



Workplace Health and Safety Assessment Procedure (HASP)

Aims and Objectives

The aim of this procedure is to judge whether a company workplace meets health and safety requirements for learners who are undertaking work based training. It is to ensure that the learner is placed in a safe, healthy and supportive working environment where they can get a good quality work experience with the protection that they are entitled to receive. It also ensures equal protection to trainers and assessors who visit learners in the workplace.

Responsibilities

1. All IPS staff will maintain competence in Health and Safety through training and CPD
2. The IPS Director with responsibility for Health and Safety will oversee the IPS HASPS system and,
 - 2.1. Receive quarterly reports on performance.
 - 2.2. Maintain the IPS HASPS system up to date with legislation and regulations
 - 2.3. Advise trainers and assessors on health and safety and best practice
3. The IPS Senior Managers and Managers will,
 - 3.1. Ensure that trainers and assessors do the IPS HASPS assessment for each company workplace and will quality assure each completed IPS HASPS form.
4. The IPS trainers and assessors will,
 - 4.1. Carry out the IPS HASPS by following this procedure
 - 4.2. Ensure that the company workplace representative is at an appropriate management level and is the person with responsibility for ensuring health and safety.
 - 4.3. When assessing whether the IPS HASPS standards are met the IPS trainer or assessor will make judgements based on actual evidence and make decisions based on whether control measures reduce the risk to learners to an acceptable level.
 - 4.4. Where an IPS HASPS results in an action plan the trainer or assessor must notify his manager and monitor the action plan against the agreed targets,
5. The IPS support team will maintain the IPS HASPS form storage system and enter the assessment date on the PICS computer storage system.

Records

PICS computer record system; the IPS HASPS form, the HASPS learner briefing form,

Procedure

1. The Skills Funding Agency Health and Safety Procurement Standard (HASPS) set out the requirements and standards to be achieved in assessing health and safety in the workplace and form the basis of the IPS

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HASPS form.

2. IPS trainers and assessors will be trained in health and safety. They will be briefed on the IPS HASPS system at induction and hold a safety qualification to at least IOSH Managing Safely level. Trainers and assessors who do not hold the IOSH Managing Safely award must attain this as soon as possible and prior to carrying out the IPS HASPS checks on their own.
3. Each company workplace where a learner is currently in training or placement will be initially assessed prior to the learner being inducted and funded on the training programme. Each company workplace will then be re-assessed to determine any material changes at an 18-month interval.
4. The IPS HASPS procedure is not intended as an audit of a company's workplace health and safety and IPS trainers and assessors are required to stress that it is to ensure funded learners safety and protection. The IPS trainer or assessor should act co-operatively with the company representative and offer advice and guidance where an HASPS standard has not been met.
5. Each completed IPS HASPS will be retained in the company file at Rochester or Dover as appropriate.
6. An entry of the IPS HASPS inspection date will be made in the PICS computer record system.
7. A quarterly analysis will be presented as part of the Management Information System (MIS) reporting showing,
 - 7.1. HASPS completed
 - 7.2. Any overdue IPS HASPS inspections
 - 7.3. IPS HASPS inspections due during the next quarter
8. The completed IPS HASPS form must be quality assured by the trainer or the Assessors manager or Senior Manager.
9. Where a company workplace meets the IPS HASPS standard they will be informed of this. Where a company workplace does not meet the IPS HASPS standard the assessor completes an action plan and agrees this with the company representative.
10. The trainer or assessor must notify their manager or senior manager when an action plan is issued to a company workplace representative and follow up to ensure action plan compliance.
11. The IPS HASPS assessment generates information on work activities that a learner must NOT do or must receive training in before they are carried out. The trainer or assessor completes the Learner Health and Safety Briefing and Assessment sheet and ensures that each learner starting with the company is fully briefed on its contents.
12. The IPS trainer or assessor will on each learner monitoring visit ask whether they have any concerns regarding health and safety and record the answer.
13. To ensure that IPS health and safety standards are at least as good as our customers we will conduct a HASPS assessment of our own health and safety procedures. This will be carried out either by an IPS employee or an associate who has attained IOSH Managing Safely or equivalent qualification. A partner training organisation may also carry out this as a peer review.

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Audit Criteria

The IPS HASPS system will be audited bi-annually against the following criteria,

1. A PICS computer analyses of each company with a learner and a check that their IPS HASPS has been completed and a check that it is in date.
2. A manual review of 5% of the completed IPS HASPS forms to ensure data entry is correct and that valid decisions have been made.
3. A manual review of any IPS HASPS forms where an action plan has been made to ensure that actions have been followed up on and to ensure that they have been completed.
4. A report on the audit will be made to the IPS Director with health and safety responsibility who will report to the Board of Directors.

The audit will be carried out by either of the IPS Director with responsibility for Health and Safety, or a Senior Manager, a qualified external associate or a partner organisation.

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