

Local Procedure Title	Health and Safety Responsibilities
Service	Aspris College South Wales
ACS Policy number and title	ACS 14 Health and Safety Responsibilities
Local Procedure template reference	ACS LP 14
Local Procedure date	05/01/2026
Local Procedure review date	05/01/2026
Local Procedure Author(s)	Joanne Phillips
Local Procedure Ratification	Checked and approved by: Kath Lawler

Aims
Health and Safety (H&S) is effectively and responsively managed at Aspris College South Wales in accordance with policy and guidance in order to promote the safety of all young people, colleagues and visitors at ACSW. This policy must be used in conjunction with policy AH&S 01, and the Food Safety, Housekeeping and Infection Control policy manuals.
ACNW Responsibilities
Kath Lawler 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, Laura Thomas supports Kath in ensuring that all required documents, evidence and checks are in place, but the overall accountability for Health and Safety cannot be delegated. Kath Lawler 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 South Wales, there is always a sufficient amount of both on site each day.
Evidence Files
Laura Thomas is responsible for setting up and maintaining the H&S Evidence folders in ACSW and these folders are meticulously kept up to date and in accordance with policy.
H&S Audits
Aspris College South Wales has a regular H&S audit completed by the H&S Team. Kath Lawler should be available during the audit and for feedback. If this is not possible, Layra Thomas and Joanne Phillips are available. Other relevant colleagues are also included in feedback meetings. Where Kath Lawler 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 Kath Lawler (cc GO/CO and the 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: Kath Lawler and Laura Thomas 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
ACSW holds termly H&S Meetings that are attended by Kath Lawler, Laura Thomas and Joanne Phillips. If Kath Lawler is not present at the meeting, Joanne Phillips will chair the meeting, notes and actions must always be signed off by Kath Lawler. All H&S Meetings will

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<p>include the following agenda items, and must be recorded (ACS Form 14 is available for this purpose):</p> <p>Review actions from previous meeting: note actions completed/carried forward.</p> <p>H&S Audit: Review actions and follow up (note on progress notes that these have been reviewed at the meeting).</p> <p>Fire Risk Assessment: Review progress with any outstanding works.</p> <p>Fire Checks: Confirm fire checks and tests for previous period have been completed and documented.</p> <p>Review of Incidents at the service: Learning points/themes/numbers happening.</p> <p>Environment: A walk-around to highlight areas of concern should be undertaken by the meeting members, and findings reviewed in the meeting.</p> <p>Food safety: Update on any changes to guidance, policy and legislation.</p> <p>Food Safety Checks: Confirm that food safety checks for the preceding period have been completed and documented appropriately.</p> <p>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.</p> <p>Concerns raised: Review and address any concerns in relation to H&S raised by staff, visitors, and young people.</p> <p>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</p> <p>Policy/guidance changes: Check that any H&S policy updates and changes have been disseminated at ACSW</p> <p>A.O.B.</p>
<p>Regional Operational Teams</p> <p>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. ACS LP:14 Health & Safety Responsibilities Local Procedure Where necessary, Kerry Ollett the Senior Quality Impro</p>
<p>Support Interventions</p> <p>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</p>
<p>Monitoring</p> <p>Kath Lawler 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.</p>

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Contents Checklist (Local Services 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