

POLICY TITLE:	Health and Safety Responsibilities
Policy Number:	ACS 14
Applies to:	All services
Version Number:	04
Date of Issue:	06/08/2024
Date of Review:	31/08/2025
Author:	Debra Murray, Head of Quality - Social Care
Ratified by:	Debra Murray, Head of Quality - Social Care
Responsible signatory:	Jane Stone, Director of Governance and Risk
Outcome:	<p>This policy aims to ensure:</p> <ul style="list-style-type: none"> H&S is effectively and responsively managed in accordance with current policy and guidance in order to promote the safety of all services, children and young people, colleagues and visitors at every location.
Cross Reference:	<p>AOP06 Safeguarding Children in Education AOP06A Safeguarding Children in Residential Care AOP06F Safeguarding in Fostering Services AOP06.1 Child Protection (Scotland) AOP08 Safeguarding Adults ACS16 Governance & Monitoring Care/ Education AH&S01 Organisational Arrangements</p>
<p>EQUALITY AND DIVERSITY STATEMENT</p> <p>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.</p>	

This policy cover all parts of Aspris Services – The Care and Education Divisions; Central services and our Fostering service. For the Fostering service and the 2 operational divisions, there are local procedures that relate to some of these policies, where necessary.

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

Health and Safety Responsibilities

1 INTRODUCTION

- 1.1 In order to effectively implement this policy, each Aspris Children's Service will have local procedures in place where necessary, which explain how this policy is applied and put into practice at service level.
- 1.2 Template **ACS LP 14** is provided for this purpose and includes a key content checklist.
- 1.3 This policy should be used in conjunction with the related policies listed on the preceding page where applicable, in particular AH&S 01 Organisational Arrangements.

2 AIMS

- 2.1 Health and Safety (H&S) is effectively and responsively managed in accordance with policy and guidance in order to promote the safety of all services, children and young people, colleagues and visitors at every location.

3 SCOPE

- 3.1 This policy applies to all services, and must be used in conjunction with policy AH&S 01, and the applicable H&S, Food Safety, Housekeeping and Infection Control policy manuals.
- 3.1.1 The Service Manager may be the Registered Manager, Headteacher or other leader with delegated responsibility.

4 SITE LEVEL RESPONSIBILITIES

- 4.1 Whilst Service Managers are accountable for the H&S of their service, the service should ensure systems and structures in place promote H&S as the responsibility of everyone.
- 4.2 Service Managers may choose to identify an H&S Co-ordinator to support them in ensuring that all required documents, evidence and checks are in place, but the overall accountability for Health and Safety cannot be delegated.
- 4.3 Service Managers must ensure that they and their staff teams have completed all Mandatory Training relating to H&S.
- 4.4 Service Managers must identify on staff rosters and in handover notes the required numbers of trained Fire Marshals and First Aiders, clearly identifying each of these individuals within rota documents and handover notes.

5 EVIDENCE FILES

- 5.1 Service Managers are responsible for setting up and maintaining H&S Evidence folders in accordance with policy.

6 H&S AUDITS

- 6.1 Each service has a regular (generally annual) H&S audit completed by the H&S Team.: Service Managers should be available during the audit and for feedback. Where this is not possible, they may nominate a deputy or their H&S Co-ordinator to be available.
- 6.2 Other relevant colleagues can also be included in feedback meetings.
- 6.3 Where the Service manager has not been present at feedback they should ensure they are informed of outcomes as soon as possible following the audit.

- 6.4 An audit report clearly identifying any actions required will result from the audit, and will be sent to the service Manager (cc Area Manager/ Registered Manager/ and Quality Improvement Lead): **Service Managers must within one week of receiving the audit report develop an appropriate action plan if required**, clearly identifying 'due dates' and responsibilities for actions.
- 6.5 Updating records and Action Plans: Each Service manager (or the senior colleague they have nominated) should review, update, and add progress notes to their H&S Action Plans at least once every month until the action plan has been fully signed off by the relevant Area / Regional Director as complete.
- 6.6 The H&S Team may also request that services complete the H&S Self-Audit: In completing this audit it is essential that service managers view and assess their H&S evidence objectively and give an accurate report on the status of their H&S provisions.

7 REGULAR MINUTED H&S MEETINGS

- 7.1 Each 52 week service should hold a quarterly H&S Meeting, and term-time only services should hold a termly meeting.
- 7.1.1 For large school and colleges this may be in the form of a H&S Committee Meeting, while for smaller services this may be a Service Meeting that has H&S as a standing agenda item.
- 7.2 The attendees at these meetings will vary on a service -by - service basis, but should always include, the service manager (or their deputy), the H&S co-ordinator where identified, and at least two members of the permanent staff.
- 7.2.1 Larger services with Maintenance and Catering leads should include these colleagues in Health and Safety Meetings.
- 7.2.2 If the service manager is not present at the meeting, the meeting notes and actions must always be signed off by the service manager.
- 7.3 Whether termly or quarterly, and whether a formal H&S Committee meeting or smaller Service Meeting, meetings should all include the following agenda items, and must be recorded (**ACS Form 14** is available for this purpose):
- (a) **Review actions** from previous meeting: note actions completed/carried forward
 - (b) **H&S Audit:** Review actions and follow up (note on progress notes that these have been reviewed at the meeting)
 - (c) **Fire Risk Assessment:** Review progress with any outstanding works
 - (d) **Fire Checks:** Confirm fire checks and tests for previous period have been completed and documented
 - (e) **Review of Incidents at the service:** Learning points/themes/numbers happening
 - (f) **Environment:** A walk-around to highlight areas of concern should be undertaken by the meeting members, and findings reviewed in the meeting
 - (g) **Food safety:** Update on any changes to guidance, policy and legislation
 - (h) **Food Safety Checks:** Confirm that food safety checks for the preceding period have been completed and documented appropriately
 - (j) **Routine checks and Certificates:** Confirm that all other routine checks for the preceding period have been completed and documented appropriately
Check certification dates and highlight any outstanding and due in next period.
 - (k) **Concerns raised:** Review and address any concerns in relation to H&S raised by staff, visitors, children and young people and other stakeholders
 - (m) **Training and awareness:** Completion of H&S related eLearning modules: Review to ensure compliance. Check records and training dates for Fire Marshals and First aiders and confirm sufficient in place for period ahead

(n) **Policy/guidance changes:** Check that any H&S policy updates and changes have been disseminated at the service.

(p) **AOB**

8 REGIONAL OPERATIONAL TEAMS

8.1 Regional /Area Directors will monitor H&S management and actions using the Quality Dashboard and service Action Plans.

8.1.1 Where actions are not responded to in a timely manner Regional / Area Directors will prioritise review of H&S arrangements with the service within the next month.

8.2 Routine service visits by Regional /Area Directors include a review of the most recent H&S Committee meeting action records (for larger services) or H&S Focus Review meeting action records (for smaller services).

9 SUPPORT INTERVENTIONS

9.1 Where the Health and Safety Team identify significant concerns during an audit, and/or where the audit is rated as 'Inadequate' the H&S Manager will alert the Chief Operation Officer and Regional/ Area Director, and their own line manager.

9.2 Where significant concerns are identified a support planning call with the Regional/ Area Director and service manager will be convened to discuss and plan resolutions.

9.3 Support intervention calls may also be convened where a Service Action Plan indicates that H&S actions have not been addressed over the period of the preceding quarter.

9.4 Where necessary the relevant Quality Improvement Lead will provide support and guidance to the service in order to remedy H&S concerns.

9.5 RIDDOR investigation reports will be reviewed for lessons learnt to be shared with services to minimise future risk

10 MONITORING

10.1 Service Managers will include the monitoring of arrangements for health and safety within routine service monitoring as outlined in the Governance policy ACS 16, and this will be reviewed and challenged at Governance Meetings as described within policy ACS 16.

10.2 Health and Safety Governance Focus Group Meetings take place quarterly: See Terms of reference document for details.

10.3 At Company level H&S audits, actions and concerns are critically reviewed each month as part of Governance processes.

11 REFERENCES

11.1 Care Standards Act 2000
Children Act 2004
Children's Homes Regulations 2015
Children's Homes (Wales) Regulations 2002
Equality Act 2010
Education and Inspections Act 2006
The Education (Independent School Standards) (England) Regulations 2014
Guidance on the children's homes regulations including quality standards 2015
DfE (Current Version) Residential Special Schools: National Minimum Standards

DfE (Current Version) Keeping Children Safe in Education
Welsh Assembly (2002) National Minimum Standards for Children's Homes
Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations
2017: Welsh Statutory Instrument No. 1264 (W.295)
Scottish Government (2018) Health and Social Care Standards: My support, my life
Children and Young people Scotland Act 2014
Children and Families Act 2014
The Children and Social Work Act 2017

Associated Forms:

ACS Form: 14 - H&S Meeting Notes Template
ACS LP 14 - Health and Safety Responsibilities