



# Health and Safety Policy



## Health and Safety at Work Act, 1975

### Statement of APA Procurement and Supply Training (APA) Health and Safety Policy

#### **PART ONE: General Statement of Policy, Duties & Responsibilities**

##### **1.1 Policy Statement**

APA Procurement and Supply Training recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both direct employees and contractors.

It is the policy that anyone engaged in work on behalf of or for APA Procurement and Supply Training to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons with whom we are in direct contact whether in person or online to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, and supervision to enable everyone to avoid hazards and contribute to their own safety and health;

- Provide specific information, instruction, and direction to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may be involving or impacted by APA activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the APA arising out of or in connection with APA activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers may be expose while undertaking any activity associated with services provided by APA.

## **1.2 Statutory Duty of APA**

APA will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers, learners and of any other stakeholders with whom we work or provide services to, and in general, to:

- Make APA facilities safe and without risks to health;
- Ensure that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give staff, contractors and learners the information, instruction, training and supervision necessary for their health and safety.

In particular, APA will:

- Assess the risks to health and safety of its staff and learners;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Implement appropriate health and safety protocols based on current guidelines and best practices.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Ensure that workplaces and facilities satisfy health, safety and welfare requirements, eg for ventilation, lighting and for sanitary facilities;

- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.
- Provide mental health support resources for employees.
- Develop policies and procedures to ensure the health and safety of remote workers, where applicable.
- Provide training on emerging risks and hazards related to new equipment or processes.
- Promote environmental health and sustainability initiatives within our organization.

### **1.3 Statutory Duty of APA Employees and Contractors**

APA expects workers and learners to observe their statutory duties. These include:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with APA on health and safety; and adhere to health and safety protocols and guidelines.
- Participate in relevant training and awareness programs.
- To use work items provided by APA correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- Report any safety concerns, accidents, or near misses promptly and accurately.
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by APA;
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

## 1.4 Policy for Visitors

Visitors are required to comply with health and safety protocols and report any concerns regarding their safety promptly. Specific procedures for visitor management and safety measures will be communicated upon arrival.

On arrival all visitors should be directed to the tutor of the class or representative of APA. This person is to take responsibility for informing visitors of the Health & Safety procedures. They are also responsible for assisting visitors in their evacuation from the building during an emergency or arranging help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must report to reception and sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Visitors to APA premises should report any concerns relating to their own safety or suspected unsafe working practices to APA.

## PART TWO: Organisation of Health and Safety

### 2.1 Health and Safety Representative

*The current Health & Safety Representative is Ian Penman*

APA will appoint a Health and Safety representative (both of themselves and of staff) to oversee health and safety matters, including conducting regular inspections and ensuring compliance with relevant regulations and guidelines.

Responsibilities of the Health and Safety representative include:

- To have a broad overview of Health and Safety matters;
- To keep the Organisation's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled;
- To report to the APA Board on their performance of these responsibilities.

### Safety Tours

The Health and Safety representative shall carry out 12-monthly tours and inspections of the premises and make a report to the next ordinary meeting of the APA Board. All necessary actions resulting from the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident File.

## **2.2 Health and Safety Rules**

All staff and contractors must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which APA may publish from time to time.

### **Accident Recording**

Any injury suffered by a worker or visitor in the course of employment or otherwise on the APA's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations.

### **Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of APA in relation to fire.

### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the APA and any directions for the use of such must be followed precisely.

### **Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

### **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

### **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

### **Display Screen Equipment**

APA recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Staff and learners are advised to ensure that they take a five minute break from the display screen equipment where possible at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

### **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are strictly prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

## **PART THREE: Arrangement and Procedures**

The Health and Safety representative is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed.

### **3.1 First Aid and Accident Procedure and Reporting**

#### **Emergencies**

In the event of an emergency and/or a person being in danger, the first and immediate action should be to call 999 for assistance, and follow the instructions provided by the emergency services.

If staff become aware of someone in danger whilst working remotely, (for example should a person become ill whilst taking part in a video call) it should not be assumed that someone at their location is assisting. Staff members should continue to follow the emergency procedure and call 999 if needed.

#### **First Aid**

Should first aid be required, rooms with First Aid boxes are indicated by a white cross on a green background with first aid written beneath the cross. The nearest is to be found in the kitchen.

The name of the nearest qualified "First-aider" and his/her location is found in or near the box, or by contacting reception.

#### **Accident Reporting**

The priority is to ensure the safety of all persons, and the removal of all persons from danger. When it is safe to do so, all accidents and emergencies should be reported as promptly as possible to the Health & Safety representative.

### **3.2 Fire Drills and Evacuation Procedures**

All persons arriving at APA premises will be informed of the following Fire and Evacuation Procedures:

## APA Fire and Evacuation Procedures

Determine, at your first attendance, the procedures to be followed in the event of fire:

- Nearest escape route
- Nearest fire alarm
- Nearest internal telephone
- Nearest fire extinguisher
- Assembly point in the event of a fire

DO NOT enter the storage area of the building or any offices other than classrooms or rest areas except in the presence of your lecturer/tutor;

*To ensure your safety; you must not misuse or interfere with health and safety equipment provided.*

*To ensure your safety; you must always use the safety devices and protective equipment provided.*

*Ensure you are wearing the prescribed safety clothing and footwear recommended for the designated work areas.*

*You must use and follow agreed safety procedures and practices in which you are instructed and comply with College rules established on your behalf.*

*Ensure you maintain a tidy work area and keep floor areas safe and clear for access.*

### 3.3. Emergency Evacuation

In the event of a FIRE: Immediately raise the alarm by breaking the glass of the nearest fire alarm point.

- Contact RECEPTION immediately to give details of the location of the fire.  
*Give your name, the location and size of the fire*
- If you know how to use one, use an appropriate fire extinguisher. But NEVER put yourself at risk if you are unsure
- Reception will telephone the Fire Station immediately the alarm is raised
- On hearing the Fire signal: (a continuous but variable pitch siren).  
Leave the building immediately via the nearest safe exit, ensuring all windows and doors are closed and all gas and electrical supplies are turned off

Assemble at the assembly point designated for your area

**DO NOT** stop to collect personal belongings

**DO NOT** use lifts under any circumstances, (power could be lost at any time)

### 3.4 Terror Incident Response and Emergency Procedures (incl. Lockdown)

- **Evacuation:** In the event of a suspected terrorist incident, staff & visitors will follow the emergency evacuation process as above.
- **Lockdown:** If evacuation is not possible, staff will secure rooms, turn off lights, and instruct all persons to remain silent to minimise detection.

## Section 4: Pandemic Preparedness

APA Procurement and Supply Training recognizes the potential risks posed by pandemics and is committed to ensuring the health and safety of its workers and visitors during such events.

While specific measures may vary depending on the nature of the pandemic, APA will implement the following general guidelines:

**Risk Assessment:** APA will conduct regular risk assessments to identify potential threats posed by pandemics and develop appropriate response plans.

**Communication:** APA will maintain open and transparent communication with all stakeholders regarding pandemic-related risks, updates, and protocols. This includes disseminating information on prevention measures, symptoms, and reporting procedures.

**Preventive Measures:** APA will implement preventive measures to reduce the spread of infectious diseases, such as promoting good hygiene practices, providing access to handwashing facilities and hand sanitizers, and encouraging the use of personal protective equipment (PPE) when necessary.

**Remote Work:** Where feasible, APA may implement remote work arrangements to minimize the risk of transmission among workers. This includes providing necessary resources and support for remote work, such as access to technology and communication tools.

**Travel Restrictions:** APA may impose travel restrictions or guidelines to limit exposure to affected areas and mitigate the spread of infectious diseases.

**Health Monitoring:** APA may implement health monitoring measures, such as temperature checks and health screenings, to identify and isolate individuals with symptoms of illness.

**Response and Contingency Planning:** APA will develop comprehensive response and contingency plans to address potential disruptions caused by pandemics, including measures to ensure business continuity and the provision of essential services.

**Training and Education:** APA will provide training and education to employees on pandemic preparedness, including information on prevention, response procedures, and available support resources.

**Collaboration:** APA will collaborate with relevant authorities, organizations, and stakeholders to coordinate response efforts and share best practices in pandemic preparedness and response.

**Continuous Review and Improvement:** APA will continuously review and update its pandemic preparedness plans and protocols based on evolving threats, lessons learned from previous experiences, and emerging best practices in public health.

By adhering to these guidelines, APA aims to mitigate the impact of pandemics on its workforce, visitors, and operations, while safeguarding the health and well-being of all stakeholders.

## Policy review

This policy statement and/or the procedures for its implementation may be altered at any time by the directors of APA. The statement and the procedures are to be reviewed each year and, where appropriate, reviewed after every reported Health & Safety incident. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made and noted in Board Meetings.

***We request that our Staff, Associates and Visitors respect this Policy, a copy of which will be available on demand.***

**Approved by the Senior Management Team APA.**

Last reviewed March 2025.