Aspris College North Wales

Local Procedure Title	**Health and Safety Responsibilities**
Service	**Aspris College North Wales**
ACS Policy number and title	**ACS 14 Health and Safety Responsibilities**
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Local Procedure Author(s)	Carla Owen
Local Procedure Ratification	Checked and approved by: Daniele Kennaugh-Langford

Aims

Health and Safety (H&S) is effectively and responsively managed at Aspris College North Wales in accordance with policy and guidance in order to promote the safety of all young people, colleagues and visitors at ACNW.

This policy must be used in conjunction with policy AH&S 01, and the Food Safety, Housekeeping and Infection Control policy manuals.

ACNW Responsibilities

Daniele Kennaugh-Langford is accountable for the H&S of Aspris College North Wales, and she ensures that systems and structures are in place at the college that promotes the fact that H&S is the responsibility of everyone.

The H&S Co-ordinator, Gavin Owen supports Daniele in ensuring that all required documents, evidence and checks are in place, but the overall accountability for Health and Safety cannot be delegated.

Daniele Kennaugh-Langford ensures that they and the staff team have completed all Mandatory Training relating to H&S.

Due to the high volume of First Aiders and Fire Marshalls that work in Aspris College North Wales, there is always a sufficient amount of both on site each day.

Evidence Files

Gavin Owen is responsible for setting up and maintaining the H&S Evidence folders in ACNW and these folders are meticulously kept up to date and in accordance with policy.

H&S Audits

Aspris College North Wales has a regular H&S audit completed by the H&S Team. Daniele Kennaugh-Langford should be available during the audit and for feedback. If this is not possible, Gavin Owen and Carla Owen are available. Other relevant colleagues are also included in feedback meetings.

Where Daniele Kennaugh-Langford has not been present at feedback she will ensure she is informed of the outcomes as soon as possible following the audit.

An audit report clearly identifying any actions required will result from the audit and will be sent to the Daniele Kennaugh-Langford (cc GO/CO and Kerry Ollett, Quality Improvement Lead). Within one week of receiving the audit report, an appropriate action plan will be put in place if required, clearly identifying due dates and responsibilities for actions.

Updating records and Action Plans**:** Daniele Kennaugh-Langford, Carla Owen and or Gavin Owen will 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 Regional Director, Scott Preston as complete.

The H&S Team may also request that services complete the H&S Self-Audit: In completing this audit it is essential that service leaders view and assess their H&S evidence objectively and give an accurate report on the status of their H&S provisions.

H&S Meetings (miniated)

ACNW holds termly H&S Meetings that are attended by Daniele Kennaugh-Langford, Gavin Owen and Carla Owen.

If Daniele Kennaugh-Langford is not present at the meeting, Carla Owen to chair the meeting, notes and actions must always be signed off by Daniele Kennaugh-Langford.

All H&S Meetings will include the following agenda items, and must be recorded (**ACS Form 14** is available for this purpose):

Review actions from previous meeting: note actions completed/carried forward.

H&S Audit: Review actions and follow up (note on progress notes that these have been reviewed at the meeting).

Fire Risk Assessment: Review progress with any outstanding works.

Fire Checks: Confirm fire checks and tests for previous period have been completed and documented.

Review of Incidents at the service: Learning points/themes/numbers happening.

Environment: A walk-around to highlight areas of concern should be undertaken by the meeting members, and findings reviewed in the meeting.

Food safety: Update on any changes to guidance, policy and legislation.

Food Safety Checks: Confirm that food safety checks for the preceding period have been completed and documented appropriately.

Routine checks and Certificates: Confirm that all other routine checks for the preceding period have been completed and documented appropriately and to check certification dates and highlight any outstanding and due in next period.

Concerns raised: Review and address any concerns in relation to H&S raised by staff, visitors, and young people.

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

Policy/guidance changes: Check that any H&S policy updates and changes have been disseminated at ACNW.

AOB

Regional Operational Teams

Scott Preston, Regional Director will monitor H&S management and actions using the Quality Dashboard and service Action Plans.

Where actions are not responded to in a timely manner, Scott Preston will prioritise a review of H&S arrangements with the service within the next month.

Routine service visits by Scott Preston will include a review of the most recent H&S action records.

Where necessary, Kerry Ollett the Senior Quality Improvement Lead will provide support and guidance to the service in order to remedy H&S concerns.
Support Interventions
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 Managing Director and Regional Director, and their own line manager. Where significant concerns are identified a support planning call with the Regional Operations Director and service manager will be convened to discuss and plan resolutions. 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. RIDDOR investigation reports will be reviewed for lessons learnt to be shared with services to minimise future risk
Monitoring
Daniele Kennaugh-Langford will include the monitoring of arrangements for health and safety within routine service monitoring as outlined in the Governance policies ACS 16, and this will be reviewed and challenged at Governance Meetings as described within policy ACS 16. Health and Safety Governance Focus Group Meetings take place quarterly, At Company level H&S audits, actions and concerns are critically reviewed each month as part of Aspris Governance processes.

Contents Checklist (Local Sites may add additional items – this is a core list)			
H&S Leader		H&S Training	
H&S co-ordination responsibility		H&S Meetings	
Responsibility for maintaining evidence files		Monitoring	
Responsibility for routine H&S checks			
Maintaining the H&S Action Plan			

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions