HEALTH & SAFETY POLICY

Published Date:	03/12/2018	Author:	Shabir Siddiq – Operations Manager

Version	Change Detail	Latest Review Date	Date of Next Review	Updated By:
1.0	Annual Review	03/12/2019	03/12/2020	Shabir Siddiq
2.0	Annual Review & Policy Amended	03/12/2020	03/12/2021	Shabir Siddiq
2.1	Annual Review & Policy Amended	07/12/2021	07/12/2022	Shabir Siddiq
2.2	Annual Review & Policy Amended	07/12/2022	07/12/2023	Shabir Siddiq
2.2	Annual Review Changed to Academic Year Start	01/08/2023	31/07/2024	Shabir Siddiq
2.3	Annual Review and name change	01/08/2024	31/07/2025	Shabir Siddiq
2.4	Annual Review & header logo change	01/08/2025	31/07/2026	Shabir Siddiq
2.5	Annual Review & header logo change	01/08/2026	31/07/2027	Shabir Siddiq

CONTENTS

General statement of policy.....4
Roles & responsibilities.....4
Management of health & safety.....5
Learners in our premises are:.....5
Learners in placement companies:.....5
Student trips / outings:.....5
Accident and near miss reporting:.....5
Lone workers:.....6
Maternity:.....6
Disabilities and / or specific learning differences:.....6
Fire drills & evacuation:.....7
First Aid:.....7
Driving at work:.....7
Implementation of policy: 7
Health and safety Framework:.....8

GENERAL STATEMENT OF POLICY

At Alphabet Training we owe a duty of care to all staff, learners & visitors. In order to discharge this duty, we take steps to ensure that working and learning environments are safe with risks to health being reduced to a minimum or eliminated. This policy is related to all activities and programmes including apprenticeships. These steps include:

- Centre risk assessments.
- Well-designed, user-friendly documentation.
- Robust action plans.
- Staff awareness & training initiatives.
- H & S being an agenda item at board and centre meetings.
- H & S training to learners.
- Robust vetting & approval process for placement companies.
- H & S being part of student reviews.
- Common sense at all times.
- An annual review of the policy.

ROLES & RESPONSIBILITIES

- The Managing Director has the ultimate responsibility for H & S in the company and delegates the operational management to the Operations Manager who is the H&S officer.
- Operations Manager is responsible for the operational management of H & S in the company including changes to policies and procedures and resourcing. The Operations Manager is the focal point for all H & S matters. First point of contact to funding bodies and external partners, Co-ordinator of our overall approach.
- The Operations Manager ensures audits, testing and repairs are carried out in a timely manner to conform to legislation and good practice at all times. Prioritises and co-ordinates workload with key members of staff.
- Operations Manager is responsible for safeguarding management in the company. Co-ordinates overall approach together with shaping policy and processes.
- The premises manager represents staff & Learners across the centre. Reports issues to the Operations Manager and ensures agreed action to correct is taken. Help develop better processes & shape policy.
- Operations Manager is responsible for H & S in the centre and is the first point of contact. keep staff & Learners informed of H & S updates/changes. Review the learning & working environment in training locations and work with colleagues to bring about the necessary changes/improvements. Carry out maternity risk assessments and risk assessments for people with disabilities and/or specific learning differences. Help develop better processes & shape policy.

- The Operations Manager and Premises Manager are designated persons to respond to 'out-of-hours' call outs. Key holders will be contacted by the alarm company on activation. Key holders should not agree to respond to a call out if they are intoxicated and over the limit to drive. They should be mindful of their own safety and if concerned about possible intruders on site, they should telephone the Police and await their arrival prior to entering the building. Before leaving the premises, the key holder should ensure the building is secure and the alarm re-set.
- All employees share a collective responsibility for ensuring we offer safe environments to all staff/learners/visitors.

MANAGEMENT OF HEALTH & SAFETY

Learners in our premises are:

- Introduced to premises layout, health & safety requirements, emergency and first aid procedures during induction.
- Introduced to the concept of "safe working" in readiness for work experience or employment. This concept is embedded throughout their time with us.

Learners in placement companies:

- All placement companies are vetted and rated low, medium or high risk. Only placement companies demonstrating a satisfactory approach to health & safety are used. HSE guidance states that the employer offering the work placement has primary responsibility for the H & S of the student and should manage any significant risks.
- We ask that learners are allocated supervisors / mentors who can responsibly oversee their activities in a way, which reduces the risk of accidents.
- Work placement vetters are appropriately experienced.
- H & S forms part of each student review. Adverse findings are investigated and actioned.
- We reserve the right to take additional measures to protect vulnerable learners, e.g. DBS check.

Student trips/outings:

- For accompanying learners on trips/outings, the ratio is 1 staff member to 15 learners (maximum). 2 staff members are required for accompanying between 16 and 30 learners.

Accident and near miss reporting:

- All accidents and incidents are recorded; those resulting in serious injury are reported immediately to the Operations Manager.
- Near misses are reported in writing (e-mail) to the Operations Manager. Immediate action is taken to address if necessary.
- The Operations Manager will investigate accidents which result in serious injury & take action to reduce or eliminate the chances of re-occurrence.

- Serious accidents/incidents are reported to the funding body/LEAD provider & local authority (if appropriate) using the latest required form by the Operations Manager.
- All accidents & near misses are recorded on to a database for review by the Operations Manager. Reports are compiled and shared with the SMT at quarterly intervals, with action taken to reduce/eliminate risks as appropriate. Action needed by the centre is channelled via the Operations Manager.
- All sickness and accidents related to apprentices must be reported and recorded
- All tutors must check the workplace accident book to see if there have been any incidents involving apprentices

Lone workers:

- Lone workers are categorised as staff working within a training centre separately from others (e.g. isolated training room) or those who are mobile working away from their training centre (e.g. Tutors/Assessors/Recruiters carrying out outreach activities, vetting checks, reviews, etc.).
- It is our policy to give instruction & training to such staff which minimises or eliminates the risk of danger or harm.
- All staff are asked to accept that they have a responsibility to take reasonable care of themselves.
- The risk assessment is evidenced in writing and retained at centre level.

Maternity:

- A risk assessment of the employee's working environment is carried out by the Operations Manager:
    - immediately we are formally informed of the pregnancy.
    - at midterm.
    - on return to work.
- The health & wellbeing of the "mum to be" is regularly monitored by the line manager throughout the pregnancy and adjustments made as necessary.

Disabilities and/or specific learning differences:

Risk assessment completed by the Line Manager/Assessor when informed that a member of staff/student has a disability and/or specific learning difference:

- Working practices – Reasonable Adjustments Sub Form is completed with recommendations.
- Reviewed as a minimum annually, but more frequently if deemed necessary.
- Learner assessment is kept on the respective file. Staff assessments are sent to the Operations Manager, with a copy retained by the Line Manager.

Fire drills & evacuation:

- Alphabet Training centre has a fire marshal who takes responsibility for co-ordinating evacuations.
- The fire alarm is tested regularly by the landlord/building managers/centre staff.
- Dry run evacuations are conducted a minimum of twice per annum.
- Supply and maintenance of fire extinguishers is contracted out. See extinguishers for latest supplier.
- *Disabled evacuees* – evacuation apparatus will be provided where necessary. When the evacuation is dependent on stairs "safe zones" in close proximity to the centre are established. Evacuees are to be positioned here to await the help necessary to have them removed from the building. To be accompanied by a member of staff at all times.
- *Visually impaired* – will be accompanied by a member of staff at all times and receive clear verbal instructions.
- *Hearing impaired* - will be accompanied by a member of staff at all times and receive clear physically noticeable gestures.

First Aid:

- Alphabet Training centre has a first aid box with a standard range of supplies positioned in a prominent place known to all staff (Kitchen).
- Alphabet Training centre have a first aider who is appropriately qualified or working towards an appropriate qualification.

Driving at work:

This section is aimed at employees that use their vehicle as part of their job role and/or travel from their home to somewhere which is not their usual place of work. It does not apply to travelling between the employee's home and their usual place of work.

More than a quarter of all road traffic incidents involve somebody who is driving as part of their work. Our aim is to effectively manage work related road safety and reduce the risk to our employees. Staff that require the use of their vehicle to carry out their job role/visit other sites, complete an employee driver declaration form (for new staff this is completed on starting with the company) which is reviewed annually.

Employees are to:

- Provide a copy of the UK driver's licence to HR, and annually thereafter.
- Immediately update HR with any driving convictions/points as they occur.
- Annually, provide a valid and current copy of the insurance certificate to HR. Business use cover is a minimum requirement.

- Carry out vehicle checks before departure e.g. tyres, seat position, seat belt, windscreen, wipers & washers, mirrors, brakes, lights, indicators, hazards, fuel.
- Monitor the vehicle on the road – engine temperature, fuel, warning lights.
- Not drive under the influence of alcohol or drugs.
- Not use a handheld mobile when driving. Using a hands-free function can seriously affect concentration too.
- Not drive while taking medicine that might impair their judgement. If in doubt, they should consult their GP.
- Not drive when tired. This is dangerous. Drivers should take regular breaks (the Highway Code recommends a 15-minute break every 2 hours).
- Satisfy their eyesight and other health requirements of the Highway Code and DVLA.
- Share health concerns that may affect driving with HR immediately.
- Have a roadworthy vehicle. We recommend that it is serviced in line with manufacturer's recommendations, and where the vehicle is over 3 years old it must have a valid MOT certificate.
- Not drive vehicles that are unsafe for road use, under any circumstance.
- Follow the Safe Journey protocol – ensure enough time is allowed for each journey, research the best route to take, do not exceed safe speeds/speed limits, adjust journey times in poor weather conditions, delay journey if weather conditions are too severe, consider alternative modes of transport e.g., train.
- Be aware of what action needs to be taken in an emergency situation.
- Report all work related driving incidents, accidents and near misses electronically on the company intranet ("Support" section).
- Risk assessments – single journeys of more than three hours or 125 miles are subject to risk assessment. These must be approved by the line manager before the journey can take place.

Please find more information at:
https://www.gov.uk/highway-code.
https://www.gov.uk/driving-medical-conditions.

To implement the policy, we shall:

- Incorporate appropriate responsibilities and duties in respect of implementing the H&S policy into job descriptions and work objectives of all staff.
- Provide H&S training and guidance to our staff as appropriate, including training during induction as well as further on-going courses as identified via our internal management and review arrangements.
- Communicate, as appropriate, this policy to employees and all those associated with the services provided by Alphabet Training at outreach centres or other locations.

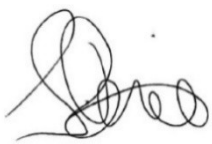
- Ensure that all members of staff and/or consultants involved in any activity at our centres comply with this policy.
- Review the policy annually unless there have been any incidents that require and earlier review.

HEALTH & SAFETY FRAMEWORK

Our Operations Manager uses the following key documents/processes to ensure compliance with our policies & procedures:

	What	***Done by***	***When***
1	Risk assessment – ALPHABET TRAINING Centre	Operations Managers	Jul/Aug annually
2	Risk assessment - maternity	Line Manager	On being informed/mid-term/return to work
3	Risk assessment – placement company	Qualified staff	On first use, annually thereafter
4	Accident & near miss summary	Operations Manager	Reported to management board quarterly (or sooner if required)
5	RIDDOR	Operations Manager	When accident/incident occurs
6	Evacuation drill evidence	Operations Manager	January & June
7	Identity of First Aiders & Fire Marshalls	Operations Manager	Review quarterly
8	Risk for Persons with Disabilities and/or Specific Learning Differences	Operations Manager/All Staff	When occurs

Signed by the Managing Director



01/08/2026