



Health and Safety Policy

This policy will be reviewed: annually or as required based on emerging needs. It will be read, understood, and signed by all staff each year and whenever changes occur, in line with government and Department for Education guidelines.

Document Control:

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Approval: Gemma Robertson

Next Review: 11/04/2027

Health and Safety Policy

Date	Description of change	Signed

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1. Aims

Alternative Acres aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures for staff, students, and visitors.
- Have robust procedures in place for emergencies.
- Ensure that premises and equipment are maintained safely and regularly inspected.

2. Legislation

This policy follows advice from the Department for Education on health and safety, and complies with the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1992 and 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013



- Health and Safety (Display Screen Equipment) Regulations 1992
- Gas Safety (Installation and Use) Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005

3. Roles and Responsibilities

The Director of Alternative Acres is responsible for day-to-day health and safety, including:

- Implementing this policy.
- Ensuring sufficient staff are available to safely supervise students.
- Ensuring premises and equipment are safe and regularly inspected.
- Providing adequate staff training.
- Conducting regular fire drills and ensuring appropriate evacuation procedures.
- Delegating health and safety responsibilities as needed in their absence.
- Completing and reviewing risk assessments.

Health and Safety Leads:

Gemma Robertson and Nicole Szmigelskyj

Staff Responsibilities:

Staff have a duty to care for students as they would for their own children. They will:

- Take reasonable care for their own and others' health and safety.
- Cooperate on health and safety matters.
- Follow training and report any unsafe work situations.
- Model safe practices for students.
- Be familiar with and follow evacuation procedures.

Students and Parents:

Students and parents are responsible for following Alternative Acres' health and safety advice both on and off-site and reporting any incidents to staff.



Contractors:

Contractors must agree to Alternative Acres' health and safety practices before starting work and provide evidence of risk assessments.

4. Site Security

The Proprietors of Alternative Acres are responsible for site security during and outside provision hours, including visual inspections and fire procedures. They are the key holders in case of an emergency.

5. Fire Emergency

- Fire exits, assembly points, and procedures are clearly marked.
- Regular fire risk assessments and fire drills are conducted.
- In the event of a fire, the alarm will be raised by shouting "FIRE."
- Staff and students must follow evacuation procedures and assemble at designated points.

6. Control of Substances Hazardous to Health (COSHH)

Hazardous substances are controlled and stored according to safety regulations. Risk assessments are conducted, and staff are trained and provided with protective equipment when needed.

7. Equipment

All equipment is regularly maintained and inspected to ensure safety. Electrical equipment follows strict guidelines, including annual PAT testing, and staff receive appropriate training.

8. Lone Working

Lone working may include early/late working, site visits, or single-occupancy office duties. Potentially dangerous activities will not be undertaken alone. Lone workers must inform someone of their whereabouts.

9. Working at Height

Staff must ensure that work at height is properly planned and supervised. Only trained staff are permitted to use ladders, and students are prohibited from doing so.

10. Manual Handling



Manual handling procedures will follow safe lifting guidelines. Staff are encouraged to use mechanical aids or seek assistance when needed.

11. Off-Site Visits

Risk assessments are conducted for off-site visits, which are appropriately staffed. First aid kits, student medical information, and mobile phones are taken on all visits.

12. Violence at Work

Alternative Acres has a zero-tolerance policy toward violent or threatening behaviour. All incidents must be reported immediately to the Director.

13. Smoking

Smoking is prohibited on the premises.

14. Infection Prevention and Control

Staff and students must follow hygiene practices as outlined by Public Health England. Appropriate protective equipment is used to manage infection risks, and special arrangements are in place for vulnerable students.

15. New and Expectant Mothers

Risk assessments will be conducted for pregnant employees or students, and measures will be implemented to mitigate any risks.

16. Occupational Stress

Alternative Acres is committed to supporting staff health and well-being by identifying and reducing workplace stressors.

17. Accident Reporting

Accidents must be recorded as soon as possible in the accident book and retained for at least three years. Serious accidents will be reported to the Health and Safety Executive in line with RIDDOR 2013.

The reportable injuries, diseases, or dangerous occurrences outlined in health and safety policies are critical for ensuring workplace safety and compliance with regulations. The list of conditions that require notification, either due to the risk they pose to others or because they are legally mandated, includes both injuries and diseases. Here's a summary of the key components mentioned in your health and safety document:

Reportable Injuries and Dangerous Occurrences



1. **Death:** Any fatality at the workplace must be reported.
2. **Specified Injuries:**
 - **Fractures** (excluding fingers, thumbs, and toes).
 - **Amputations.**
 - **Permanent loss or reduction in sight.**
 - **Crush injuries** to the head or torso affecting the brain or internal organs.
 - **Serious burns.**
 - **Scalpings** requiring hospital treatment.
 - **Loss of consciousness** due to head injury or asphyxia.
 - Injuries from working in enclosed spaces leading to hypothermia, heat-induced illness, or requiring resuscitation or hospitalization for more than 24 hours.
3. **Absence or inability to work:** If an employee is unable to work for more than 7 consecutive days due to an injury, it must be reported.
4. **Hospitalization:** Any incident resulting in someone being taken to the hospital.
5. **Near-Misses:** Events that did not cause injury but had the potential to do so.

Examples of Near-Miss Events

1. **Structural failures:** The collapse of load-bearing components in lifts or lifting equipment.
2. **Accidental release of dangerous substances:** Such as biological agents or harmful chemicals.
3. **Electrical incidents:** Short circuits or overloads causing fire or explosion.

Health and Safety Training

Staff receive health and safety training during induction, with additional training provided for those working in high-risk environments (e.g., with animals, woodwork equipment, or students with special educational needs). The training is conducted through Educare registered courses.

Monitoring and Review



The policy is reviewed annually or in response to significant legislative changes, with approval by the Director.

Links with Other Policies

This Health and Safety Policy is interconnected with:

- **First Aid Policy.**
- **Fire Safety Policy.**

Additional Guidelines for Illness and Time Off

There are specific guidelines for preventing the spread of infection within the workplace, particularly regarding infectious diseases. These include:

- **Athlete's foot:** No exclusion needed.
- **Chickenpox:** Stay away until all vesicles have crusted over.
- **Cold sores:** Avoid contact with sores; no exclusion needed.
- **German measles:** Exclude for four days from the onset of rash, with particular care for pregnant women.
- **Hand, foot, and mouth disease:** Follow specific treatment timelines.
- **Measles, mumps, and rubella (MMR):** Exclude as per vaccination guidelines and inform antenatal care if exposed during pregnancy.

Other Infectious Diseases

Diseases such as **scarlet fever, whooping cough, COVID-19, and conjunctivitis** have tailored guidelines on how long affected individuals should stay away from work. These timelines are designed to reduce the risk of infection spreading.

The Health and Safety Policy provides comprehensive guidelines for maintaining a safe workplace by addressing not only the immediate risks from injuries but also broader health risks from diseases, ensuring that proper actions are taken for the safety of all workers and individuals involved.