



HEALTH AND SAFETY POLICY

Date of approval by the Trust Board	15 October 2025 <i>Further updates approved on 25 March 2026</i>
Review cycle	Annual

Introduction

It is Alternative Learning Trust's general policy to take all steps within its power to meet the obligations laid upon it by the Health and Safety at Work etc Act 1974.

Section 2 of the above Act states that 'it shall be the duty of every employer to ensure, as far as it is reasonably practicable, the health, safety and welfare at work of all his employees ...'

The matters, to which the duty referred to above extends, include in particular:

- a) The provision and maintenance of equipment and systems of work that are safe and without risks to health.
- b) Ensuring that the use, handling, storage and transport of goods is safe and without risk.
- c) The provision of such information, instruction, training and supervision as is necessary to ensure that employees, students and others who come on the premises can work or otherwise visit in safety.
- d) The maintenance of the workplace in a safe and healthy condition and the provision and maintenance of safe means of access to and from the premises.
- e) The provision and maintenance of a safe and healthy working environment, with adequate facilities and arrangements for employees' welfare at work.

Key staff:

Director of School Improvement
Chief Finance Officer
Chief Operating Officer
Headteachers
School Business Managers

Facilities Supervisors

Facilities Assistants

Health and Safety Link Governors

First Aiders

The organisation

- Alternative Learning Trust recognises the need to identify organisational arrangements in all its provisions for implementing, monitoring and controlling health and safety matters. Also, it must ensure that the provisions' budgets reflect the finance necessary to implement health and safety matters.
- Individual organisational duties, including reporting arrangements (and hence the organisational accountability functions) are summarised as follows:
 - The Headteachers of Alternative Learning Trust's provisions have overall responsibility for the healthy and safe conditions at work of all employees and students in the provisions and any other personnel who come onto the premises. To fulfil these responsibilities, the Head Teacher has delegated some of the tasks, with training, to the appropriate staff. In the Heads' absence the Deputy Heads of provision or a named representative will take responsibility. Where necessary the Headteacher/Head of provision will refer matters to the Chair of the Local Governing Body to ensure that the Trust's Health and Safety Policy is implemented effectively, monitored and revised as necessary. The Head of provision will ensure that staff receive information and training to enable them to carry out their work safely and will be prepared to discuss their training needs e.g. in team meetings. The Headteacher will also undertake risk assessments, as appropriate, and ensure that relevant follow-up action is taken.

- The Headteacher of provision has responsibility for liaising with the appropriate officers of the Council and ensuring that the Trust's Health and Safety Policy is up to date and relevant.
- The Provisions' first aiders are available during school hours to treat students, staff and visitors as required. There are staff available to teach aspects of Personal and Social Education and to monitor health and hygiene in the provisions.
- Heads of provisions are responsible for ensuring that, on a day-to-day basis, the premises are healthy and safe for all those who use them. Where necessary they will refer matters of concern to Business Support and/or the health and safety representative. Business Support will be advised of all contractors and/or other third parties on the sites who are undertaking maintenance or works contracts.
- Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.
- All staff are required to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or others. Safety rules should be observed when they apply to individual members of staff, and staff should co-operate in measures designed to promote health and safety at work. Action in accordance with staff disciplinary procedures may be taken against those disregarding safe working practices. Any employee (except contractors' employees and other persons visiting the provisions' sites) who considers that a safety hazard exists must report the fact to Business Support. Action will be taken to remedy the situation as required. Contractors' employees will report any concerns to the Facilities Supervisor and/or Business Support.
- All staff will undertake to keep records up to date, fill in accident/incident forms, the bound book (for any physical restraint) and CPOMS, to ensure that all incidents are monitored.
- The Head of provision will oversee staff welfare, working closely with the HR Lead and Health and Safety Committee to monitor staff welfare and develop school policy and to address any systemic issues.
- The HR Lead will report to both the Local Governing Bod-y/-ies and the Trust Board on key welfare indicators:
 - a. Sickness
 - b. Staff turnover
 - c. Issues raised at exit interviews
 - d. Feedback from staff questionnaire
- Local Governing Bodies will work with the Trust to put in place measures to increase staff 'happiness' and wellbeing at work. Local Governing Bodies will monitor and measure this through the staff questionnaire.

The arrangements

Alternative Learning Trust recognises that the way forward in achieving effective management of the Trust's Health and Safety Policy and the arrangements necessary to fulfil the obligation is by way of its Local Governing Bodies.

1. Staff

Are expected:

- To check that classrooms and work areas are safe.
- To check that equipment is safe before use.
- To ensure that safety procedures are followed.
- To ensure that appropriate protective equipment is available and used, when needed.
- To participate in risk assessments, inspections, and audits, if appropriate.
- To bring problems to the relevant manager's attention.
- To report all accidents and incidents.
- Give clear instructions and warnings to pupils, based on a risk assessment(s) for activities

2. Accident reporting

- Accidents resulting in death or major injury should be reported without delay to the Head of provision and the Chief Executive Officer (CEO). Such accidents should also be notified to the Trust's Principal Safety Officer (current provider London Borough of Sutton H&S), Director of School Improvement and the Chief Operating Officer by the quickest means possible.
- All accidents involving death or major or serious injury must be entered in the accident book and a prescribed incident/accident reporting form (held in the provisions' office) must be completed and distributed to the appropriate destinations shown on the form within 24 hours of the incident/occurrence.
- All notifiable dangerous occurrences should be reported to the Head of provision without delay.
- All minor accidents/incidents should also be reported to the Headteacher and the first aider and recorded on an accident/incident reporting form and also in the provisions' accident book.
- Records of all accidents should be kept for three years and an annual summary reported to the Local Governing Body.
- Users of school accommodation outside the school day should be made aware of the accident reporting procedure.

3. First aid provision

First aid provision is outlined in the Trust's First Aid Policy:

<https://www.alternativelearningtrust.org.uk/assets/Documents/Attachments/First-Aid-Policy.pdf>

4. Fire precautions

- Fire drills are held termly and are recorded in the fire drills logbook. Fire exit signs are displayed above every fire exit door and in every room and corridor there are notices detailing what to do if you discover a fire and where to leave the building and the Assembly Point. Fire doors and exits should never be obstructed. Internal fire doors are fitted with automatic fire release devices operated by the fire alarm.
- An emergency evacuation of the building should follow those procedures laid down in the event of fire.
- The Headteacher is responsible for ensuring that all staff know what to do in case of fire: visitors and volunteers should receive relevant instruction. Everyone should familiarise themselves with the layout of the building, the means of escape, fire exits and the location of fire-fighting apparatus.
- The receptionist in the office should advise visitors as to the location of the nearest Fire Safety Instructions Notice.

5. Cleaning arrangements

- All staff should ensure that areas of the provisions in which they work are kept clean and tidy as far as is practicable and insofar as their responsibilities lie. Waste and rubbish should be removed to the collection area at the end of the day.
- The area around boilers and any maintenance cupboards, inside or outside, should be kept free of flammable substances and materials and kept clean and tidy.
- Flammable, toxic and corrosive substances should be clearly labelled, safely stored and locked away when not in use.

6. Portable electrical apparatus and equipment

- Portable electrical apparatus and equipment should be inspected and tested annually. An appropriately qualified and competent person, within the meaning of the Electricity at Work Regulations, will carry out and report on these tests annually.

7. Contractors

- The Trust acknowledges that health and safety of staff, students and others take precedence when selecting contractors, therefore, only competent contractors will be used in line with the Trust's policies and tendering process.
- All contractors are required to sign in and wear a visitor's badge / lanyard for the duration of the visit.
- Contractors' equipment must not be left unattended, and their activities must not present a hazard to others.
- All contractors must read and sign the 'Contractors Code of Conduct' before work commences.
- Checks outlined in the 'Contractors Code of Conduct' should be carried out by the schools Site Manager or similar before work commences.
- Site Manager or similar is responsible for monitoring contractor activities whilst on site.

8. Outings from Alternative Learning Trust's provisions

- Outings and residential trips form a valuable part of our students' education. Health and Safety guidelines should not inhibit consideration of outings; instead, they should be viewed as a valuable adjunct to the planning of the curriculum.
- Outing forms dealing with forward planning, medical considerations, financial implications and risk assessment should be completed by the outing leader and submitted to the Education Visits Co-ordinator two months in advance of the proposed outing so that the Local Governing Body may be consulted.
- The Local Governing Body has the responsibility for approval/disapproval of one-day outings, having taken advice from the Local Authority Visits Co-ordinator.
- Parental consents on a Local Authority prescribed form is required for all outings (this is done on admission).
- All residential outings require an approved risk assessment and approval from the Local Governing Body and Local Authority.
- Full details of Local Authority policy on school visits are available on request from the Education Department.
- For information relating to Hazardous Trips, see Local Authority Visits Policy. The Local Authority Visits Co-ordinator will approve all trips involving hazardous activity.

9. Every©

Every© is a compliance and HR software that has been adopted by the Trust to support our schools in meeting statutory requirements for maintaining a safe premises. It enables scheduling, tracking and recording of compliance activities such as health and safety risk assessments, inspections and statutory testing. By utilising and supporting schools with Every© the Trust aims to improve compliance oversight and is committed to ensuring a safe and healthy learning environment for students, employees and others.

10. List of policy documents across all schools linked to health and safety

- Accessibility Plan.
- Child in Care – Designated Teacher Policy.
- First Aid.
- Children with Health Needs Who Cannot Attend School Policy.
- Safeguarding Policy.

- Supporting Pupils with Medical Needs in Schools Policy.

Person(s) responsible for updating this policy:

**CEO
Director of School Improvement
Chief Operating Officer**