

09/24

# Health, Safety and Well-being Policy

---

# Health, Safety and Well-being Policy

## Overview

Alliance Learning provide a wide range of training programmes to suit real working environments. The Board of Governors is committed to Alliance Learning providing a safe and healthy environment through the sensible and proportionate management of risk.

We will manage the risks associated with providing education and learning and the operation of the Training Centre to the lowest reasonably practicable level.

Through consistent and diligent attention, we achieve and maintain a safe and healthy environment. Everyone has an important part to play. This policy and supporting procedures set out the key principles, arrangements, and expectation that managers, staff, apprentices and customers are expected to observe.

The Board of Governors is focused on making a positive commitment on behalf of Alliance Learning and will pursue a path of continuous improvement that works towards best practice in the Education sector.

**Objective:** to ensure, as far as is reasonably practicable, the health, safety and welfare of students, apprentices, visitors and staff whilst attending Alliance Learning premises.

To support the achievement of this objective we will:

- Provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Ensure so far as is reasonably practicable, safety and absence of risks to health, in connection with the use, handling, storage and transport of articles and substances.
- Provide information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the Health and Safety of staff, customers, apprentices, and visitors whilst undertaking centre activities.
- So far as is reasonably practicable, as regards any place of work under the centre's control, maintain it in a condition that is safe and without risks to health to the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- Provide and maintain an environment for staff, students, apprentices, and visitors that is so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare.
- Build and maintain a workplace environment and culture that supports healthy lifestyle choices and facilitate staff to actively participate in a range of initiatives that support health and wellbeing.

For Training Programmes where the off the job element takes place in Alliance Learning Training Centres, instructors have received instructional techniques training, tutors hold appropriate qualifications, and both instructors and tutors have the necessary experience and are qualified to the standard laid down by the industry lead body i.e. Enginuity, ECITB, City and Guilds, OCR, Pearsons and BTEC.

For Further Education and Administration training, the ratio of learner to tutor is a maximum of one to eighteen. In addition to the above, each Instructor and Work Based Tutor (WBT) has demonstrated over a number of years their competence in supervision, health and safety and skills training abilities.

Each sub-contractor is required to be registered with the appropriate enforcing authority with regards to Health and Safety. Where there is any case for doubt, confirmation is sought directly from the enforcing authority by Alliance Learning WBTs and/or Business Development Advisors. The results of the company appraisal on health and safety are recorded on the Health and Safety form between Alliance Learning and the sub contractor/placement company.

It is the responsibility of the WBTs to ensure that evidence of health and safety standards are maintained in each employer. These visits will take place every 8-12 weeks. These regular visits will ensure that safety hazards will be identified and recorded and necessary preventative action will be implemented by the Company. In addition, the employer's performance with regard to health and safety matters will be measured by Alliance Learning WBTs during their visits.

All dangerous plant and machinery and those which are prohibited, including their location, will be identified by the nominated Company Representative to the learner and this information will be recorded on our Company Health & Safety Check List. It will be the responsibility of Alliance Learning WBTs to ensure that no learner is allowed to use such plant or machines and to ensure, in the absence of the nominated Company Representative, that adequate supervision will be provided.

In addition to the statement in paragraph 2 above, training placement companies will be made aware of their responsibility for RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Also, Companies will be made aware of the reporting of accidents and the investigation of accidents, including the notification procedure to meet the requirements of the funding body contracted with.

Safety information will be issued to all learners through induction and during each unit as necessary.

All apprentice employers with five or more staff will be required to produce a written Health and Safety Policy, which will include the organisational arrangements for carrying out the policy. It is the responsibility of Alliance Learning WBTs to ensure that this Health and Safety Policy exists (see Company contract). WBTs are required to ensure that up-to-date policies are recorded on Alliance Learning records. Employers with under 5 employees will be expected to complete a risk assessment for the learner verifying their Health and safety rules. Alliance learning would also require a risk assessment for any learner under 18.

Employers have a responsibility to issue all protective clothing and equipment (PPE) in order to fulfil their obligation under section 2 of the Health & Safety at Work Act 1974. Alliance Learning also has a responsibility to provide all necessary protective clothing and equipment and **to ensure its use at all times**. Any such equipment will be provided at both the employer and Alliance Learning without any charge. The Personal Protective Equipment at Work Regulations 1992 review employers duties to provide suitable PPE free of charge and to replace where necessary.

As part of Alliance Learning's responsibility to ensure that employers have the necessary Employers Liability Insurance, to a minimum value of £5million, as per the legal requirement under the Employers' Liability Act 1969. WBTs and Business Development Advisors will check that this is in place.

## RESPONSIBILITIES

### CHIEF EXECUTIVE

The Board of Governors has oversight for the health, safety and welfare of staff and others who undertake training centre activities on premises or otherwise. The Chief Executive, alongside The Business Executive have responsibility to ensure that training centre safety is properly reported to the governing board and to undertake all duties as the staff in charge of the organisation.

The Chief Executive will ensure that the policy for Health and Safety is implemented for all Alliance Learning operations and adequate resources are available to meet the requirements of this policy, and will:

1. Ensure that all other Managers are aware of their own responsibilities.
2. Periodically appraise the effectiveness of the Policy with advice from a suitable competent Health and Safety adviser and ensure the necessary changes are made.

3. Ensure that all employees in the Company receive safety training, on commencing work with the company and subsequently:
  - Ensure that there is a proper system of accident reporting and investigation.
  - Ensure that responsibilities for safety are properly assigned and accepted at all levels.
  - Ensure the Company Health and Safety programme is understood at all levels.
  - Ensure that adequate supervision for safety is available at all times.
  - Review accident investigation reports and ensure that appropriate action has been taken.
  - Ensure that appropriate liability insurance is in force at all times.
  
- Ensure that the health and safety provision within Alliance Learning meets with the requirements of the Health and Safety at Work Act 1974.
- Ensure that regular safety inspections are undertaken.
- Ensure that fire-fighting equipment is in good condition and regularly maintained.  
Ensure that adequate first aid facilities are available, in line with The Health and Safety (First-Aid) Regulations 1981.

Will investigate all accidents and incidents causing injury or damage to property, and recommend the appropriate action.

- Ensure that all learners / course members / visitors and contractors are aware of the organisations safety and fire procedures.
- Ensure induction of all staff in Alliance Learning Health and Safety Policy and fire procedures.
- Ensure that all members of staff are aware of the Health and Safety Policy and their own, and others, responsibilities.
- Provide support to WBTs in cases when their judgements may require endorsement.
- Report to the applicable Executive, the results of risk assessments, accident investigations and any subsequent corrective action needed in their respective areas of responsibility.
- Shall ensure the dissemination of information on health and safety matters applicable to all Alliance Learning Staff.

### **Apprenticeships Manager**

- Shall maintain a safe and healthy environment within the Training Centres.
- Shall ensure that safe systems of work are implemented, reviewed and communicated effectively at all times.
- Shall ensure that suitable and sufficient Risk Assessments are carried out and reviewed to meet the requirements under The Management of Health and Safety at Work Regulations 1999.
- Shall ensure that corrective action identified by the Risk Assessments is implemented.
- Shall ensure that monthly safety inspections are carried out.

- Shall ensure that the accident investigation procedure is followed for all accidents / incidents causing damage to property within the Training Centres to the timescales required by the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Shall ensure that those staff under his/her control have received appropriate Health and Safety training and regular Health and Safety information updates.
- Shall ensure that the results of the placement company appraisals on health and safety are also recorded on the contract between Alliance Learning and the placement company.
- Shall ensure that the accident investigation procedure is followed for all accidents/ incidents causing injury or damage to property within the placement company, Training Centre and Fabrication / Welding site to the timescales required by the RIDDOR Accident Reporting Regulations 1995 (updated April 2012).
- Shall ensure that health and safety standards are maintained in each placement company.

### **Business Executive/Business Development Manager**

- Shall ensure that a safe environment within the Hurst Building and that the health and safety requirements within the Specialised Plant Department are maintained.
- Shall ensure that an annual Risk Assessment is carried out within the Hurst Building.
- Shall ensure that corrective action identified by the Risk Assessments is implemented.
- Shall ensure that the accident investigation procedure is followed for all accidents / incidents causing damage to property within the Hurst Building and Specialised Plant unit premises to the timescales required by the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Shall ensure that those staff under his / her control have received appropriate health and safety training and effective methods of communications for health, Safety and Wellbeing arrangements.

### **Business Executive**

- To update the Health and Safety policy on an annual basis reporting changes to the Chief Executive for authorisation.
- To ensure that the health and safety provision within Alliance Learning meets with the requirements of the Health and Safety at Work Act 1974.
- To ensure that regular safety inspections are undertaken.
- Ensure adequate provision for Emergency procedures are risk assessed, implemented, reviewed and any control measures and equipment are inspected, maintained and records kept.
- Investigate all accidents to record ensure all accidents, and incidents resulting in injury, harm, damage to plant, property or harm to the environment and conduct investigations where necessary and to make recommendations where appropriate.

- Ensure that all learners/course members/visitors and contractors are aware of the organisations safety and fire procedures.
- Ensure induction of all staff in Alliance Learning Health and Safety and fire policies and procedures.
- Ensure that the company's Health and Safety policy is understood by all members of staff.
- Monitor and review the performance of all members of staff.
- Provide support to WBTs in cases when their judgements may require endorsement.
- Report to the applicable Executive, the results of risk assessments, accident investigations and any subsequent corrective action needed in their respective areas of responsibility.
- Ensure the dissemination of information on health and safety matters applicable to all Alliance Learning staff.

### **Work Based Learning Manager**

- Shall ensure that annual Risk Assessments are carried out within the Operational Buildings and be reviewed periodically or where there is any significant change.
- Shall ensure that the accident investigation procedure is followed for all accidents / incidents causing damage to property within the Operational Building to the timescales required by the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Shall ensure that those staff under his / her control have received appropriate health and safety training and regular health and safety information updates.

### **Tutors/WBTs**

- Ensure that all persons within their control, i.e. undergoing training, are given a safety induction prior to commencing that training.
- Ensure that, prior to the commencement of training, all learners are made aware of the procedure to be followed in the event of fire.
- Ensure that safe systems of work are implemented and maintained at all times.
- Ensure that suitable protective clothing and equipment is provided and worn as and when required and that such equipment is maintained in good and working condition.
- Shall carry out routine inspections of the training area to ensure a safe working environment exists.
- Shall notify the designated Manager of any accidents/incidents that require investigation.

- Shall carry out risk assessments of work activities within their respective work sections. These assessments are to be reviewed on an annual basis or when there has been a significant change in the work activities or the environmental conditions.

### **Employees and Learners Duties**

- Shall make themselves familiar with, and conform to, health and safety rules and regulations.
- Shall take reasonable care of the health & safety of themselves and of any other persons who may be affected by their acts and omissions at work.
- All employees must co-operate with their employer so far as is necessary to enable duties or requirements under any of the relevant statutory provisions to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- Shall wear appropriate safety equipment and use appropriate safety devices.
- Will report to the appropriate Manager any observed accident and damage to property or equipment irrespective of whether persons are injured.
- Report to the appointed first aider all accidents to themselves whilst at work.
- Report all hazards observed to the appropriate Manager.
- Should ensure that all near misses are reported on desktop icon.

### **Young Persons**

Alliance Learning acknowledges that there are greater risks posed to learners aged 18 or under than may be applicable to adults. These risks arise by virtue of immaturity, inexperience, and lack of awareness of risks. Alliance Learning will ensure that processes, procedures, and risk assessments are in place which takes account of:

- The way lessons in workshops are organised.
- Physical strength and build and the ability of a learner aged 18 or under to operate equipment safely.
- Degree of prior/current experience and training
- Lack of awareness of risks posed by hazards including biological or chemical hazards.
- The requirement not to use equipment where certified training has not been undertaken.
- Peer pressure.
- Take into account allergies or other declared medical conditions.

Alliance Learning will support employers to understand and fulfil their responsibilities when employing a young person.

### **Disabled Workers**

In accordance with [The Management of Health and Safety at Work Regulations 1999](#) : Health and safety legislation should not prevent disabled people from finding or staying in employment so it should not be used as an excuse to justify discrimination against them. Although there is no legal requirement to carry out a separate risk assessment specific to a disabled person, Alliance will, as necessary, review existing risk assessments to make reasonable adjustments to cover additional risks. The review process will be participative, involving the person with the disability.

## **Pregnant Workers Policy**

The Management of Health and Safety at Work Regulations 1999 and The Maternity (Compulsory Leave) Regulations 1994 apply to any staff who are pregnant, breastfeeding, or who have given birth within the last six months. The Workplace Health, Safety and Welfare Regulations 1992 require us to provide rest facilities for new or expectant mothers.

Alliance Learning will extend existing risk assessments to cover new and expectant mothers. These will be recorded and female workers informed of any additional risks they may face if they become pregnant or are breastfeeding.

We recognise the extra vulnerability of pregnant and nursing mothers and additional risk assessments will be made when a woman notifies her manager that she is pregnant.

We are only required by law to take extra precautions for pregnant or nursing mothers if we are notified of their conditions and not if pregnant staff do not provide confirmation from their medical practitioner. On receiving medical confirmation Alliance learning will carry out a pregnant worker risk assessment as required by law.

Risk to pregnant women and nursing mothers will be minimised; care should be taken in the following:

- Manual Handling
- Sitting/Standing for long periods
- Working in extremes of temperature

Our display screen equipment workstations (computer terminals) are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.

As required by law, if additional risks to pregnant women and nursing mothers cannot reasonably be reduced, we will find alternative work or authorised paid leave if alternative work is not available.

## **Procedures**

### **Induction**

Each new member of staff will receive Health & Safety Induction Training covering:

- Appropriate legislation
- Duties and responsibilities
- Health & Safety procedures
- Fire procedures
- First Aid procedures
- Accident reporting procedures



- Safe working procedures

Existing members of staff will receive on-going training with regard to any new legislation, which affects them and their specific responsibilities under the Company Health, Safety and Well-being Policy.

### **Fire/Emergency Procedure**

#### **If you discover a fire or similar emergency:**

1. Set off the nearest fire alarm.
2. Inform your Tutor/Instructor/Manager/Fire Marshal or Reception of the location of the fire.
3. Do not endanger yourself by attempting to extinguish the fire.

#### **If the fire alarm sounds:**

1. Close all doors behind you.
2. Evacuate the building by the nearest safe fire exit.
3. Report to your fire assembly point.
4. Do not use the lift.
5. Do not stop to collect your personal belongings.
6. Do not re-enter the building until authorised to do so.

### **Calling the Fire Service**

The responsibility for calling the fire service rests with the senior person(s) (usually one of the Managers/Executives) on site at the time of the evacuation. The designated Fire Marshal(s) shall ensure that the buildings are evacuated.

To ensure the building is fully evacuated, the senior person in each unit shall be responsible for ensuring a roll call is undertaken. Instructors, Tutors, Reception staff or Fire Marshalls shall be responsible for ensuring that appropriate registers, Visitors Book and Staff Movement Sheets are collected and passed to their senior person.

A Co-ordinator to oversee should report to the Chief Executive/Business Executive or senior staff/Fire Marshall.

**A list of Fire Marshals is displayed in each building.**

### **First Aid**

In the case of injury to a member of staff, an apprentice or a visitor which requires first aid treatment the following procedure should be followed:

- The injury no matter how minor should be treated immediately by one of the designated trained First Aiders within your location.
- The injury must be recorded by the First Aider in the accident book.
- The relevant manager must be informed as soon as possible after the injury has occurred.
- In the event of the injury requiring hospital treatment the First Aider will make the necessary arrangements for transfer and notify the injured persons Manager/Company/next of kin (as appropriate). In the case of learners under 18 employers and parents must be contacted.
- **A list of designated first aiders is displayed in each building.**

## **Accident Reporting**

In the event of an accident which results in injury or damage to property, equipment etc. The incident must be reported to your manager as soon as possible.

The appropriate manager shall ensure that all accidents occurring within their areas of control are investigated and that the causation factors are identified and recorded and that the appropriate remedial action has been implemented.

Each accident will be recorded in the appropriate accident book held by the:

Reception – Hurst Building  
Tutors – Fabrication / Welding Dept  
Reception – Training Centre

Where an accident is likely to cause absence from normal work activity or is considered to be of a dangerous nature, a full investigation must be undertaken and the Alliance Learning accident report form completed and corrective action implemented where appropriate.

If an injured person is absent from work RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, state over 7 day lost time incidents not including the day of the incident must be reported to HSE( over 3 day lost time incidents localised records must be kept)

A copy of the appropriate report and notification forms should be passed onto The Business Executive and reported to the Chief Executive.

Accidents that occur but do not result in injury or damage to equipment/materials or property are classified as near-misses. Each near-miss accident has the potential to cause injury, damage or other loss. There are many more near-misses and minor injuries than major injuries but the difference between them is merely a matter of chance. It is the policy of Alliance Learning reported to prevent further injury or loss occurring that we encourage employees and learners to report each near-miss whether they occur on our premises or workplace provider premises. This will give us the opportunity to investigate causes so that appropriate corrective action can be taken to reduce the number of incidents that occur.

## **Workplace Inspection**

### **Training Centre**

Each Tutor shall carry out a monthly Safety Inspection and an annual Risk Assessment on their own workshop section area and review risk assessments periodically where there is a change arising in their respective section/area to ensure that a safe, working environment exists and that safe working practices are being maintained.

Managers shall undertake a review of the monthly inspection of the Training Centre facilities and report to the Chief Executive indicating areas of concern and corrective action required.

### **Offices and Lecture Facilities**

The designated managers shall undertake regular inspections of their respective section and submit a report to the appropriate Executive indicating areas of concern and corrective action taken.

## **Visitors**

- Must report to the Reception Area
- Must sign the visitors book and shall be issued with a visitors badge
- Must be accompanied by member of staff
- Shall adhere to the Company's Safety Rules and Codes of Practice and to instructions given by persons implementing the Company's Health and Safety Policy
- At all times conduct themselves in a safe manner

## **Contractors**

- Must report to the Reception Area
- Must sign the visitors book and be issued with a visitors badge
- Must inform the Company of any likely hazards that may occur during any work to be carried out
- Shall observe the Company's Safety Rules and the instructions given by persons enforcing the Company's Safety Policy
- Shall not work on the premises unless covered by insurance against risk
- Shall work in a safe manner to himself / herself and others
- Shall report all accidents including near misses
- Shall at all times liaise with the appropriate Alliance Learning Section Manager or their representative

## **Course members / Learners**

### **Learners are responsible for:**

- Following the health and safety rules and the instructions given by persons enforcing the Health and Safety Policy at both Alliance Learning, and the work placement provider premises.
- Taking reasonable care of the health and safety of themselves and of any other person who may be affected by their actions or omissions.
- Co-operating with your provider and or employer for reasons of health and safety.
- Not interfering with or misusing anything provided to keep you healthy and safe, always wear any protective clothing provided.
- Learners will be informed never to remove guards from machinery. Supervision of learners will be provided at all times. Learners will not allow themselves or others to use machinery unless they have been trained in the safe use of a particular machine by a tutor.
- Contributing to health and safety by reporting defects, dangerous situations or where you think health and safety can be improved.
- Observing any prohibitions or restrictions that apply to you.
- Reporting any bullying or harassment.
- Participating in any necessary health and safety training.

## **Portable Electrical Equipment**

- All portable electrical equipment are to be risk assessed.
- Low risk items to be tested every 3 years
- High risk items to be tested annually
- Small electrical items such as kettles and toasters should only be used in designated areas.

## Mental Health and Stress Management Policy

Alliance Learning recognises that, as an employer, it has a duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, that its workplaces are safe and healthy.

The Health and Safety Executive defines work-related stress as “**the adverse reaction people have to excessive pressure or other types of demands placed on them**”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Under the Management of Health and Safety at Work Regulations, Alliance Learning take account of the risk of stress related ill health. The main provisions of these Regulations as far as mental health/stress is concerned are: a duty to assess, to apply principles of prevention, to ensure employees’ capability and provide training and support.

In order to tackle work related stress, Alliance Learning will:

- Identify workplace stressors and aim to eliminate stress or control the risks from stress. These risk assessments will be discussed at individual one to ones.
- Consult as appropriate with employees and advisors/representatives on proposed action relating to the prevention of workplace stress.
- Provide training for managers and supervisory staff in good management practices, as well as Providing Mental Health First Aid training.
- Provide appropriate support for staff affected by stress caused by either work or external factors.
- Provide support to managers to implement Alliance Learning’s stress management policy.

Under the law an employer is entitled to assume that an employee can withstand the normal pressures of the job unless the employer is aware of some particular vulnerability.

### Health and Safety Display Screen Equipment

Alliance Learning has a process and a checklist to help staff complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Manager Responsible:	Lee Morris
Reviewed and Updated:	01/04/2024
Issue Date:	01/04/2024
Next Review Date:	01/09/2024
Approved By:	Gill Waugh

Signed:

A handwritten signature in black ink, appearing to be 'A. W. S.', written in a cursive style.