



Alpha Training / Hawthorn Farm Health and Safety Policy

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Introduction

The health, safety and welfare of all the people who work or learn at our centre are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The proprietors take responsibility for protecting the health and safety of all learners and members of staff, having regard to DfE guidance. The centre maintains an admissions register and attendance registers in accordance with the Education (Pupil Registration) (England) Regulations 2006.

Responsibilities

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the proprietor and Managing Director (Michelle Howdle).

The proprietor - through the Office Manager (Donna Reynolds) - have duties to ensure, so far as is reasonably practicable:

- The health, safety and welfare of teachers and other education staff
- The health and safety of pupils in-college and off-site visits and
- safety of visitors to the college, and volunteers involved in any college activity
- Pupils are appropriately supervised through effective deployment of staff
- A written Risk Assessment policy is effectively implemented

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must

- Take reasonable care of their own and others' health and safety
- co-operate with their employers
- Carry out activities and supervision in accordance with training and instructions and
- Inform the employer of any serious risks

Learners

Learners are expected, within their expertise and ability, to:

Exercise personal responsibility for the safety of themselves and their fellow pupils

- Observe standards of dress consistent with safety and/or hygiene (this would preclude the wearing of jewellery, unsuitable footwear, possessing knives and other items considered dangerous).



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- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Visitors

Regular visitors and other users of the premises (e.g. contractors and deliveries) are expected to observe the safety rules of the school.

Organisation

The proprietor has overall responsibility for health and safety but the Office Manager has delegated responsibility as the person in day-to-day charge of premises for ensuring they are safe. The Office Manager as person in charge is also responsible for ensuring that staff, learners and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way they will not injure themselves or others.

The Office Manager has a delegated responsibility for:

- seeing that the college has a health and safety policy,
- reviewing it at least annually and drawing all employees attention to any revisions
- Including issues in the college improvement plan, if necessary
- Checking that the health and safety requirements are actually implemented and keeping a record of the periodic monitoring that is undertaken
- Seeing that all staff and learners are aware of the policy's contents and have access to the relevant documentation his/her job description
- Passing on information on health and safety matters to the appropriate people.
- Endorsing risk assessments and recording all appropriate items
- Receiving and dealing with complaints about unsafe premises, equipment and work practices
- Seeing that emergency procedures are in place
- Seeing that requirements of the fire prevention officer and environmental health officer are properly tackled
- Seeing that adequate first aid arrangements are made

All staff in school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They must comply with any duty or requirement imposed on them by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Accidents

All accidents must be notified to the Managing Director who will ensure that the accident book is completed and where necessary the appropriate authorities are informed. The circumstances will be investigated and any appropriate action taken to prevent reoccurrence. (See Code of Practice for Staff and Employees for procedures).



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Training

The Managing Director is responsible for seeing that she is sufficiently trained and that appropriate staff receive necessary training. Each member of staff is responsible for drawing the MD's attention to their own personal needs for training and for not undertaking specific duties unless they are confident that they have the necessary competence. The Office Manager is responsible for maintaining records of training that staff have undertaken and for having a system that ensures that refresher training (for example, for first aid and safeguarding) is undertaken within the prescribed time limits.

Arrangements

It is important that the day to day activities of all staff, pupils and visitors are conducted in a way which is as inherently safe as possible. Staff will follow the guidance of other college policies e.g. Health and safety on Educational Visits. For reasons of security and fire safety all visitors will report to the staff member in charge, where they will be required to sign in and will be provided with a visitors badge.

Fire safety: Staff, pupils and visitors will be made aware of the school's policy and practice, and follow fire instructions including using the designated evacuation routes and assembling at the appropriate assembly points. (See Code of Practice for Staff and Employees for procedures)

- All recommendations of any fire prevention audit will be carried out.
- Evacuations will take place at least once each term.
- The college will publish and adhere to a Fire Safety Risk Assessment either within, or as a supplement to, this policy.
- All fire equipment will be tested annually and maintained in accordance with the manufacturers' recommendations.
- A Fire Log will kept, in which are recorded all actions and interventions relative to fire safety.

First aid: Staff, pupils and visitors will comply with the college's first aid policy. The policy for handling pupil medication will be implemented. Other emergency procedures can be found in the Code of Practice for Staff and Employees.

Contractors

An assessment will be made on the nature of the work to determine what special measures, including when the work is to be scheduled, should be undertaken to control any risks (including child protection risks).

Contractors are required to inform a nominated person -on arriving or departing the premises.

Consultation

Employees have direct access to the Office manager and proprietor in order to raise health and safety matters.

Child Protection

There is a named person responsible for child protection is the Managing Director. See Safeguarding (Child Protection) Policy.



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Training Centre Security

While it is difficult to make the college site totally secure, we will do all we can to ensure the centre is a safe environment for all who work or learn here. Access to the site is controlled at entry points. We require all adult visitors to the centre who arrive in normal school hours to sign the visitors' book, to be issued with a visitors badge and to be escorted by a member of staff at all times whilst on the centre premises. Teachers will not allow any adult to enter their classroom if they are not accompanied by a member of staff or a prior arrangement has not been made. If any adult working in the college has suspicions that a person may be trespassing on the centre site, they must inform the Office manager or managing director immediately. Staff should note the registration number of any suspicious vehicles and report it straight to the Office manager. The Office manager will warn any intruder that they must leave the college site straight away. If the Office manager has any concerns that an intruder may cause harm to anyone on the college site, she will contact the police.

Safety of Children

It is the responsibility of each teacher to ensure that all teaching activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Office manager before the activity takes place.

We do not take any child off the school site without the prior permission of the parent.

There are systems and structures for managing activities, for dealing with pupil behaviour as well as formal procedures. These are referenced in the Code of Practice for Staff and Employees.

CCTV

CCTV is used to protect the safety and promote the welfare of children. It is used to monitor the activities of all members of the school community as well as visitors as well as in the investigation of incidents. The system is also used for maintaining the security of the site and buildings including the recording of vehicles entering and leaving the centre grounds.

- Access to the recordings is restricted to a limited number of authorised staff and the system is kept secure
- The CCTV system continuously over-records so images are not held indefinitely
- Recordings of specific incidents may, however be retained, if they contain evidence of unsafe or unlawful practice.
- Except for law enforcement bodies, recordings will not be provided to third parties
- A subject access request under the Data Protection Act should be made to the managing director specifying the date, time and the location of the camera along with any specific information which would identify the subject of the images.

First Aid and Accident Reporting Procedures

If an accident does happen, resulting in an injury to a child, the teacher will do all she or he can to aid the child concerned. We have first aid boxes available for use. Should any incident involving injury to a child take place, one of the qualified members of staff, Michelle Howdle and Dale Spark will be called to assist. If necessary, they will telephone for emergency assistance. We record all incidents involving injury in the accident logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the college files. The accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is undertaken by the managing director. The accident book and report forms are held in the locked cupboard.



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Emergencies, including Fire and Emergency Evacuation Procedures

Alpha Training has procedures for emergencies and for evacuation of the centre (See Code of practice for staff and employees). Emergency information can be found in each training area. The fire assembly point is on the car park.

Fire Prevention

The centre complies fully with the Regulatory Reform (Fire Safety) Order 2005. A fire safety risk assessment is fully in place. Arrangements are made to regularly monitor and test the condition of all fire prevention equipment; including annual servicing, all of which is recorded.

Portable Appliance Testing (PAT)

Arrangements are in place to test portable appliances as recommended.

Rubbish and Combustible waste

This should not be left in corridors or escape routes.

Smoking

The centre operates a no smoking policy for the whole site. From the 1st. of July 2007 it has been illegal to smoke in enclosed work places or public places. Signs have been placed around the centre reminding visitors of this.

Theft or Criminal Acts

The Office manager or managing director will investigate any incidents of theft involving children. If there are serious incidents of theft from the centre site, the Office manager will inform the police and record the incident in the incident log. Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

Monitoring and Review

The Office manager implements the centre health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. This policy will be reviewed at least once every two years.

