

<b>POLICY TITLE:</b>	<b>Health &amp; Safety Policy, Organisation and Arrangements</b>
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<b>Policy Owner:</b>	Paul Collin - Aspris Health and Safety Manager
<b>Ratified by:</b>	Paul Collin - Aspris Health and Safety Manager
<b>Responsible Signatory:</b>	Jane Stone - Director of Governance and Risk
<b>Outcome:</b>	This policy: <ul style="list-style-type: none"> <li>Ensures clearly identified and allocated organisational responsibilities for health and safety.</li> </ul>
<b>Cross Reference:</b>	AOP09 Aspris Governance Framework HR, People Team Policies Procurement Policies

**EQUALITY AND DIVERSITY STATEMENT**

Aspris is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics, and all will be treated with dignity and respect.

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, email [AsprisGovernanceHelpdesk@Aspris.com](mailto:AsprisGovernanceHelpdesk@Aspris.com).

# HEALTH & SAFETY POLICY, ORGANISATION AND ARRANGEMENTS

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## Health & Safety Policy Statement

It is the policy of Aspris Children's Services to ensure, so far as is reasonably practicable, the health, safety and welfare of the young people and colleagues who may be affected by our activities and services. In order to achieve this, it is our policy to provide a healthy and safe environment, with safe equipment, systems of work and adequate information, instruction, training, and supervision, as required for this purpose. Aspris Children's Services is committed to providing adequate resources to ensure this policy is effectively implemented.

We are committed to achieving high quality services using professional and dedicated colleagues who understand and comply with their health and safety responsibilities. We are also committed to ensuring our health and safety standards are appropriate to the particular needs and vulnerabilities of all our young people and students.

Where we engage third party service providers on our premises, we will make sufficient enquiries to establish the competence of the provider to undertake the work safely and without risks to health. The health and safety performance of such providers are kept under review in order to ensure adequate standards are maintained.

We consult with colleagues on health and safety matters using staff representatives and meetings with a view to actively involving our colleagues in the effective implementation of the health and safety policies.

Where temporary or contract colleagues or volunteers are working with us on our premises we provide, through our due diligence and induction systems, the same environmental health and safety standards for them as we do for our own employees. We also establish that those colleagues have adequate training and instruction or are under appropriate supervision to ensure the health and safety of both themselves and others.

Where we acquire new businesses, Aspris Children's Services undertake a due diligence review prior to the proposed acquisition to establish what action needs to be taken to meet our required standards of health and safety and fire safety management and put in place recommendations and an action plan for implementation of those recommendations.

Where we enter into partnership agreements with other organisations to deliver services, or to undertake projects, we establish that there is adequate co-ordination of health and safety arrangements between the organisations. We also make reasonable enquiries to establish the competence of any potential partnership organisation, in cases where the nature of the activities involved can impact on the health and safety of our young people and students, colleagues and others who may be affected by the partnership activity or service.

The health and safety performance of Aspris Children's Services and this policy is reviewed annually by the Executive Team and at any other time when there are significant changes in Aspris Children's Services, or its activities.

The organisation and responsibilities of the Chief Executive Officer and colleagues of Aspris Children's Services, for health and safety and the arrangements and standards to which Aspris Children's Services operates, are detailed in the Health & Safety Policy, Organisation and Arrangements.

Trevor Torrington, Aspris Children's Services Chief Executive Officer



14 June 2023

## 1 OPERATING BOARD RESPONSIBILITIES

- 1.1 The Operating Board is collectively responsible for:
- (a) Adopting a general statement of Health & Safety Policy and the written organisation and arrangements for implementing the policy and monitoring its effectiveness
  - (b) Reviewing the health and safety performance of Aspris Children's Services by considering written reports from the Director of Governance and Risk and through the Aspris UK Health and Safety and Infection Prevention and Control Committee on risks and strategic changes
  - (c) Ensuring there are adequate resources allocated for effective management of health and safety and the implementation of this policy
  - (d) Ensuring that relevant Operating Board decisions are consistent with the objectives of the Health & Safety Policy.
- 1.2 **Aspris Chief Executive Officer** - The Chief Executive Officer has overall responsibility for health and safety matters within Aspris Children's Services. The Chief Executive Officer is also responsible for the general oversight of Aspris Children's Services management of health and safety and, in consultation with the General Counsel & Company Secretary and Director of Governance and Risk, for monitoring its effective implementation.
- 1.2.1 The Chief Executive Officer is also responsible for ensuring:
- (a) That adequate resources are available for meeting statutory requirements and Aspris Children's Services policy relating to health and safety
  - (b) Where it is intended to undertake a new type of business, or to acquire a new company business or premises, an assessment is made of any necessary health and safety requirements relating to the new business and arrangements are made to implement any necessary actions as part of the overall business plan
  - (c) In relation to any planned organisational change, an adequate assessment is made of the change to establish that health and safety can be effectively managed before, during and after the change and that changed responsibilities are clearly defined.

## 2 UK HEALTH AND SAFETY AND INFECTION PREVENTION AND CONTROL COMMITTEE

- 2.1 Aspris UK Health and Safety and Infection Prevention and Control Committee, chaired by Aspris Children's Services Director of Governance and Risk meets quarterly, and considers health and safety matters at each meeting by way of receiving upwards reports from within the Aspris Children's Services. The Committee monitors and reviews the establishment and operation of an effective system of risk management and audit to ensure the highest standards of service are delivered to all young people and students, continued compliance with internal and external regulatory requirements and the continuous improvement of risk management and internal control procedures. In relation to health and safety, the Committee is responsible for:
- (a) Advising the Operating Board on the overall health and safety strategy and the actions and resources needed to implement it
  - (b) Annually reviewing Aspris Children's Services Health & Safety Policy, Health & Safety plans, and recommending it to the Operating Board for approval
  - (c) Alerting the Operating Board to any changes of legal requirements, or health and safety practice which need to be taken into account in the business planning process
  - (d) To receive thematic analysis on compliance with health and safety policy and procedure across Aspris Children's Services to identify potential risk to young people and students and the business of Aspris.

## 3 RESPONSIBILITIES

- 3.1 The following senior executives and managers have specific health and safety responsibilities.
- 3.2 **Aspris Head of Legal** - The Head of Legal has responsibility for ensuring that the Operating Board process fulfils statutory health and safety requirements. The Head of Legal is therefore responsible for ensuring:
- (a) The Operating Board annually considers and accepts reviews to this policy from the Aspris UK Health and Safety and Infection Prevention and Control Committee

- (b) That appropriate legal advice is provided to Aspris Children's Services
- (c) Insurance arrangements, meeting the requirements of the Employers' Liability (Compulsory Insurance) Regulations, are maintained and arrangements are in place for the electronic display of the current certificate.

**3.3 Aspris Director of Governance & Risk** - The Director of Governance & Risk reports to the Head of Legal and has line management responsibility for the Health & Safety Manager. The Head of Governance & Risk is therefore responsible for:

- (a) Updating the Head of Legal on any serious issues relating to health and safety and action which should be taken as a result
- (b) Ensuring that health and safety is reviewed within regional business meetings, regional meetings, and service meetings
- (c) Liaising with other central Aspris functions, in particular the Compliance teams, Estates teams, Policy co-ordination teams and the People Development team to ensure that business planning processes consider health and safety issues
- (d) Ensuring through risk management that the incident reporting system is fully implemented and accurate and helping the individual services to develop control measures and risk assessments to prevent an incident from reoccurring, with serious incidents being notified to the Chief Executive Officer, and investigations undertaken, and learning points communicated across Aspris Children's Services as deemed appropriate to promote an opportunity for shared learning
- (e) Highlighting risk areas across Aspris Children's Services and communicating as deemed appropriate to promote an opportunity for shared learning
- (f) Overseeing the management of complaints in accordance with Aspris Children's Services policy
- (g) Overseeing the fire risk assessment programme to ensure that fire risk is effectively managed
- (h) Overseeing the planned and coordinated health and safety compliance auditing programme for all locations and advising the Head of Legal of any significant findings
- (i) Ensuring, with the assistance where necessary of relevant specialist functions and advisers, that company policies and procedures relating to health and safety are developed and periodically reviewed, revised, and reissued as necessary
- (j) Liaison with Estates to ensure there are adequate arrangements for the maintenance of Aspris Children's Services facilities and buildings in a safe condition and, where relevant, that there is a programme of planned preventative maintenance
- (k) Ensuring a prompt and appropriate response where necessary to enforcement authorities such as HSE
- (l) In consultation with the HR Director Education & Children's Services & Central Services, ensuring that standards of minimum health and safety training for key groups of colleagues are developed and incorporated into Aspris Children's Services health and safety training strategy and where relevant and appropriate, central programmes of health and safety training courses are provided for colleagues with common health and safety training needs
- (m) Ensuring that MHRA alerts and other relevant alerts are circulated and acted upon by the services to whom they are relevant
- (n) Advising all Service Managers there is an adequately resourced and trained individual to provide assistance on the implementation of local health and safety procedures and practices
- (o) Ensuring that any training sessions and materials are made available to colleagues at service level.

**3.4 Aspris Group HR Director** - The Group HR Director has an overall responsibility to ensure human resources practices incorporate up to date standards of health and safety. The Group HR Director also has line management responsibility for the People Services and Learning and Development Teams. The Group HR Director therefore has responsibility for:

- (a) Ensuring Human Resources management standards adequately reflect legal requirements for health and safety and are consistent with Aspris Children's Services health and safety standards and procedures and Human Resources policies
- (b) In consultation with the Director of Governance & Risk there are adequate arrangements for the health and safety training of colleagues, both at induction and in relation to specific job or work needs and that there are adequate arrangements for keeping health and safety training records within the business

- (c) Ensuring the effective provision of occupational health services for colleagues and ensuring that there are suitable pre-employment medical assessment procedures, provision of statutory health surveillance and colleague health records and arrangements for undertaking specific risk assessments on the work of colleagues who have notified the organisation of pregnancy.
- 3.5 **Aspris Chief Operating Officers (Education & Care)** - have overall responsibility for ensuring the services within Aspris are provided with the necessary resources and management support to fulfil their health and safety responsibilities effectively. The Chief Operating Officer has a particular health and safety responsibility to ensure that:
- (a) Aspris Children's Services procedures relating to health and safety management are applied to the services within Aspris and that Registered Managers/Service Managers/Head Teachers receive appropriate information, instruction, and training to enable them to direct and manage their businesses safely
  - (b) Health and safety standards within the business are monitored with business review meetings, regional meetings, and service meetings on an ongoing basis as well as through Business Review Meetings and where deficiencies are identified they are promptly rectified
  - (c) Adequate allowance for meeting health and safety obligations is incorporated into any business plan developed
  - (d) Ensuring that when serious incidents are reported, the most appropriate person undertakes investigations, evidence is collated, and assistance and support is provided where necessary.
- 3.6 **Aspris Operations Directors** - The Operations Directors are responsible for ongoing monitoring of the health and safety performance of their respective Service Managers/Registered Managers/Head Teachers and/or group of services and taking action to rectify any shortfalls in performance.  
They are therefore responsible for:
- (a) Providing resources and monitoring the service compliance with legislation and Aspris Children's Services health and safety standards, procedures, and policies
  - (b) Ensuring that health and safety is reviewed within regional meetings and service meetings
  - (c) Sharing best practice amongst their group of services to ensure exemplary standards of health and safety across Aspris Children's Services
  - (d) Reporting any shortfalls in safety standards to the Chief Operating Officer, within Business Review Meetings and to the Health & Safety Committee, as requested
  - (e) Supporting and assisting the Registered Managers/Service Managers/Head Teachers managers in achieving compliance with health, safety and quality standards and raising any concerns through the appropriate escalation route to ensure action is taken
  - (f) Ensuring any health and safety issues which cannot be promptly corrected are reported to the H&S Lead for advice and guidance on appropriate action
  - (g) Ensuring that for each service there is an appropriate local structure in place to ensure the implementation of local health and safety procedures and practices
  - (h) Communicating with the Health & Safety Lead and Health & Safety Advisors/Officers where necessary.
- 3.7 **Aspris Health & Safety Manager** - The Aspris Health & Safety Manager is responsible for the day-to-day coordination of Aspris Children's Services programme for managing health and safety. The H&S Manager also has line management responsibility for the Health & Safety Advisors and Health & Safety Officers. They are therefore responsible for:
- (a) Co-ordinating Aspris Children's Services relationship with the Health & Safety Executive (or equivalent in all countries of the UK), Local Authorities and Fire Authorities
  - (b) Ensuring that, through general and line managers and with the assistance of the internal specialists and relevant external consultancies, the corporate programme of undertaking and updating risk assessments for all Company activities is implemented effectively
  - (c) Coordinating the health and safety and fire risk compliance audit programme and ensuring that the results are reviewed by the Head of Governance & Risk
  - (d) Assisting with identifying the health and safety training requirements across the Company and monitoring compliance with mandatory health and safety training.
- 3.8 **Aspris Regional Health & Safety Advisors/Officers** - The Regional Health & Safety Advisors/Officers are part of the Risk and Compliance Team. They complete audits and service

support visits, providing central advice and coordination of health, safety and hospitality matters across Aspris Children's Services by developing and monitoring the systems and processes that manage, and improve the quality of health and safety, fire safety and hospitality compliance. The Health & Safety Advisors/Officers also have specific responsibilities for:

- (a) Providing technical advice, guidance and training on health, safety, fire safety and hospitality matters in relation to both Aspris Children's Services strategy and operations utilising external specialist advice and guidance as necessary
- (b) Maintaining an up-to-date knowledge of current and proposed legislation, relating to health, safety, fire safety and hospitality issues and providing interpretation of the implications of such legislation on Aspris Children's Services activities
- (c) Championing, monitoring, and assisting senior managers in determining safe working practices through robust risk assessment and local procedures
- (d) Trying to ensure that any conflict between health and safety legislation and Aspris Children's Services activities are managed by providing advice, change of policy and/or advising changes to working practice are escalated through Aspris Children's Services in accordance with the procedures
- (e) Notifying any changes required to health and safety and hospitality policies and ensuring Aspris Children's Services Manuals are kept current to comply with health and safety legislation and disseminating information as appropriate
- (f) Ensuring that communications are made about changes to health, safety, and hospitality standards and that they are acted upon in the individual service
- (g) Ensuring food preparation and catering arrangements meet food hygiene standards, Aspris Children's Services policies, and procedures and that there are adequate standards for the selection and training of those involved in the storage, preparation, or serving of food.

**3.9 General Responsibilities of all Aspris Children's Service Managers/Registered Managers/Head Teachers** - All Aspris Children's Service Managers/ Registered Managers/ Head Teachers have a legal responsibility for:

- (a) Ensuring that activities under their control are managed in a way that ensures health and safety statutory requirements are fully adhered to through compliance with all Aspris Children's Services policies and procedures relating to health and safety
- (b) Ensuring that all colleagues and temporary colleagues receive appropriate information, instruction, training, and supervision to enable them to work safely, and visitors and contractors are made aware of all safety systems in place as appropriate
- (c) Ensuring that Central Alerting System (CAS) alerts and other relevant safety alert information is circulated to colleagues, discussed at Governance meetings and processes are amended accordingly
- (d) Ensuring that health and safety standards are monitored in a systematic way and where deficiencies are identified they are promptly rectified
- (e) Incorporating into any business plan developed, adequate allowance for meeting health and safety obligations
- (f) Reporting through escalation procedures any health and safety issues, which cannot be promptly corrected, and taking action to ensure the issue is resolved
- (g) Ensuring that colleagues including temporary colleagues are regularly consulted in health and safety matters through appropriate forums such as colleague meetings, individual meetings and colleague notice boards and information sharing facilities.

**3.10 General Responsibilities of Colleagues** - All colleagues have the following responsibilities:

- (a) To act with due regard to the health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work, or on Aspris Children's Services premises
- (b) To comply with Aspris Children's Services instructions and procedures relating to health and safety and making full and proper use of any protective or safety equipment provided
- (c) To report to their supervisor or manager any serious danger to health or safety, defects in structures or equipment, or safety procedures that come to their notice and which they cannot immediately rectify
- (d) To report to their supervisor or manager any incidents which have led, or might have led to injury or damage, in addition to following the required incident reporting or recording procedure

- (e) To follow at all times Aspris Children's Services written Health & Safety policies and procedures for the work being undertaken
- (f) To report to their supervisor or manager any loss or damage to personal protective equipment, such as gloves, eye protection, hard hats, etc., so it can be promptly replaced by Aspris Children's Services
- (g) Not to interfere with or misuse anything provided to safeguard their health and safety
- (h) To only use plant, vehicles, equipment, or substances in accordance with information, instruction and training provided by Aspris Children's Services
- (i) To ensure all vehicles owned or operated by Aspris Children's Services are maintained in a safe condition and that regular inspections of the condition of the vehicles are undertaken and recorded
- (j) No manager or employee of Aspris Children's Services is authorised to initiate, or continue, any process or activity that places colleagues, or others, in danger, or is in breach of statutory obligations with respect to health and safety.

#### **4 STANDARDS AND GUIDANCE**

- 4.1 Mandatory common standards and guidance are issued periodically as Health & Safety policies to form the Aspris Children's Services Health & Safety Policy Manual. Policies are issued by e-mail from the Aspris Group Policy Manager to the service managers and are available to all colleagues on the Aspris Hub .
- 4.2 Aspris Children's Services policies cover a range of subject specific areas such as manual handling, work with display screen equipment, control of hazardous materials, general risk assessment, first aid etc. These standards are very comprehensive. However, where internal guidance does not cover a specific issue, Aspris Children's Services will adopt the practices or standards recommended in Health & Safety Executive publications, relevant National Standards, and local guidance.

#### **5 ASPRIS CHILDREN'S SERVICES HEALTH & SAFETY EVIDENCE FILES**

- 5.1 Within all the services operating under the Aspris Children's Services, there is a system of filing and evidencing health and safety documentation, including statutory checks, health and safety risk assessments and safety checks carried out locally either to ensure adherence to statutory requirements, or compliance with Aspris Children's Services policies and procedures.
- 5.2 All managers and colleagues with specific responsibilities for maintaining this documentation, mostly kept within 'Health & Safety Evidence Files' are required to do so within the timescales specified i.e., daily, weekly, monthly, quarterly.
- 5.3 All Health & Safety Evidence Files must be made available for colleagues to access freely and be available for auditing and compliance purposes. Therefore, no personal confidential information should be contained within these Evidence Files.
- 5.4 Some "personal/clinical" safety checks will be maintained within other documentation and filing systems as appropriate.

#### **6 COMPETENT PROFESSIONAL HEALTH & SAFETY SUPPORT AND ASSISTANCE**

- 6.1 When necessary, Aspris Children's Services can enlist specialist occupational health and safety consultants in support of in-house colleagues to support and advise the group, thus ensuring an adequate provision of competent person support as required by health, safety and fire safety legislation. Such consultants may also provide periodic health and safety audits and advise on changes to health and safety legal requirements and the action to be taken. Aspris Children's Services also appoints a range of specialist advisers to provide specialist fire risk assessment, medical, clinical and education advice.

#### **7. Pandemic/Epidemic Infection Outbreaks (e.g. Covid 19)**



**Children's Services  
Health and Safety**

- 7.1 Aspris Children's Services will ensure all services operate within national and local guidance to keep young people, students, and colleagues safe where additional and/or specified controls, organisational guidance, and monitoring of standards to manage Pandemic Infection outbreaks e.g., Covid-19, are required.
- 7.2 Aspris Children's Services will also provide colleagues with suitable information and guidance and the required personal protective equipment and have in place a monitoring and audit system to ensure suitable controls are in place.

**8 REFERENCES**

- 8.1 Health and Safety at Work etc. Act 1974  
Management of Health & Safety at Work Regulations 1999, Regulation 5  
Regulatory Reform (Fire Safety) Order 2005, Article 11  
Fire (Scotland) Act 2005  
Fire Safety (Scotland) Regulations 2006

**Appendix 1 - Specific Duties relating to Health & Safety**

**Associated Documents:**

- Health & Safety Policy Statement – to be displayed in all Service Reception areas
- Health & Safety Policy Statement – Easyread (with pictures)
- Health & Safety Policy Statement – Easyread (without pictures)

## APPENDIX 1

### Specific Duties relating to Health & Safety

#### 1 REGISTERED MANAGERS/SERVICE MANAGERS/HEAD TEACHERS

- 1.1 Each Registered Manager/Service Manager/ Head Teacher has overall responsibility for health and safety within their service(s). In this role, they have the support and assistance of, and advice of their locally appointed person responsible for health and safety, the Director of Governance & Risk, the Health and Safety Manager, the Regional H&S Advisor/Officer, Chief Operating Officers, Operational Directors, and the Operating Board.
- 1.2 Each Registered Manager /Service Manager/Head Teacher also has specific responsibilities for ensuring that:
- (a) Management standards adequately reflect legal requirements for health and safety and are consistent with Aspris Children's Services health and safety standards and procedures and HR policies
  - (b) At larger services there is a locally appointed individual to coordinate health and safety
  - (c) Where health and safety deficiencies are identified, a plan is produced which identifies clear responsibilities, timescales, and resources to enable these to be rectified.
  - (d) The service has a meeting in place which makes particular reference to health and safety and consists of management representatives, where appropriate the local individual responsible for health and safety, and representatives of employee safety
  - (e) Where any organisational changes are planned, adequate arrangements are put in place to ensure that health and safety is maintained and managed during, and after, the change
  - (f) The Director of Governance & Risk and H&S Manager are informed promptly of any potential RIDDOR reportable incidents and visits and recommendations made by, enforcing authority inspectors so that a coordinated response to any issues raised can be made throughout Aspris Children's Services. The Legal & Compliance Helpdesk is used to assist with this process of notification (AsprisGovernanceHelpdesk@Aspris.com)
  - (g) Time and resources are allocated to the appropriate level of investigation when incidents and accidents occur that affect the safety of colleagues, young people and students or visitors to the premises to identify root causes and prevent re-occurrence as far as possible.

#### 2 HEALTH & SAFETY LEADS AT REGIONAL AND SERVICE LEVEL

- 2.1 Health & Safety Leads at service level will have a baseline knowledge of health and safety legislation and requirements and will also have experience in the implementation and management of the Aspris Children's Services health and safety systems. Further advice should always be sought via the H&S Manager, Regional H&S Advisor or Officer or by emailing [healthandsafety@aspris.com](mailto:healthandsafety@aspris.com) where specific information and expertise is required.