

<b>POLICY TITLE:</b>	<b>Health &amp; Safety Policy, Organisation and Arrangements</b>
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<b>Applies to:</b>	All Aspris Services
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<b>Policy Owner:</b>	Paul Collin - Health and Safety Manager
<b>Ratified by:</b>	Paul Collin - Health and Safety Manager
<b>Responsible Signatory:</b>	Katie Dorrian - Director of Quality and Governance
<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
<b>EQUALITY AND DIVERSITY STATEMENT</b> 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 Aspris' 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 policy is effectively implemented.

We are committed to achieving high-quality services using professional, competent, 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 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 is kept under review to ensure adequate standards are maintained.

We consult with colleagues on health and safety matters using colleague representatives and meetings to actively promote colleague engagement in the effective implementation of health and safety policies.

We provide temporary or contract colleagues or volunteers, through our due diligence and induction systems, the same health and safety standards 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 their health and safety, as well as that of others.

Where we acquire new businesses, Aspris 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 put in place an action plan for the implementation of those recommendations.

When 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 and this policy is reviewed annually by the Executive Team and at any other time when there are significant changes in Aspris or its activities.

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

Charles Coney, Aspris Chief Executive Officer



**07 June 2025**

## **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 by considering written reports from the Director of Quality and Governance 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** - has overall responsibility for health and safety matters within Aspris. The Chief Executive Officer is also responsible for the general oversight of Aspris management of health and safety and, in consultation with the General Counsel & Company Secretary and Director of Quality and Governance, 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 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 Director of Quality and Governance meets quarterly, and considers health and safety matters at each meeting by way of receiving upwards reports from within the Aspris 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 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 to identify potential risk to young people, students, colleagues 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** - 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

- (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 Quality and Governance** - reports to the Head of Legal and has line management responsibility for the Health & Safety Manager. The Director of Quality and Governance 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 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 as deemed appropriate to promote an opportunity for shared learning
- (e) Highlighting risk areas across Aspris and communicating as deemed appropriate to promote an opportunity for shared learning
- (f) Overseeing the management of complaints in accordance with Aspris 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 facilities and buildings in a safe condition and 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 People Team Director, ensuring that standards of minimum health and safety training for key groups of colleagues are developed and incorporated into Aspris 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 Registered Managers/Service Manager/Head Teachers there is an adequately resourced and trained individual to provide assistance on the implementation of local health and safety procedures and practices.

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

- (a) Ensuring Human Resources management standards adequately reflect legal requirements for health and safety and are consistent with Aspris health and safety standards and procedures and Human Resources policies
- (b) In consultation with the Director of Quality and Governance 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 procedures relating to health and safety management are applied to the services within Aspris and that Registered Managers, Head Teachers and Area/Regional Directors 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 Area/Regional Directors** - are responsible for ongoing monitoring of the health and safety performance of their respective Registered Managers/Head Teachers/College Principals 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 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
  - (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 Registered Managers/Head Teachers 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 team where necessary.
- 3.7 **Aspris Health & Safety Manager** - is responsible for the day-to-day coordination of Aspris 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 relationship with the Health & Safety Executive, 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 and policy for all Aspris 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 Director of Quality and Governance
  - (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** - 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 by developing and monitoring the systems and processes that manage, and improve the quality of health and safety, fire safety and hospitality compliance. Health & Safety Advisors/Officers also have specific responsibilities for:

- (a) Providing competent advice, guidance and training on health, safety and fire safety matters in relation to both Aspris strategy and operations
- (b) Maintaining an up-to-date knowledge of current and proposed health, safety and fire safety legislation and providing practical interpretation and guidance on the application of such legislation on Aspris 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 activities are managed by providing advice, change of policy and/or advising changes to working practice are escalated through Aspris in accordance with the procedures
- (e) Notifying any changes required to health and safety and hospitality policies and ensuring Aspris 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
- (g) Ensuring food preparation and catering arrangements meet food hygiene standards, Aspris policies, and procedures.

**3.9 General Responsibilities of all Aspris Managers/Registered Managers/Head Teachers/College Principals - 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 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) Ensuring accidents and incidents are reported and recorded
- (f) Incorporating into any business plan developed, adequate allowance for meeting health and safety obligations
- (g) Reporting through escalation procedures any health and safety issues, which cannot be promptly corrected, and taking action to ensure the issue is resolved
- (h) 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 premises
- (b) To comply with Aspris 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 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

- (i) To ensure all vehicles owned or operated by Aspris 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 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 Health & Safety Policy Manual. Policies are issued by e-mail from the Aspris Group Policy Manager to the Registered Managers/Head Teachers and are available to all colleagues on the Aspris Hub .
- 4.2 Aspris 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 will adopt the practices or standards recommended in Health & Safety Executive publications, relevant National Standards, and local guidance.

#### **5 ASPRIS HEALTH & SAFETY EVIDENCE FILES**

- 5.1 Within all the services operating under the Aspris, there is a system of filing and evidencing health and safety documentation, including statutory checks, health and safety risk assessments and local safety checks to ensure adherence to statutory requirements, or compliance with Aspris 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 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 also appoints a range of specialist advisers to provide specialist fire risk assessment, medical, clinical and education advice.

#### **7. PANDEMIC/EPIDEMIC INFECTION OUTBREAKS**

- 7.1 Aspris 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 infection outbreaks, are required.
- 7.2 Aspris will also provide colleagues with the required Personal Protective Equipment (PPE), suitable information, training and guidance. Aspris will also have in place a monitoring and audit system to ensure suitable controls are in place and maintained.



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

**Associated Documents:**

Health & Safety Policy Statement – to be displayed in 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/HEAD TEACHERS/COLLEGE PRINCIPALS

- 1.1 Each Registered Manager/Head Teacher/College Principal 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 Quality and Governance, the Health and Safety Manager, the Regional H&S Advisor/Officer, Chief Operating Officers, Area/Regional Directors, and the Operating Board.
- 1.2 Each Registered Manager/Head Teacher/College Principal also has specific responsibilities for ensuring that:
- (a) Management standards adequately reflect legal requirements for health and safety and are consistent with Aspris 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 Quality and Governance 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 Aspris Governance 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 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.