

## Health and Safety Policy

The ASA awarding organisation is committed to ensuring the health and safety of all of its employees and any other individual involved with ASA qualifications. The ASA awarding organisation will ensure that appropriate advice is provided to allow for safe attitudes within the working environment. For the purposes of this policy, the ASA awarding organisation will be referred to as ASA AB.

### Policy aim and purpose

The aim of this policy is to enable all employees and individuals involved with ASA qualifications to be aware of potential hazards within the working environment and allow them to identify methods of minimising risk to themselves and to others. The ASA AB strives to develop, promote and maintain a high standard of health, safety and welfare. In order to achieve this, the ASA AB will provide sufficient training and advice to those individuals, thus ensuring that those individuals are suitably upskilled.

### Activities in place to maintain health and safety

The ASA AB has a number of processes in place to ensure the safety and wellbeing of all involved with ASA qualifications:

- Identifying and assessing health and safety risks arising from work activities, providing adequate control measures and regular reviews to maintain a safe working environment
- Supporting high standards of communication, training and continuing professional development of all employees and individuals involved with ASA qualifications
- Providing and communicating health and safety laws, rules and guidelines to ASA Approved Centres in relation to their employee obligations and health and safety
- Recording and investigating incidents, accidents and cases of work-ill health, in order to prevent re-occurrence and become a 'learning organisation'
- Maintaining a business continuity plan to minimise disruption in the event of a disaster within one of the used premises
- Reviewing and revising this policy at regular intervals and in any case to be reviewed annually by the responsible officer.

## Areas of high risk

It is imperative that a risk assessment is carried out on the potential hazards that may occur within the working environment. The ASA AB has identified the below high risk areas for its employees and consultants and therefore has advised the following:

### Working alone within the organisations premises

There may be times when it is necessary to be within the organisations premises outside of normal working hours. In order to ensure that this situation is managed as safely as possible, the following guidelines are issued:

- The responsibility for health and safety not only rests with the employer but also the employee
- Where possible, individuals should aim to reduce the likelihood of this situation from arising. If this is not possible, the following action should be taken:
  - The individual should take responsibility for their own health and safety by ensuring that someone is aware of where the individual is working and the time they should be expected to finish
  - Should the individual decide to remain beyond the expected time, contact should be made with the notified person that there has been a change in schedule
  - The individual must ensure they do not carry out activities for which they have not received appropriate training, refrain from lifting excessive weight or ascending ladders and avoid using lifts whilst alone within the premises.

### Working alone within another organisations premises

Occasionally a consultant may be required to visit a Centre's premises; in this instance, the following guidelines are issued:

- The individual must adhere to the Centres health and safety guidelines whilst in the premises
- It is essential that the individual is familiar with the fire safety procedures within the premises and ensure they are aware of fire escape routes in case of emergency
- The individual must ensure they do not carry out activities for which have not been requested by the ASA AB
- The individual must refrain from lifting excessive weight or ascending ladders.

### Fire safety

- Electrical equipment must be utilised in a safe and sensible way, ensuring electrical sockets are not overloaded and that electrical equipment is turned off overnight
- Wedging open a fire door is a breach of the Regulatory Reform Order 2005 and is a criminal offence

- The fire detection system and emergency lighting at key exits must be tested at regular intervals by the responsible officer
- In the event of a fire alarm, all individuals must exit the premises via the nearest fire exit and gather in the designated fire assembly point
- In the event of failure of the fire detection system, individuals may manually operate this by breaking the glass covering a fire call point to prompt the evacuation process
- The use of fire extinguishers should only be used if necessary to clear an escape route to the exit
- In the event that an individual is based at another Centre, it is essential that they familiarise themselves with the Centres own fire safety policy.

### **Electricity at work**

- All portable electric items used within the premises must be tested by law to ensure that they are safe to use
- Do not remove the testing label from any electrical equipment as this is proof that testing has taken place
- Do not bring electrical appliances into the premises unless there is a current test label confirming that it has been tested to the required standard.

### **Monitoring and review**

This policy and its procedures will be reviewed annually, to ensure it remains fit for purpose and reflects the types of health and safety issues that may arise and how those risks are managed.

The next date for review will be 31<sup>st</sup> May 2013.