



## HEALTH & SAFETY POLICY

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### 1. Introduction

Alpha Training is committed to providing a safe and healthy environment for all employees, learners, volunteers, visitors, and contractors. This policy outlines our approach to managing health and safety risks and ensuring compliance with all relevant legislation and regulations.

### 2. Purpose

The purpose of this policy is to:

- Ensure the health, safety, and welfare of everyone involved with Alpha Training.
- Minimise risks and prevent accidents and incidents.
- Comply with legal obligations under the Health and Safety at Work Act 1974 and other relevant legislation.
- Provide clear guidance on health and safety responsibilities and procedures.

### 3. Scope

This policy applies to:

- All Alpha Training employees, learners, volunteers, contractors, and visitors.
- All activities and operations conducted on Alpha Training premises, including the woodland lodge classroom, office, kitchen, toilet, practical animal room, stables, tack room, feed room, outdoor animal enclosures, and chicken sheds.
- Off-site activities and events organised by Alpha Training.

### 4. Health and Safety Responsibilities

#### 4.1. Senior Management

- Ensure that health and safety policies and procedures are implemented effectively.
- Allocate resources to manage health and safety risks appropriately.
- Monitor and review health and safety performance regularly.
- Ensure compliance with legal and regulatory requirements.

#### 4.2. Health and Safety Officer

- **Name:** [Health and Safety Officer's Name]
- **Email:** [Health and Safety Officer's Email]
- **Phone:** [Health and Safety Officer's Phone Number]

**Responsibilities:**



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- Develop, implement, and review health and safety policies and procedures.
- Conduct regular risk assessments and inspections.
- Provide guidance and support on health and safety matters.
- Investigate accidents and incidents, implementing corrective actions.
- Maintain health and safety records and documentation.

### **4.3. Employees and Volunteers**

- Comply with health and safety policies and procedures.
- Take reasonable care for their own health and safety and that of others.
- Report hazards, accidents, and incidents promptly.
- Participate in health and safety training and initiatives.

### **4.4. Learners**

- Follow health and safety instructions and rules.
- Report any health and safety concerns to staff immediately.
- Participate in health and safety training sessions as required.

### **4.5. Contractors and Visitors**

- Adhere to Alpha Training's health and safety policies and procedures.
- Report any health and safety concerns or incidents to a staff member immediately.

## **5. Health and Safety Arrangements**

### **5.1. Risk Assessments**

- Conduct comprehensive risk assessments for all areas and activities.
- Identify hazards, assess risks, and implement control measures.
- Review and update risk assessments regularly or when significant changes occur.

### **5.2. Accident and Incident Reporting**

- Report all accidents, incidents, and near misses immediately to the Health and Safety Officer.
- Record incidents in the Accident Book and investigate to determine causes and preventive actions.
- Notify relevant authorities of reportable incidents as required by law.

### **5.3. Emergency Procedures**

- Develop and implement emergency procedures for fire, evacuation, first aid, and other emergencies.
- Conduct regular fire drills and evacuation exercises.
- Ensure that emergency exits are clearly marked and accessible.

### **5.4. First Aid**

- Maintain adequately stocked first aid kits in all key locations.
- Appoint trained first aid personnel and ensure their certifications are current.



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- Display first aid information prominently in all areas.

### **5.5. Fire Safety**

- Conduct regular fire risk assessments and implement control measures.
- Ensure that fire detection and alarm systems are functional and regularly tested.
- Maintain clear access to fire exits and firefighting equipment.

### **5.6. Workplace Safety**

- Ensure that work areas are clean, tidy, and free from hazards.
- Implement control measures for hazardous substances and equipment.
- Provide suitable personal protective equipment (PPE) as required.
- Conduct regular safety inspections and audits.

### **5.7. Equipment and Machinery**

- Ensure all equipment and machinery are maintained and serviced regularly.
- Provide training on the safe use of equipment and machinery.
- Implement procedures for reporting and repairing defective equipment.

### **5.8. Training and Competence**

- Provide comprehensive health and safety training for all employees, learners, and volunteers.
- Ensure training is relevant, up-to-date, and aligned with individual roles and responsibilities.
- Maintain records of all training activities and attendance.

### **5.9. Manual Handling**

- Conduct risk assessments for manual handling tasks.
- Provide training on safe lifting techniques and manual handling practices.
- Implement mechanical aids and assistance for heavy or repetitive tasks.

### **5.10. Occupational Health**

- Monitor workplace conditions to prevent occupational health issues.
- Provide access to occupational health services for staff and learners.
- Implement measures to address stress, fatigue, and other health-related issues.

## **6. Specific Health and Safety Considerations**

### **6.1. Animal Care**

- Implement procedures for the safe handling and care of animals.
- Ensure enclosures are secure, clean, and meet animal welfare standards.
- Provide appropriate training on animal care and handling.

### **6.2. Outdoor Activities and Woodland Area**

- Conduct risk assessments for outdoor activities and woodland areas.



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- Implement control measures for weather conditions, terrain, and wildlife.
- Ensure supervision and safety equipment are available for outdoor activities.

### **7. Monitoring and Review**

- Regularly monitor health and safety performance through audits, inspections, and feedback.
- Review policies and procedures annually or following significant incidents or changes.
- Implement continuous improvement measures based on monitoring results.

### **8. Communication and Consultation**

- Communicate health and safety information effectively to all staff, learners, and visitors.
- Consult with staff and learners on health and safety matters through meetings, surveys, and feedback mechanisms.

### **9. Compliance with Legal Requirements**

- Ensure compliance with all relevant health and safety legislation and regulations.
- Stay informed about changes to legal requirements and update policies accordingly.

### **10. Conclusion**

Alpha Training is committed to maintaining the highest standards of health and safety for everyone involved with our organisation. Through the implementation of this policy, we aim to create a safe, healthy, and supportive environment that enables effective learning and work.