

JUNE 2021



HEALTH AND SAFETY POLICY

APAC

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ACADEMY OF PLAY AND CHILD PSYCHOTHERAPY
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Statement of intent

APAC as an independent training provider is committed to ensuring that all staff, students and apprentices are able to work in an environment which is safe from undue harm or injury, and that potential risks are appropriately identified and mitigated.

All staff have the right to work in an environment which has been appropriately risk assessed in order to prevent injuries or illness through work and learning, in accordance with the Health and Safety at Work Act 1974.

APAC have a duty to ensure the health and safety of everyone while attending training at APAC training venues, and whilst working on-the-job. The overall responsibility for ensuring everyone's health and safety is that of APAC, however, all staff, students and apprentices are also encouraged to take responsibility for their own safety, and that of those around them, in line with this policy.

APAC have a duty to ensure that employers engaged with Apprenticeships have appropriate arrangements in place to manage their health and safety.

Responsibilities for health and safety

Within APAC the following are responsible for maintaining health and safety, responsibilities are detailed below:

- Monika Jephcott: Overall responsibility for health and safety
- Maria Bayne: Day-to-day responsibility for ensuring this policy is followed
- Eileen Braham: Training Health and Safety and Risk Assessments
- Course Directors: Responsible for learner's health and safety during training blocks.

Overall health and safety responsibilities include acting appropriately on risks identified through risk assessments, consulting with staff and learners, recording and reporting of accidents where appropriate, and ensuring that staff are adequately trained and up-to-date with first aid.

Day to day responsibilities include maintaining and replacing equipment where necessary, recording injuries or risks as identified, recording the completion of staff first aid training, ensuring fire and evacuation plans are in place and that all staff have read and remain up-to-date with health and safety policies.

Course Director responsibilities include risk assessment of training activities, resources and equipment, acting on any immediate dangers, supervising students and apprentices and ensuring they are following appropriate health and safety practice, **being trained and current with first aid** and workplace related injuries, and disseminating appropriate fire and evacuation procedures at each training block in the event a fire should occur.

Training Venues responsibilities are to risk assess the venues and ensure they meet the Health and Safety at Work Act 1974 including Fire Risk Assessment and evacuation procedures; venue risk assessments are communicated to APAC as part of the contract of hire.

APAC's responsibilities

- Safeguard the health, safety and welfare of employees.
- Perform risk assessments of all work and training environments, and act on those risks when found or reported, including ensuring risk assessments are performed by all employer groups accepting apprentices.
- Provide a written health and safety policy which is reviewed and updated regularly.
- Provide health and safety training.
- Provide a safe place of work/ learning.
- Provide safe equipment and materials.
- Provide adequate PPE as required.
- Provide safe means of entry and exit, including in emergencies such as a fire.
- Provide adequate facilities at all work and training venues such as toilets, drinking water and first-aid facilities.
- Have appropriate insurance for premises and staff, students and apprentices.
- Work with any other employers or contractors coming into APAC that everyone's health and safety is protected.
- APAC have a duty to ensure that employers engaged with Apprenticeships have appropriate arrangements in place to manage their health and safety.

All Staff and Responsibilities

- Read the organisation's Health and Safety Policy, Risk Assessments and any information deemed necessary.
- Be familiar with the location and the venues risk assessment, fire operation of all fire-fighting equipment, reporting any concerns about its maintenance to the Health and Safety Officer.
- Be familiar with the locations and contents of First Aid boxes.
- Report any health and safety concerns to the health and safety officer
- Close all windows and switch off all heaters and computers at the end of the working day: not wedge open fire doors; keep escape routes free from obstruction.
- Ensure that power points are switched off and plugs removed from sockets when not in use and covered by protectors; that there are no trailing wires, computer leads etc.
- Ensure that all stairs, steps and passageways are kept free from obstruction and slippery surfaces; all spillages must be wiped up immediately.
- Not recklessly or intentionally interfere with, or misuse anything provided in the interests of health and safety or welfare.
- Wear protective equipment or clothing as required.

Course Directors' responsibilities

- Ensure that persons using the premises are reasonably protected in respect of health and safety.
- Know the emergency procedures in respect of fire and first aid.
- Provide safe means of entry and exit, including in emergency situations.

- Ensure adequate facilities are available at all training venues.
- Act on any immediate risks identified by staff, students or apprentices to ensure the health and safety of all people present is maintained.
- Report any injuries or risks identified to the health and safety officer at the next available opportunity.

Students and Apprentice responsibilities

- Cooperate with their employer/course director in respect of health and safety issues.
- Know the emergency procedures in respect of fire and first aid. If these are not known, ask the course director or employer present.
- Follow safe working procedures personally.
- Safeguard their own and others' health and safety.
- Not recklessly or intentionally interfere with, or misuse anything provided in the interests of health and safety or welfare.
- Wear protective equipment or clothing as required.
- Report any health and safety concerns, or any injuries to the course director/ employer as appropriate.

Additionally on-the-job:

- Exercise effective supervision of children and ensure that they know of the fire emergency procedures when training on-the-job.
- To take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- To ensure that if they organise projects/activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures are implemented.
- To use work equipment provided correctly, in accordance with instructions and training.
- To take part in any health and safety training identified as necessary by the Manager responsible such as the Health and Safety Officer.
- To be good role models – always vigilant and careful.

APAC's Arrangements for health and safety

To reduce and minimise the risk to individual's personal safety APAC undertake a number of processes as follows:

- Risk assessments are undertaken to identify what could cause injury and illness to staff, students, apprentices, visitors.
- Risk assessments are carried out and reviewed periodically during the year to ensure we have considered what the hazards are, which could possibly cause harm or illness.
- APAC consider who could possibly be harmed and the level of risk (severe, moderate, minimal) and what action APAC can take to eliminate the hazard, or if it is possible to control or reduce the risk if suitable measures are put in place.
- APAC consider what controls are already in place to minimise the risks, if further action is required to take control of the risks identifying who needs to carry out the risk mitigation action and a timescale.

A risk assessment form is used detailing the above, also included is the H&S officers' details, date and time of completion. Risk Assessments are circulated to staff and discussed in team

meetings to ensure everyone is aware of the procedures. Health and Safety is an agenda item at each meeting, staff are encouraged to raise Health and Safety concerns as and when they arise with the Health and Safety Officer.

Training

Health and safety awareness training is provided to all staff, this is part of the induction process for new staff. Staff undertake H&S training every three years. The APAC office has a Fire Warden with appropriate training.

All staff are required to read the Health and Safety policy and to inform the Health and Safety officer of any risks which arise which have not been considered on the risk assessment.

Provide personal protective equipment to anyone who undertakes work or training with APAC during the pandemic.

Arrangements for staff and students working remotely, all Course Directors work from training venues which means they often work alone. A Lone Worker Policy is provided to all Course Directors which is read and signed by the Course Director, this includes an emergency contact if a situation arises which could or does impact on the health and well-being of the Course Director, student, apprentice.

Evacuation

The APAC office has a clearly displayed evacuation plan/route out of the office. The plan identifies where staff should congregate in the event of an evacuation which is safely away from the office.

Reporting health and safety concerns

APAC staff should report a health and safety concerns as soon as possible once identified to the Health and Safety Officer. Where a health and safety concern are identified at a training venue it is important to first raise this with the training venues Health and Safety Officer and to also notify APAC's health and Safety Officer who will follow-up with the training venue. Employers will take responsibility for the Health and Safety of apprentices whilst they undertake their apprentice work.

Reporting incidents or accidents

Incidents and accidents should be reported as soon as possible to the Health and Safety Officer. Where an incident or accident occurs at a training venue as a result of unsafe, inadequate or dangerous equipment an incident or accidents reporting form should be completed and handed to the venues Health and Safety Officer. Where an accident has occurred and the injured person cannot complete the form, a form should be given to the injured party to complete once they are able to. The Course Director should ask for witness statements from anyone who observed the incident/accident. Once collated a copy should be taken, the originals given to the training venues health and safety officer and the copy sent to the APAC's Health and Safety Officer.

In the event of a member of APAC's staff, student or an apprentice sustaining an injury which requires medical attention, an ambulance will immediately be called. Once the paramedics

have attended and if the decision is made to transport the injured person to hospital the persons next of kin will be contacted. The next of kin will be informed of which hospital they are being taken to.

This policy will be reviewed annually and updated as needed. All staff are required to read this policy and refer to it as needed.

Related guidance:

APAC Health and Safety Policy links to:

The Health and Safety at work Act 1974

Management of Health and Safety at Work Regulations 1999

Lone Worker Policy 2020

Fire Safety in the Workplace Policy 2020

Policy Written	October 2019
Author of policy	Jeff Thomas
Policy Reviewed	06/06/2021
Reviewing Officer	Eileen Braham
Date of next annual review	
Reviewing Officer	