



## Health and Safety Policy

Alpha Learning  
Hobson Street  
Burslem  
ST6 2AW

Created by:  
BPA Services Ltd  
Author: Juliet Powell BA (Hons) DipNCRQ CMIOSH

Reviewed and approved by:  
Company Director: Lindon Newbon

Date ..... Signature .....

### Revisions and Review

Date	Revision or review	Page No
29/09/19	Revision A- To replace the current, non-complaint policy.	
29.03.21	Revision B- Reviewed policy	
	Revision B- addition of Covid-19 controls	14
27.08.21	Revision C- Amendments to Covid Controls	14
04.08.22	Revision D – Amendments for move to Hobson Street Updated Covid Information	1 and 10 14

# Table of Contents

<b>SECTION A- INTRODUCTION</b> .....	3
<b>Commitment:</b> .....	3
<b>Statement of Intent:</b> .....	3
<b>SECTION B- ORGANISATION</b> .....	4
<b>Employer Responsibilities:</b> .....	4
<b>Company Directors Responsibilities</b> .....	4
<b>Staff Responsibilities</b> .....	5
<b>Safety Representatives Responsibilities:</b> .....	5
<b>Consultation with Employees</b> .....	6
<b>Information, Instruction and Supervision</b> .....	6
<b>Drugs and Alcohol Policy</b> .....	6
<b>Competency for Health and Safety Tasks and Training</b> .....	7
<b>Monitoring</b> .....	7
<b>SECTION C- ARRANGEMENTS</b> .....	7
<b>School Activities</b> .....	7
<b>Visitors</b> .....	7
<b>Smoking</b> .....	8
<b>Electricity</b> .....	8
<b>Portable Electrical Equipment</b> .....	9
<b>Washrooms and Toilet Facilities</b> .....	9
<b>Facilities</b> .....	9
<b>Maintenance of Facilities.</b> .....	9
<b>Use of Facilities by Contractors and Visitors</b> .....	10
<b>Reporting Problems</b> .....	10
<b>Fire Procedures</b> .....	10
<b>Maintenance of Fire Precautions:</b> .....	11
<b>Other Emergency Procedures</b> .....	11
<b>Gas</b> .....	12
<b>Bomb threats</b> .....	12
<b>First Aid Arrangements</b> .....	12
<b>Information Technology</b> .....	13
<b>Legal Requirements for Premises</b> .....	13
<b>Safe Handling and Use of Substances</b> .....	13
<b>Inspection of Premises and Equipment</b> .....	13
<b>Asbestos Management</b> .....	14
<b>Legionella Management</b> .....	14
<b>Covid-19</b> .....	14
<b>Control of Contractors</b> .....	15
<b>Health and Safety Policy Employee Acceptance</b> .....	16

## SECTION A- INTRODUCTION

### **Commitment:**

The Directors at Alpha Learning are committed to ensuring the Health, Safety and Welfare of all people whilst at work and that of others who may be affected by activities both at our site and in the community in which we operate. We will ensure that sufficient resource is available to enable this commitment to be met.

### **Statement of Intent:**

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted, and the arrangements set out below are designed to implement the general aims of Alpha Learning Staffordshire

Alpha Learning Staffordshire is committed to pursuing excellence in everything it does, and this includes the management of Health and Safety.

Alpha Learning Staffordshire is committed to giving health and safety the highest priority in all of its activities.

Alpha Learning Staffordshire expect staff, students, visitors, contractors and other employers who work at Alpha Learning Staffordshire to share this commitment by complying with the policies and, where appropriate, the procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

Alpha Learning Staffordshire is dedicated to ensuring the health and safety of all persons who may be affected by our activities by:

- Providing, managing and maintaining a work environment, as well as sport and leisure facilities, which are, so far as reasonably practicable, safe and in which risks to health are controlled.
- Providing adequate and appropriate facilities and arrangements for welfare at work.
- Providing, managing and maintaining the workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that any risk to health is controlled.
- Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- Ensuring that the use, handling, storage and transport of items and substances are carried out safely and that risks to health are controlled.
- Implementing safe systems of work where risks to health are controlled.
- Providing the necessary organisation, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout Alpha Learning Staffordshire

- Ensuring that the staff and any Contractors employed are competent and carry out risk assessments for all the work they undertake.
- Providing information, instruction, training and supervision at all levels necessary to ensure that staff and students are aware of the hazards within the workplace, together with the appropriate measures to be taken to protect against these hazards.
- Giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
- Monitoring the safety performance of contractors who work for Alpha Learning Staffordshire
- Keep up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- Consulting with and involving staff and students in matters relating to their own health and safety. Where there are no existing policies or guidance, we expect our staff, students and contractors to meet the highest relevant standards and to comply with relevant legislation.

Where there are no existing policies or guidance, we expect our staff, students and contractors to meet the highest relevant standards and to comply with relevant legislation. Where no standards exist, Alpha Learning Staffordshire will work with staff to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable. It is the stated intention to educate our students in health and safety management by incorporating the basic principles into all appropriate courses where required. Wherever possible, information on the legislation and standards applicable to their course will also be included. In areas of work or research which are highly regulated, staff will be expected to attend certain courses as a mandatory requirement.

## **SECTION B- ORGANISATION**

### **Employer Responsibilities:**

Alpha Learning Staffordshire, as the employer, has a statutory duty in respect of health and safety within the school to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Company Director, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Company Director will ensure the overall implementation of the policy.

### **Company Directors Responsibilities**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.
- To include health and safety issues in the school improvement plan, if necessary.

- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- To appoint a competent person to undertake all required risk assessments, record significant findings, and review annually, or before if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices.
- To liaise with building maintenance consultants and/or with contractors to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested.
- To ensure that adequate first aid provision is available and kept up to date.
- To monitor and review all health and safety policies and procedures.

*NB: Tasks can be delegated to other staff members, but the responsibility remains with Director.*

### **Staff Responsibilities**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Company Director or their immediate manager.

### **Safety Representatives Responsibilities:**

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.
- Present the findings of investigations to the Company Director
- Inspect the workplace.

## **Consultation with Employees**

Alpha Learning Staffordshire acknowledges that it has a duty under the Health & Safety (Consultation with Employees) Regulations 1996 to consult employees on health and safety matters. It has chosen to fulfil this duty by direct consultation.

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:

- Conversations with individuals;
- Safety Committee meetings;
- Information displayed on notice boards;

Any employee wishing to raise a matter for discussion should bring it to the attention of the Supervisor or Health & Safety Consultant.

## **Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

A copy of the Health and Safety Law Poster is displayed within the reception.

## **Drugs and Alcohol Policy**

You must not be under the influence of drugs or alcohol when you report for work or during working time.

If you are taking medication or herbal remedies that may affect your work performance, or the safety, of yourself or others, you must inform the organisation as soon as possible of which medication you are taking and the possible side effect

Employees who may have a problem related to drugs or alcohol are encouraged to seek professional help and the organisation will provide all necessary assistance.

The organisation will take all reasonable steps to prevent employees, agency workers and contractors carrying out work-related activities, if they are considered to be unfit or unsafe to undertake the work as a result of drug or alcohol consumption.

If you are suspected to be under the influence of alcohol or drugs during working hours or on organisation premises, the organisation reserves the right to send you home. This type of incident may be viewed as a gross misconduct offence and dealt with under the organisation's Disciplinary Procedure, which could result in dismissal without notice. If the organisation has reasonable grounds to believe that you were under the influence of drugs and/or alcohol at work, you will not be paid for this day

## **Competency for Health and Safety Tasks and Training**

Induction training will be ensured for all members of staff by the Company Director.

- Training will be identified, arranged and monitored by the Company Director.
- Staff are also responsible for drawing to the attention of the Company Director their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

## **Monitoring**

The Company Director will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.

The Company Director is responsible for investigating accidents, and where delegated, accountability lies with the Company Director.

- The Company Director responsible for investigating work-related causes of sickness and absences, and where delegated, the accountability lies with the Company Director.
- The Company Director is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **SECTION C- ARRANGEMENTS**

### **School Activities**

- The Company Director will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Company Director or their delegated responsible person.
- The Company Director or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **Visitors**

- All visitors shall be directed by clear signage to the school entrance and must report to the school office, where appropriate arrangements for the signing in and out will be undertaken.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.

- All visitors shall be made aware of the school's emergency procedures and how to report safeguarding concerns.

## **Smoking**

*The Smoke-free (Premises and Enforcement) Regulations 2006.*

In order to comply with the above regulations, the organisation shall not permit smoking in any enclosed area of the premises and shall allocate designated areas where smoking shall be permitted.

## **Electricity**

*The Electricity at Work Regulations 1989*

The Electricity at Work Regulations (S.1.1989 No 635) came into force on the 1st April 1990.

The main aim of the regulations is to ensure that precautions are taken against the risk of death or personal injury from electricity in work activities.

Regulation 4 (2) outlines a clear requirement for maintenance to be carried out on a planned basis in order to ensure the safety of the system rather than the activity of doing the maintenance in a safe manner (a requirement of regulation 4 (3)). This includes:

- Regular checks of all portable and fixed appliances.
- Records of maintenance including test results.

These regulations will be met by the appointment of competent contractors who will carry out inspections and testing to meet the requirements of the above regulation and complete records will be kept at head office.

All reasonable steps will be taken to secure the health and safety of employees, pupils, visitors and contractors who use, operate or maintain electrical equipment.

The organisation acknowledges that work on electrical equipment can be hazardous and it is therefore the organisation's intention to reduce the risks as far as is possible.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the organisation will take the necessary measures to investigate and remedy the situation.

The organisation will in consultation with their workers and their representatives: -

- Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- Inspect and test portable equipment as frequently as required (the frequency will depend upon the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled).



- Promote and implement a safe system of work for maintenance, inspection or testing.
- Forbid live working, unless absolutely necessary, in which case a permit to work must be issued before work begins.
- Ensure that employees who carry out electrical work are competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the organisation's health and safety arrangements.
- Provide suitable personal protective equipment if required, maintaining it in a good condition.
- Maintain detailed records.
- Report faults immediately.
- Do not use or continue to use faulty equipment.
- Do not carry out repairs etc. even fit plugs, unless authorised to do so.

### **Portable Electrical Equipment**

- Personal issue equipment should be visually inspected at least once per week by the user.
- Portable Appliances shall be tested in line with Regulation 6 of The Provision and Use of Work Equipment Regulations 1998 and in accordance with table 1 of the IEE Code of Practice for in service Inspection and Testing of Electrical Equipment.
- Avoid using long extension leads wherever possible. If their use is unavoidable, ensure that the connector is manufactured to BS 4343 (this remains current although replaced by BS EN 60309-2).

### **Washrooms and Toilet Facilities**

It is the policy of the organisation to ensure the health, safety and welfare of all employees, so far as is reasonably practicable.

We recognise the need to provide a safe working environment and that includes the provision of sufficient washing and sanitary conveniences.

#### **Facilities**

Appropriate sanitary conveniences will be provided throughout the workplace. Sufficient numbers of conveniences will be available for men and women.

Appropriate facilities for disabled personnel will be provided where the need arises.

#### **Maintenance of Facilities.**

Arrangements shall be made to regularly clean and maintain sanitary and washing conveniences. Any reported defects in facilities will be remedied, as soon as is reasonably practicable. Where facilities are

temporarily unavailable, such as during maintenance and repair work, suitable alternative arrangements will be implemented.

Regular testing and examination of ventilation and water systems will be undertaken to ensure that the required standards of health and safety are maintained.

Water temperatures will be controlled to ensure the health and safety of users. Where adequate temperatures are not maintained the organisation must be informed immediately.

### **Use of Facilities by Contractors and Visitors**

Visitors and contractors must ensure that facilities are left in clean and tidy order.

### **Reporting Problems**

Any defects in washing and sanitary facilities must be reported immediately to a responsible person (supervisor or manager) for investigation and action.

In order to assist the organisation in maintaining suitable washing and sanitary facilities, the following procedures must be followed: -

- Use only those facilities you are authorised to use and for the intended purpose. Hand basins must not be used for rinsing mops or soiled rags etc.
- Leave the facilities in a clean and tidy condition after use.
- Report any defects or problems to a responsible person.
- Ensure that any spillage of water or other slip hazard is cleaned up immediately.
- Use sanitary disposal units for their intended purpose do not leave spare toilet rolls etc. on the floor; keep them in their designated location.

### **Fire Procedures**

The Fire Evacuation Procedure is displayed in the reception area and is included in the induction undertaken by all employees and students.

- On hearing the fire alarm, all students, teachers, visitors and contractors must leave the building immediately whether it is known that the alarm is false or not.
- As mandatory signing in and out at reception is in place, the people within the building can easily be accounted for in the event of an emergency evacuation.
- The assembly point for evacuation is in the Alpha car park across the street, well away from, but within sight of the Business building. The roll-call is taken using the visitor's book and student fire record maintained by the receptionist.
- On manual or automatic activation of the alarm, (unless it is for a rehearsal), the Fire Brigade will be telephoned immediately. The local Fire Brigade number is displayed on all floors.

- The Roll Call will be taken at the Assembly Point. The most senior member of management will meet the Fire Brigade to verify that the building is empty and relay the location of the fire and any other hazards that the fire fighters may encounter when they enter the building. The building will not be re-entered unless it is with the consent of the Fire Brigade manager.

### **Maintenance of Fire Precautions:**

- The Company Director is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions for evacuation are posted by all exits.
- Class teachers are responsible for ensuring classrooms are cleared.
- The fire marshal will check toilets and shared areas.
- Emergency evacuation will be practiced on a monthly basis and a record will be kept:
- A record will be kept by the Receptionist
- Regular testing of fire alarms will occur on a weekly basis and records kept.
- All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.
- Designated Fire Marshals: Lindon Newbon
- The Company Director will ensure regular maintenance of:
  - Fire extinguishers
  - Fire alarms
  - Fire doors
  - Fire safety signs and identification of escape routes
  - Emergency lighting and other emergency equipment

### **Other Emergency Procedures**

Emergency procedures are in place to minimise any risks to persons and property. The perceived emergencies would include:

- Fire
- Gas
- Bomb Threats

The fire evacuation procedures previously stated cover the detail of any required evacuation.

## **Gas**

The evacuation procedure must be initiated immediately if the management are aware of, or anyone reports that they can smell gas anywhere within the Business. The Company Director or designated person, will report the event immediately to the Fire Brigade and to the Gas Organisation using the emergency number issued.

The building will not be re-entered unless it has been declared safe by the emergency response team manager.

## **Bomb threats**

It is always a possibility that any businesses could receive telephone calls or written threats of this nature. Obviously, these must never be taken lightly or regarded as a hoax unless there is very firm evidence to substantiate that it is a hoax.

On receiving any notification of a bomb, arson or similar threat, hoax or not, the police must be contacted immediately.

As much detail as possible should be obtained from the caller and the details must be relayed to the police.

The building will be evacuated immediately, and the building must not be entered unless the Fire Brigade or Police have declared it safe to do so.

Emergency procedures must be rehearsed regularly, and a report signed off and recorded.

## **First Aid Arrangements**

- The Company Director will ensure that there are an appropriate number of designated and trained first aiders in the school.
- A full list of first aiders and contact details will be displayed in prominent locations throughout the building.
- The Director will ensure that there are an appropriate number of first aid boxes, with instructions.
- A first aid risk assessment will be carried out by the appointed H&S Consultancy to determine the above factors.
- All accidents, incidents and near misses will be reported and investigated by a suitably competent person
- All reportable incidents under RIDDOR will be reported to the HSE by the school.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

## **Information Technology**

Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.

- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

## **Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff and pupils, such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

## **Safe Handling and Use of Substances**

- The Company Director, or delegated responsible person, is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Company Director or delegated responsible person, will be responsible for undertaking COSHH assessments.
- The Company Director or delegated responsible person, will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Company Director or delegated responsible person, will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

## **Inspection of Premises and Equipment**

- The Company Director will arrange for formal inspections of the premises and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken
- Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.

- Where damaged asbestos is encountered or suspected, procedures, as laid down in the Asbestos policy, will be followed.

### **Asbestos Management**

- The Company Director will arrange for a management asbestos survey to be carried out on a regular basis to assess the condition of any asbestos previously identified.
- The Company Director will ensure that the asbestos management policy is followed.
- An asbestos register will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building.
- The Company Director or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary.
- All works undertaken will be updated in the asbestos survey on completion.

### **Legionella Management**

- The Company Director will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements.
- Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore, all identified remedial works will be incorporated into the school's maintenance programme.
- Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and descaling spray outlets.

### **Covid-19**

Further to the guidance issued by Government officials, the company are taking proactive steps to minimise the spread of the Coronavirus (COVID-19) and any subsequent impact to our employees, contractors, visitors, stakeholders and the business. We are monitoring the situation daily and aligning our response to the Government guidelines; this is a changing situation, and we are reacting as and when required.

Please be reassured that we are putting measures in place to protect our workforce, while ensuring we can continue to operate efficiently.

- The company provide a suitable and sufficient risk assessment to mitigate all potential risk of exposure and transmission.
- Information and guidance displayed throughout the business.
- Social distancing to be maintained where at all possible at least 2m distance is recommended

between each person and any other person, this includes work areas, welfare and office areas. In the event close contact working is required, the task will be risk assessed prior to commencement.

- All shared items will be cleaned immediately after use.
- Regular hand hygiene should be practiced by all personnel, especially before and after using the toilet.
- The company to introduce an enhanced cleaning regime in all areas.
- Anyone displaying symptoms of COVID 19 should immediately isolate themselves
- Any person displaying symptoms will inform their immediate manager or supervisor and leave site immediately to undertake a test.

### **Control of Contractors**

Every contractor (person or persons carrying out work on the premises of Alpha Learning Staffordshire) must accept full responsibility for complying with the relevant provisions of the Health and Safety at Work Act 1974.

Contractors shall: -

- Observe the Organisation's Safety Rules and the instructions as given by the person or persons organising the contract work.
- Attend any required Induction
- Commence work on the premises only when the Safety Rules have been read, understood and formally accepted.
- Work on the premises only if covered by Public and Employers Liability Insurance.
- Remedy without delay any methods of work brought to their attention which may create risks to the organisation's employees, pupils, visitors or the Contractors employees.
- Report all accidents, injuries and dangerous occurrences that take place on the organisation's premises.
- Bring onto the organisation's premises only tools and equipment that are in sound condition and tested.

Persons organising contract work should ensure that all contractors and employees of contractor's report to reception and are made aware of the Safety Rules and procedures which are relevant to the area or areas in which they will be working.

Persons organising contract work must also ensure that the contractor is competent to carry out the required work and has a sufficient level of insurance cover



## Health and Safety Policy Employee Acceptance

### EMPLOYEE ACCEPTANCE

The organisation recognises its responsibility to ensure safety and has formulated this Policy documentation to provide all employees with standards to which they are required to abide.

As an employee of Alpha Learning Staffordshire, I confirm that I have read the Safety Policy and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this policy may be altered from time to time and that the organisation will ensure that I am informed of any changes therein.

Signature.....

Print Name.....

Date.....