



Health and Safety Policy

Secondary Alternative Education Provision

Policy Owner	In-Tuition Learning
Effective Date	August 2026
Review Date	August 2027

Our commitment

In-Tuition Learning is committed to providing a safe, healthy and supportive environment for learners, staff, visitors and contractors. We manage risk sensibly and proportionately so that learners can participate in meaningful education without unnecessary restrictions.

Contents

- 1. Statement of intent
- 2. Scope and application
- 3. Responsibilities
- 4. Consultation, information and training
- 5. Risk assessment and reasonable adjustments
- 6. Premises and shared-site responsibilities
- 7. Fire safety, security and emergencies
- 8. First aid, accidents and incident reporting
- 9. Medical needs, infection prevention and welfare
- 10. Equipment, electricity and maintenance
- 11. Hazardous substances and cleaning products
- 12. Manual handling and display screen equipment
- 13. Lone working, personal safety and violence
- 14. Educational activities, visits and transport
- 15. Smoking, vaping, alcohol and drugs
- 16. Visitors, contractors and deliveries
- 17. Reporting defects and stopping unsafe activity
- 18. Monitoring, records and review
- 19. Legal framework and related documents
- Appendix 1 - Immediate action guide
- Appendix 2 - Routine health and safety checklist
- Appendix 3 - Accident and near-miss information checklist

1. Statement of intent

In-Tuition Learning will take all reasonably practicable steps to protect the health, safety and welfare of employees and others who may be affected by its work, including learners, parents and carers, visitors, contractors and members of the public.

We will manage health and safety through clear responsibilities, suitable risk assessment, safe working arrangements, appropriate training and supervision, prompt reporting of hazards and incidents, and regular review. Health and safety decisions will be proportionate to the real level of risk and will support, rather than unnecessarily restrict, access to education.

The original Health and Safety General Standards document was based on an early-years template and included references to children, parents and classroom routines that did not fully reflect a secondary Alternative Provision serving learners who may be aged up to 25. This policy retains useful premises, hygiene, equipment and training controls while replacing outdated or duplicated wording with arrangements suited to In-Tuition Learning.

Immediate danger

Anyone who identifies an immediate and serious danger must take reasonable steps to protect people, stop the activity if safe to do so, call 999 where necessary, and inform the Director as soon as possible.

2. Scope and application

This policy applies to all In-Tuition Learning activities, whether delivered at Unit 30, BSS House (Bizspace), at another approved venue, online, in the community, during an educational visit or while travelling for work-related purposes.

It applies to employees, tutors, volunteers, agency workers, contractors and visitors. Learners are expected to follow safety instructions and behave in a way that does not put themselves or others at risk. Learners aged 18 or over remain covered by this health and safety policy in the same way as younger learners.

Where In-Tuition Learning uses premises controlled by Bizspace or another host organisation, responsibilities will be coordinated with the landlord or venue operator. In-Tuition Learning remains responsible for the risks created by its own activities and for taking reasonable action where a shared-site issue could affect its learners or staff.

3. Responsibilities

Role	Main responsibilities
Director - John Burchall	Has overall responsibility for health and safety, ensures suitable arrangements and resources are in place, reviews

Role	Main responsibilities
	significant risks and incidents, liaises with landlords and commissioners, and obtains competent advice when needed.
All staff and tutors	Take reasonable care of themselves and others, follow training and safe systems of work, report hazards and incidents promptly, use equipment correctly, and cooperate with risk-control measures.
Learners	Follow reasonable instructions, use equipment appropriately, report hazards or injuries, and avoid behaviour that could endanger themselves or others.
Visitors and contractors	Follow site instructions, sign in where required, report hazards, and cooperate with relevant safety and safeguarding arrangements.
Bizspace or host venue	Manages those building, common-area, fire, utility, cleaning or maintenance responsibilities allocated to it under the lease, licence or venue agreement. In-Tuition Learning will confirm and document the division of responsibility.
Leadership and competent advice	
The Director leads health and safety arrangements and will seek competent external advice where a risk or technical matter requires specialist expertise.	

4. Consultation, information and training

Health and safety is a shared responsibility. Staff will be consulted about risks that affect their work and about proposed changes to working arrangements. Relevant information will be shared with learners, parents or carers, commissioners, contractors and host venues where this is necessary to manage risk.

- health and safety responsibilities and emergency procedures form part of induction
- training is matched to role and risk, including first aid, fire safety, manual handling, COSHH or personal safety where relevant
- staff receive updates when procedures, premises, activities or legal requirements change
- important instructions, warning signs and emergency information are clear and accessible
- training and significant briefings are recorded

5. Risk assessment and reasonable adjustments

In-Tuition Learning will identify hazards, decide who may be harmed and how, evaluate the level of risk, implement proportionate controls, record significant findings, and review the assessment. Written assessments will be used even where the organisation has fewer than five employees, because they support consistency and accountability.

Risk assessments may cover premises, fire, activities, equipment, hazardous substances, lone working, educational visits, transport, individual medical or behavioural needs, pregnancy, disability, infection risks and any significant change.

- before a new activity, venue, learner placement or item of equipment is introduced
- after an accident, near miss, safeguarding event or significant concern
- when a learner's needs or behaviour change
- when staff, premises, processes or legal guidance change
- at planned intervals even where no incident has occurred

Controls will take account of the Equality Act 2010. Risk management must not be used as a blanket reason to exclude disabled learners or learners with SEND. Reasonable adjustments and individual solutions will be considered so that access to education is maintained wherever it can be achieved safely.

6. Premises and shared-site responsibilities

The Director will maintain a clear record of which premises matters are controlled by In-Tuition Learning and which are controlled by Bizspace or another host venue. Defects in common areas, utilities, fire systems, building fabric, water systems, heating or ventilation will be reported promptly to the responsible party and followed up where necessary.

- floors, routes and work areas are kept reasonably clean, dry, unobstructed and free from avoidable trip hazards
- lighting, heating and ventilation are suitable for the work being carried out
- toilets and handwashing facilities are available and maintained
- doors, windows, furniture and storage are kept in safe condition
- resources and equipment are stored so that they cannot readily fall, collapse or block escape routes
- access arrangements take account of mobility, sensory and other needs
- the current Health and Safety Law poster or equivalent leaflet is displayed or made available as required
- employers' liability insurance is maintained and the certificate is displayed or made electronically available as required

7. Fire safety, security and emergencies

Fire precautions will be coordinated with Bizspace or the relevant host venue. In-Tuition Learning will understand the building fire-risk assessment, alarm arrangements, escape routes, assembly point, evacuation assistance arrangements, and responsibilities for drills and checks.

- staff and learners receive appropriate evacuation information
- escape routes and fire doors are kept clear
- visitors are accounted for during an evacuation
- personal emergency evacuation plans are considered where someone may need assistance
- no one re-enters until authorised
- any fire, alarm failure or evacuation problem is recorded and reviewed
- security risks, lockdown or invacuation arrangements are considered alongside fire and safeguarding procedures

Emergency contacts

Call 999 for fire, serious injury, immediate danger or suspected crime. Provide the exact location, nature of the emergency, number of people affected and any known access restrictions.

8. First aid, accidents and incident reporting

In-Tuition Learning will complete a first-aid needs assessment and provide suitable first-aid equipment, trained cover and arrangements for summoning emergency assistance. First-aid supplies will be accessible, clearly identified and checked regularly.

- all injuries, work-related ill health, dangerous occurrences, violence, near misses and significant property damage are reported promptly
- records include what happened, when and where it happened, who was involved, treatment given, witnesses and immediate action taken
- parents or carers are informed where appropriate for learners under 18; adult learners are involved in decisions about sharing information unless there is a lawful reason otherwise
- serious incidents are notified to commissioners, insurers, landlords, safeguarding services or other bodies where required
- the Director determines whether an event is reportable under RIDDOR and obtains competent advice where necessary
- incident records are reviewed for trends and preventive action

9. Medical needs, infection prevention and welfare

Relevant health and medical information will be obtained before or at the start of a placement and updated when needs change. Where necessary, an individual healthcare plan, allergy plan, emergency medication arrangement or specific risk assessment will be agreed with the learner, parent or carer, commissioner and healthcare professionals.

- medication is managed only under an agreed procedure and stored securely but accessibly in an emergency
- staff receive information and training appropriate to the learner's needs
- good hand hygiene, respiratory hygiene and routine cleaning are promoted
- bodily fluids are dealt with using suitable protective equipment and safe disposal arrangements
- public-health advice is followed for significant infections or outbreaks
- drinking water, toilets, handwashing, rest breaks and suitable working temperatures are provided
- staff wellbeing, work-related stress and workload concerns are taken seriously and addressed proportionately

10. Equipment, electricity and maintenance

Equipment will be suitable for its intended use, age group and individual learner needs. It will be checked before use where appropriate, maintained in accordance with risk and manufacturer guidance, and removed from use if damaged or unsafe.

- electrical equipment, plugs, leads and sockets are visually checked and defects are reported
- portable appliance testing is arranged according to risk rather than an arbitrary annual cycle
- fixed electrical installations and gas systems are managed by the responsible dutyholder and evidence is obtained where appropriate
- sockets are not overloaded and extension leads are used only where suitable
- staff do not undertake repairs or maintenance beyond their competence
- ladders or access equipment are used only where suitable and after appropriate instruction
- learners use tools or specialist equipment only with suitable supervision and controls

11. Hazardous substances and cleaning products

Hazardous substances will be avoided or replaced with safer alternatives where reasonably practicable. Where use is necessary, a suitable COSHH assessment will identify the hazards, exposure routes, people at risk, control measures, storage, emergency action and disposal arrangements.

- products remain in labelled containers unless a suitable, correctly labelled working container is required
- safety data sheets are available but are not treated as a substitute for a workplace COSHH assessment
- cleaning chemicals and other hazardous substances are secured away from unauthorised access
- staff follow dilution, ventilation, protective equipment and incompatibility instructions
- no substance is mixed unless specifically authorised by the manufacturer or assessment
- spills, exposure or damaged containers are dealt with under the relevant emergency procedure

12. Manual handling and display screen equipment

Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the task, load, environment and individual capability will be assessed, and suitable handling methods, assistance or equipment will be used. Staff must not attempt to lift or move a person or heavy item without appropriate assessment, training and support.

Staff who habitually use display screen equipment for work will be supported to adjust their workstation, take suitable breaks or changes of activity, report discomfort and obtain an eye test where the legal criteria are met. Home and remote working arrangements will also be considered.

13. Lone working, personal safety and violence

Lone working includes working without immediate access to another responsible adult at the centre, in the community, at a learner's home, while travelling or during remote work. It will be risk assessed according to location, time, activity, learner needs, communication, emergency access and staff experience.

- staff follow agreed check-in and check-out arrangements
- meetings or tuition are moved, ended or supported where behaviour or circumstances create unacceptable risk
- staff do not carry out high-risk tasks alone
- personal contact details are protected and approved communication channels are used
- threats, harassment, aggression and violence are reported and reviewed
- police or emergency services are contacted where conduct creates immediate danger or may constitute a crime
- post-incident support and debrief are offered

14. Educational activities, visits and transport

Activities beyond normal classroom tuition will be planned and supervised according to their risks. This includes practical work, physical activity, community learning, work-related learning, educational visits and use of third-party venues.

- the educational value, hazards, learner needs, staffing, supervision, communication and emergency arrangements are considered
- parental or carer consent is obtained where required and adult learners give their own consent
- host venues and providers are checked to a proportionate level
- transport is suitable, insured and operated by appropriately licensed and authorised persons
- seat belts are worn where provided and learners are not transported in unsafe or unauthorised circumstances
- medication, first aid, safeguarding and contact arrangements travel with the group as needed
- dynamic risk assessment is used to respond to changing circumstances without replacing proper planning

15. Smoking, vaping, alcohol and drugs

Smoking and vaping are not permitted inside In-Tuition Learning premises or in any area designated as smoke-free by the landlord or host venue. Staff and learners must not attend or participate in activities while impaired by alcohol, illegal drugs or misused medication. Concerns will be handled under safeguarding, conduct, support and disciplinary arrangements as appropriate.

16. Visitors, contractors and deliveries

- visitors follow sign-in, identification, supervision and safeguarding arrangements appropriate to their role
- contractors provide relevant risk assessments, method statements, competence and insurance information where the work requires it
- works are coordinated to prevent exposure to noise, dust, fumes, tools, vehicles or restricted areas
- deliveries and waste collection are managed so that routes and exits remain safe
- contractors are told about emergencies, asbestos information and other site hazards relevant to their work
- unsafe contractor activity is stopped and reported to the responsible organisation

17. Reporting defects and stopping unsafe activity

Staff, learners and visitors should report hazards, defects and near misses immediately to the Director or the person supervising the activity. A person should not continue an activity where they reasonably believe there is a serious and imminent danger. Equipment should be isolated or labelled to prevent use where this can be done safely.

What to report

Examples include damaged electrical leads, blocked exits, spills, loose flooring, faulty furniture, unsafe behaviour, missing first-aid supplies, inadequate lighting, security concerns, exposure to chemicals, threatening conduct and any event that could have caused injury even if no one was harmed.

18. Monitoring, records and review

The Director will monitor implementation through routine checks, review of accidents and near misses, staff and learner feedback, landlord liaison, training records and review of risk assessments. Corrective actions will be assigned, prioritised and followed through.

Records will be retained securely in line with legal, insurance, commissioning and data-protection requirements. This policy will be reviewed at least annually and sooner after a serious incident, significant organisational change, new premises, relevant enforcement action or material change in legislation or guidance.

19. Legal framework and related documents

The principal legislation and guidance relevant to this policy includes:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (First-Aid) Regulations 1981
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992 and 2022 amendment duties where applicable
- Equality Act 2010
- Department for Education health and safety guidance and HSE education guidance

This policy should be read alongside the Safeguarding and Child Protection Policy, Fire and Emergency procedures, First Aid arrangements, Educational Visits procedure, Behaviour policy, Data Protection policy, Lone Working arrangements, Risk Assessment procedure and any relevant Bizspace or host-venue rules.

Appendix 1 - Immediate action guide

Step	Action	What to do
1	Protect people	Stop the activity if safe, move people away from danger, and provide first aid.
2	Call for help	Call 999 for fire, serious injury, immediate danger or suspected crime.
3	Control the area	Prevent further access or use. Do not disturb evidence unnecessarily.
4	Inform	Tell the Director and, where relevant, Bizspace, the host vendor, parent or carer, commissioner or safeguarding service.
5	Record	Write a factual account as soon as possible, including witness statements, treatment and immediate actions.
6	Review	Consider RIDDOR, insurance, safeguarding, follow-up support and changes needed to prevent recurrence.

Appendix 2 - Routine health and safety checklist

Use this as a prompt for routine checks. It does not replace specific risk assessments or landlord inspections.

Check	Yes / No	Action needed
Emergency routes and doors are clear	☐ / ☐	
Emergency and emergency information is visible and understood	☐ / ☐	
Floors and walkways are clean, dry and free from trip hazards	☐ / ☐	
Lighting, heating and ventilation are satisfactory	☐ / ☐	
Furniture and storage are stable and undamaged	☐ / ☐	
Electrical leads, plugs and equipment show no obvious damage	☐ / ☐	
First aid supplies are available and in date	☐ / ☐	
Flammable products and hazardous substances are secured	☐ / ☐	
First aid kits and handwashing facilities are usable and stocked	☐ / ☐	
Required learner medical information and emergency contact information are available	☐ / ☐	
Insurance and contractor arrangements are operating	☐ / ☐	
Any previous corrective actions have been completed	☐ / ☐	

Checked by: _____ Date: _____ Next review: _____

Appendix 3 - Accident and near-miss information checklist

Record information promptly and factually. Do not include speculation or unnecessary personal information.

- date, time and exact location
- name and status of person affected
- description of activity and what happened
- injury, symptoms or potential harm
- first aid or emergency treatment provided and by whom
- names and contact details of witnesses
- equipment, substance or environmental factors involved
- photographs or preserved evidence where appropriate and lawful
- who was informed and when
- immediate action taken to make the situation safe
- whether safeguarding, police, landlord, commissioner, insurer or regulator notification was considered
- follow-up investigation, support and preventive action
- name and signature of person completing the record

Near misses matter

A near miss is an event that did not cause injury or damage but could reasonably have done so. Recording near misses allows hazards to be corrected before someone is harmed.