where to access risk assessment documentation, when and how to complete risk assessments, and provide support to ensure compliance with procedures.
- Ensure all incidents, hazards, and near misses are reported and responded to in a timely, supportive manner, in line with reporting procedures.
- Ensure staff training is complete and up to date, and a culture of using procedures and reporting near misses is promoted.
- Communicate health and safety information clearly to their teams, ensuring compliance with procedures and risk assessments.
- Discuss health and safety regularly at team meetings, in line with procedures and best practice expectations.
- Ensure first aid and emergency information is visible and accessible, and clarify procedures as needed to comply with emergency preparedness requirements.
- Familiarise themselves with all relevant health and safety policies, procedures, and risk assessments—including those related to specific risks such as lone working—so they can provide accurate advice and guidance.

Staff

- All staff members must take reasonable care of their own health and safety and that of others. Staff are expected to actively participate in maintaining a safe environment and to follow, use, and comply with procedures and risk assessments.
- Take ownership of their own health and safety and that of colleagues, students, and visitors by using and following procedures and risk assessments.
- Complete all required training and participate fully in practice drills, ensuring procedures and risk assessments are followed.
- Promptly identify and report hazards, near misses, and incidents, in line with procedures and risk assessments.
- Carry out and review risk assessments for any activities they lead, at least annually or when circumstances change, ensuring risks are properly managed and procedures are followed.
- Seek guidance immediately if unsure about any procedure or responsibility, ensuring compliance with procedures and risk assessments.

Students

Students play an important role in creating a safe and supportive College environment. Students are expected to:

- Actively follow safety instructions, rules, and procedures.
- Use equipment responsibly and in line with procedures and risk assessments.
- Report hazards, concerns, or incidents to staff, in accordance with procedures, so that timely action can be taken.

Visitors and Contractors

- Visitors and contractors must comply with College procedures at all times. They are expected to act responsibly, take reasonable care for their own safety and that of others, and report hazards promptly.
- Comply fully with College procedures and risk assessments, including site-specific rules.
- Report hazards, unsafe conditions, or incidents immediately to a designated staff member, following procedures.
- Ensure their actions do not endanger themselves, staff, students, or other visitors.
- Follow instructions from College staff, including during emergencies, to comply with evacuation procedures.
- Use equipment, facilities, and resources responsibly, in line with College procedures and risk assessments.

10.0 Health and Safety Arrangements

Risk Assessment Procedures

At Kirklees College, we recognise that creating a safe and supportive environment is a shared responsibility. Risk assessments are not simply a matter of compliance - they are an opportunity for us to reflect on our activities together, identify potential hazards, and take proactive steps to protect ourselves and one another. We expect every staff member to comply with and complete risk assessments relevant to their work, knowing when and how to carry out a risk assessment and to seek guidance whenever they are unsure.

- All College activities - including classroom lessons, workshops, laboratory work, sports, and trips - require systematic risk assessments.
- Each assessment must identify potential hazards, evaluate the level of risk, and define control measures to reduce or eliminate those risks.
- Staff are responsible for ensuring that risk assessments for their activities are completed, documented, and shared with relevant colleagues.
- Risk assessments must be reviewed at least annually, or sooner if there are significant changes to activities, equipment, or environments.

Incident Reporting and Investigation

A restorative approach to incident reporting means we see every accident, near miss, or unsafe occurrence as a chance to learn and improve together. Staff are individually responsible for knowing how to report incidents and for acting promptly when required.

- All accidents, injuries, near misses, and dangerous occurrences must be reported using the College's official report form, via Smartlog <https://sl.safesmart.co.uk/sso/spAuth>
- Staff must familiarise themselves with the reporting process and ensure incidents are reported without delay.
- The Health and Safety Team will investigate incidents to identify root causes, recommend preventive actions, and share learning across the College.
- Where required, incidents will be reported to the Health and Safety Executive (HSE) under RIDDOR regulations.
- Reporting near misses allows facilities management to address the root cause, such as fixing the door closer or providing alternative solutions, preventing actual fires from causing harm.

Example of a Near Miss:

A staff member notices that a heavy box is stacked precariously on the edge of a shelf in a storeroom. Just as they walk by, the box slips but is caught before it falls to the floor. No one is injured and nothing is damaged, but if the box had fallen, it could have caused injury or damage.

Why report it?

Reporting this near miss allows the College to review storage practices and prevent a future incident where someone might not be so lucky.

Emergency Procedures

Everyone at Kirklees College has a part to play in ensuring effective emergency preparedness. Staff must know the relevant procedures for their area and to act swiftly and supportively in an emergency.

- **Fire Safety:** The College maintains up-to-date fire risk assessments. Fire alarm tests and evacuation drills are conducted regularly. Staff must know evacuation routes, assembly points, and the location of fire safety equipment.
- **First Aid:** Trained first aiders are available, and first aid kits are accessible throughout the College. Staff should know where to find first aid information (e.g., on local notice boards) and how to summon help in a medical emergency.
- **Other Emergencies:** Procedures for lockdown, bomb threat, severe weather, and other emergencies are established and communicated. Staff are responsible for familiarising themselves with these procedures and actively participating in regular practice and reviews. These documents are available to view on KC Community.

<https://livekirkleescollegeac.sharepoint.com/sites/kccommunity/SitePages/Health-&-Safety---Dashboard.aspx>

Example:

During a fire alarm, a member of staff follows the College's emergency evacuation procedure by calmly guiding students to the designated assembly point using the correct route. Because everyone knew what to do and acted quickly, the building was cleared safely and efficiently. If the procedure had not been followed - such as someone using a lift instead of the stairs, or not knowing the assembly point - there could have been confusion, delays, or even injuries.

Why it matters:

Adhering to emergency procedures ensures everyone's safety, prevents panic, and allows emergency services to do their job effectively. It also helps account for everyone quickly, so no one is left behind or unaccounted for in a real emergency.

Safe Use of Equipment and Facilities

- Staff are accountable for ensuring that equipment and facilities are used safely and appropriately, and for supervising students during practical activities. Our approach encourages learning, awareness, and shared responsibility for safety.
- Our Estates and Facilities Team routinely inspects and maintains the equipment. These checks are recorded in our Smartlog compliance system, and are carried out on a weekly, monthly, and annual basis.
- Only trained personnel may operate potentially hazardous equipment.
- When risk assessments require it, staff and students must wear appropriate Personal Protective Equipment (PPE): such as gloves, goggles, or aprons. PPE should be used correctly, kept in good condition, and any issues reported immediately.
- Staff must provide clear safety instructions and supervise students closely during practical tasks.

Manual Handling

To reduce the risk of injury, staff must follow safe manual handling practices and use mechanical aids where possible. This is part of our shared commitment to maintaining a safe environment for everyone.

- Staff receive training in correct manual handling techniques and must apply these in practice, supporting themselves and others in handling tasks safely.

- Risk assessments identify tasks involving manual handling, and staff must follow the recommended controls. Where guidance or support is needed, staff are encouraged to seek assistance to ensure tasks are completed safely.

Use and Storage of Hazardous Substances (COSHH)

Staff working with hazardous substances must ensure safe handling, storage, and disposal, and must access and understand the relevant Safety Data Sheets (SDS). This is part of our collective commitment to a safe working and learning environment.

- The College maintains a complete inventory of hazardous substances.
- SDS are accessible to all relevant staff, supporting understanding of safe practices and procedures.
- Staff must follow proper storage, labelling, and disposal procedures, and are encouraged to seek guidance or raise concerns if they are unsure about safe handling.

Control of Infectious Diseases

Everyone is responsible for promoting good hygiene and following procedures to prevent the spread of infectious diseases.

- Good hygiene practices, such as regular handwashing and respiratory etiquette, are promoted.
- Procedures for dealing with outbreaks are implemented in line with public health guidance.
- Staff are encouraged to stay home when ill to protect others.

Lone Working Policy

Staff who work alone must be aware of the specific risks involved and to follow agreed procedures to ensure their safety. Open communication and support are key to managing lone working effectively. Staff should:

- Discuss any lone working arrangements and seek guidance from their manager to ensure appropriate measures are in place.
- Ensure that risks associated with lone working are assessed and understood.
- Have access to communication devices and emergency contacts.
- Work with their manager to plan schedules that minimise lone working where possible.

Example:

A staff member needs to work late in a workshop after normal hours. Before starting, they inform their line manager of their location and expected finish time. They keep their mobile phone with them and check in with a colleague at agreed intervals. When finished, they notify their manager that they are leaving the building.

Why this is good practice:

By following lone working procedures - communicating their plans, keeping a phone handy, and checking in - the staff member ensures that someone is aware of their whereabouts and can respond quickly if there's an emergency. This approach helps keep lone workers safe and reassures both the individual and the College.

If you are ever unsure about your responsibilities or how to act, please seek guidance from your line manager or the Health and Safety Team. By working together and holding ourselves accountable, we create a safer, more supportive College community for all.

11. Monitoring

- Audits and Inspections: All sites to be audited annually (internal)
- Incident Review: All incidents are reviewed to identify learning and improvements.
- Risk Assessment Review: Risk assessments are reviewed annually or after significant changes.
- Policy Review: This policy is reviewed at least annually, or in response to changes in legislation or College activities.

To support a culture of continuous learning and improvement, every department within the College will participate in regular health and safety audits. These audits are not only a means of ensuring compliance, but also an opportunity for departments to reflect on their practices, share successes, and identify areas for growth.

High Risk Areas at Kirklees College:

As part of our commitment to maintaining a safe learning and working environment, we have identified specific areas of the College where the nature of activities or operations presents a higher level of risk. These areas require closer monitoring and additional health and safety measures to ensure that all staff, students, and visitors remain safe.

The identified high-risk areas are:

- Brunel House Construction Centre
- Engineering Centre, including Process Manufacturing Centre (PMC)
- Science
- Catering & Hospitality
- Estates and Facilities
- Taylor Hill

Regular audits of these areas help us to learn from experience, celebrate good practice, and ensure that control measures identified in risk assessments are effective and up to date. This restorative approach encourages open dialogue and shared responsibility for health and safety across the College community.

Link to other college policies: If someone is unable to meet the expectations set out in this Health and Safety Policy or related procedures, we will first seek to understand the reasons and provide appropriate support, guidance or further training.

Where non-compliance is due to a lack of understanding or capability, we will work together to address any gaps through the College's Coaching for Performance Framework. If concerns persist or if there is a serious breach, further action may be taken in line with the College's Disciplinary Policy.

Staff are encouraged to raise any concerns or suggestions about health and safety practices directly with the Health and Safety Committee, so that issues can be addressed openly and constructively. If a concern cannot be resolved through this route, or if staff feel unable to raise it in this way, the College's Whistleblowing Policy is available to ensure all voices can be heard safely and confidentially.

12. Records

Record Title	Retained By	Owner	Stored (Location)	Period
Health and Safety Policy	Health and Safety Department	Head of Health, Safety & Environment	KC Community Kirklees College Website	2025-26

13. Equality

All Kirklees College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the document has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation.

We not only fulfil our legal position in relation to current and future equality legislation but additionally go beyond compliance in providing and promoting opportunities for all to succeed, free from any aspect of discrimination, harassment or victimisation. You have a duty of care to look after the interests of and support your colleagues.

This document takes account of our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

APPENDIX 1

Relevant Legislation and Guidance

- Health and Safety at Work Act 1974: The primary legislation covering occupational health and safety.
- Management of Health and Safety at Work Regulations 1999: Requires employers to assess and manage risks.
- Control of Substances Hazardous to Health (COSHH) Regulations 2002: Governs safe use of chemicals.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013: Requires reporting of certain workplace incidents.