

PL6 Learning Hub Health and Safety Policy

Approved by: Western Education Solutions Ltd

Applies to: All staff, learners, parents/carers, visitors, and contractors

Health & Safety Officer: Greg Western

Deputy H&S; Lead: [Insert Name once appointed]

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Policy Statement

PL6 Learning Hub is committed to providing and maintaining a safe, healthy, and supportive environment for all learners, staff, and visitors. Our goal is to prevent accidents and incidents, promote wellbeing, and ensure compliance with all relevant health and safety legislation.

2. Legal Framework

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- RIDDOR 2013
- COSHH 2002
- Fire Safety (England) Regulations 2023
- First Aid Regulations 1981
- Children Act 2004

3. Aims and Objectives

- Provide a safe and healthy learning and working environment.
- Identify, assess, and manage all foreseeable risks.
- Prevent accidents and occupational illness.
- Ensure staff receive appropriate health and safety training.
- Maintain clear emergency procedures, including fire and first aid.

4. Responsibilities

Health and Safety Officer (Greg Western):

- Overall responsibility for health and safety compliance.
- Ensures risk assessments are completed and reviewed.
- Maintains accident and incident records via CPOMS.

All Staff:

- Take reasonable care of their own and others' safety.
- Report hazards and incidents.

Learners:

- Follow safety instructions and report concerns.

Visitors and Contractors:

- Must sign in and follow site safety procedures.

5. Risk Assessment

Risk assessments are completed for all activities, areas, and off-site trips. Reviewed annually or after any significant incident.

6. Accident Reporting and Investigation

All accidents and near misses are reported to the H&S; Officer, logged on CPOMS and the Accident Book, and investigated. Serious incidents are reported under RIDDOR.

7. First Aid

- Qualified First Aiders are present at all times.
- Kits are checked monthly.
- All treatment recorded and parents informed where necessary.

8. Fire Safety

Fire procedures are detailed in the Fire Management Policy. Alarms tested weekly, drills termly, and exits kept clear.

9. Electrical and Equipment Safety

- All equipment PAT tested annually.
- Staff visually inspect before use.
- Only authorised personnel may repair or replace equipment.

10. Infection Control and Hygiene

- Hand washing and sanitiser facilities provided.
- Site cleaned daily and surfaces disinfected.
- Learners with symptoms sent home until safe to return.

11. Welfare and Wellbeing

PL6 promotes mental and physical wellbeing for all. Learners' emotional needs are prioritised in all planning.

12. Manual Handling and Physical Activity

- Staff trained in safe lifting techniques.
- Learners not permitted to lift heavy loads.
- Furniture arranged for safe movement.

13. Security and Site Safety

- Premises locked during teaching hours.
- Visitors by appointment and must sign in.
- No CCTV; safety managed through supervision and access control.

14. Monitoring and Review

Monthly site inspections carried out by the H&S; Officer. Policy reviewed annually or following any incident.

15. Emergency Procedures

Staff trained in evacuation and lockdown procedures. Emergency contacts displayed in all teaching areas. An Emergency Plan is in place for fire, flood, and medical emergencies.

Signed:

Greg Western

Health & Safety Officer / Designated Safeguarding Lead

PL6 Learning Hub

Western Education Solutions Ltd

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