

Local Procedure Title	Health & Safety
Service	Strathmore college
ACS Policy number and title	AH&S01
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Local Procedure Author(s)	Susan Hackney
Local Procedure Ratification	Checked and Approved by: Danielle Samuel (Principal)

It is Company policy to ensure the health, safety, and welfare of our young people and students, colleagues, and others who may be affected by our activities and services, so far as is reasonably practicable. To achieve this, we 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 is committed to providing adequate resources to ensure this is effectively implemented.

1.0 Responsibilities

The CEO has overall responsibility for H&S. The Board have responsibility as outlined in the H&S policy AH&S01.

The Principal has responsibility to ensure activities under their control are managed in a way that ensures health & safety. To provide information and ensure training. Accidents and Incidents are reported and standards monitored.

All staff have 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 premises. To use PPE as required and to report any defects.

2.0 Evidence Files

Health and safety documentation, including statutory checks, are to be kept in the Health and Safety evidence file.

These are updated by Maintenance and the Principal either daily, weekly, monthly Quarterly. (AH&S01.5)

3.0 RIDDOR

The following must be reported under RIDDOR

- Fatalities/Death
- Specified injuries of colleagues
- Over seven-day injuries to colleagues
- Occupational Diseases
- Dangerous Occurrences

incidents which require immediate reporting under RIDDOR (fatalities only) should be reported via telephone service on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5.00 pm)

All other RIDDOR incidents may be reported by completing an online form over the Internet at [HSE](#).

4.0 PPE (Personal Protective Equipment)

Personal protective equipment (PPE) refers to equipment and clothing (including clothing affording protection from extremes of temperature, weather, protection from physical injury) used or worn by a person at work. The most common examples of PPE may include, equipment such as disposable gloves, disposable aprons, eye protection, protective footwear, hearing protection, face mask or respirator and high visibility clothing etc.

All colleagues are responsible for;

- a) wearing, storing and maintaining the PPE in accordance with training and the manufacturer's instructions.
- b) reporting any defects in PPE, adverse effects from wearing PPE provided (such as dermatitis from rubber or latex gloves), or other concerns to their line manager. (AH&S32)

5.0 Risk Assessment

Risk assessments should identify when a 'service specific' risk assessment is required or where specific risk assessments are required to meet the requirements in the areas of noise, moving and handling, display screen equipment, violence, work equipment or hazardous substances. (AH&S35)

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions