ALMA EDUCATION

Health and Safety Policy

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Statement of Intent

Alma Education is committed to the health and safety of its staff, learners and visitors. Keeping everyone safe is of paramount importance, and this policy sets out how Alma creates and maintains a safe learning environment in every setting where sessions take place: learners' homes, community settings and Alma hubs.

Because sessions are delivered 1:1 or in small groups across a range of settings, Alma's approach to health and safety is built around careful risk assessment of each session location and activity, clear procedures for learning mentors working alone, and prompt communication with families and commissioning bodies. The commissioning school or local authority retains full legal accountability for each learner, and Alma works in partnership with them on any health and safety matter affecting a learner they have placed.

Alma Education is committed to:

Providing a productive and safe learning environment. Preventing accidents and work-related illness. Complying with all statutory requirements. Minimising risks through assessment and policy. Providing safe working equipment and ensuring safe working methods. Including all staff in health and safety decisions. Monitoring and reviewing its policies to ensure they are effective. Setting high standards to develop a culture of continuous improvement. Ensuring adequate welfare facilities are available at Alma hubs and for staff working in the community. Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legislation and Statutory Guidance
Health and Safety at Work etc. Act 1974
Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Supporting Pupils at School with Medical Conditions (Aug 2017)
Equality Act 2010
UK GDPR and Data Protection Act 2018
Keeping Children Safe in Education (2026)
Non-School AP Voluntary National Standards (Aug 2025)

1. Legal Framework and Related Policies

This policy has due regard to all relevant legislation and national guidance, including, but not limited to, the legislation and guidance listed in the table above.

This policy operates in conjunction with the following Alma policies:

- First Aid Policy
- Fire Safety Policy
- Child Protection and Safeguarding Policy
- Prevent Duty Policy
- Behaviour Policy
- Staff Code of Conduct
- Safer Recruitment Policy
- Data Protection and Privacy Policy
- Social, Emotional and Mental Health Policy
- SEND Policy

Lone working, supporting learners with medical needs, emergency and security procedures, and educational visits are set out in full within this policy.

2. Roles and Responsibilities

The Advisory Board

The Advisory Board, in its advisory role and in conjunction with the Director of Education, will:

- Seek assurance that Alma provides a safe environment for all staff, learners and visitors in every setting where sessions take place.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Seek assurance that everyone working for Alma is familiar with the requirements of the relevant legislation and codes of practice.
- Review the management structure responsible for health and safety at Alma.
- Seek assurance that there is a detailed and enforceable health and safety policy, and that it is implemented by all.
- Assess the effectiveness of the policy and advise on any necessary changes annually.
- Seek assurance that the risks of possible accidents and injuries are identified and that reasonable adjustments are made to prevent them occurring.
- Seek assurance that safe means of entry and exit are in place at Alma hubs and are checked for other session locations.
- Seek assurance that the equipment, outdoor spaces and systems of work used by Alma are safe.
- Seek assurance that safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Seek assurance that staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.

- Seek assurance that, where necessary, protective equipment and clothing are provided, along with any necessary guidance and instruction for safe use.

The Director of Education

The Director of Education will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, learners and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by all members of staff.
- Act as Alma's designated competent person for health and safety, seeking external competent advice where needed.
- Investigate accidents and incidents, to understand their causes and amend risk assessments as required.
- Be the designated contact with the local authority, commissioning bodies and the Health and Safety Executive (HSE) where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by ensuring risk assessments are carried out for every session location and activity.

All Staff

All members of staff, including learning mentors, will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with Alma on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the Director of Education of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with this policy and the aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all health and safety requirements set by Alma.
- Ensure that learners and visitors apply health and safety rules and follow any routines and procedures in place.

- Ensure all equipment they use is in good working order and safe to use, and that it is not used improperly.
- Use the correct equipment and tools for the task and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Director of Education.
- Take an interest in health and safety matters and suggest any changes they feel are appropriate.
- Make suggestions as to how Alma can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of learners.

Learners

Learners will be supported to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards and suited to the planned activity.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of Alma and of each session location.
- Look after items supplied for their own and other learners' health and safety, and leave them in place.

3. Training and First Aid

Alma Education ensures that staff are provided with the health and safety training they need for their role. This may not always mean attendance at training courses; it may involve providing staff with instructions and information about health and safety at Alma.

Staff are provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate continuing professional development (CPD) to contribute to the running and success of Alma.

Staff are trained on how to:

- Assess risks specific to their role, including the risks of each session location.
- Meet the roles and responsibilities identified within this policy.
- Work safely alone, in line with section 16 of this policy.

Where relevant to their role, staff receive specific training in:

- Using any specialist tools or equipment for practical or outdoor activities.
- Taking responsibility for the storage and use of any potentially hazardous materials.

First aid

Alma Education acts in accordance with the First Aid Policy at all times. Alma ensures that a member of staff with a current first aid qualification is present at every session, and that a first aid kit is carried to every session location.

Alma carries out a first aid needs assessment to inform the First Aid Policy and to assess the first aid needs appropriate to its circumstances.

When conducting a first aid needs assessment, Alma considers:

- The session locations used, including homes, community settings, outdoor spaces and Alma hubs.
- Learners and staff, including any known medical needs.
- The hazards and risks present, including those of planned activities.

Where appropriate to their learning programme, learners are taught basic first aid, such as dealing with common injuries, and may learn how to give CPR and the purpose of defibrillators.

Details of trained first aiders, their certification expiry dates and first aid kit arrangements are held in Alma's staff training record and set out in the First Aid Policy.

4. Contacting the Emergency Services

The Director of Education ensures that procedures for managing safety precautions are discussed, formulated and effectively shared with all staff.

Staff will contact the emergency services in an emergency. Every learning mentor carries a charged mobile phone during sessions. Where it is safe and appropriate to do so, staff will alert the Director of Education to the incident.

Where an ambulance is called for a learner, the learning mentor or the Director of Education will contact the learner's parent or carer and the commissioning body. Where necessary, learners will be evacuated from the building and taken to the assembly point identified in the session risk assessment. Staff are aware of any learners who have a personal emergency evacuation plan (PEEP). Staff are responsible for the safety of learners and for answering questions from the emergency services as best they can.

In an emergency

Call 999 first. Then inform the Director of Education, who will contact the learner's parent or carer and the commissioning body.

5. Accident Reporting and Investigation

All accidents and incidents, including near misses and dangerous occurrences, are reported as soon as possible to the Director of Education using Alma's accident report form, and recorded on Alma's accident log.

The Director of Education informs the Advisory Board if an accident is fatal or results in a major injury, as defined by the HSE, and informs the commissioning body of any accident involving a learner they have placed.

More detailed information on reporting accidents and near misses is set out in the following sections of this policy.

Alma always records and reports work-related injuries to staff members or learners.

Reporting significant accidents

Significant accidents, as defined in RIDDOR 2013, are reported to the HSE at the earliest opportunity.

Alma always reports 'specified injuries' to the HSE without delay. These include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion

- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Alma also reports occupational diseases on receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, for example from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, for example from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses are not reported under RIDDOR, since they are not usually one distinct event. RIDDOR stipulates that, to be reportable, an injury must have resulted from an accident arising out of or in connection with work. Staff wellbeing is supported as set out in section 16.

Under RIDDOR, Alma reports accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Where an incident must be reported to the HSE, the Director of Education, or a person appointed on their behalf, will file a report as soon as reasonably possible using the HSE's online RIDDOR reporting service. Alma reports all accidents and injuries online where possible. Fatal and specified injuries may also be reported by telephone, using the contact details published by the HSE.

Reporting hazards

Staff, learners, contractors and visitors have a duty to report any condition or practice they consider to be a hazard. In most cases, hazards are reported verbally to the Director of Education as soon as possible. Serious hazards are also recorded in writing using Alma's hazard report form. Hazards at a community venue are also reported to the venue operator.

Accident investigation

All accidents, however minor, are investigated by the Director of Education and the outcomes recorded. The time spent on each investigation depends on the seriousness of the accident. After an investigation, a risk assessment is carried out, or the existing assessment amended, to avoid the accident happening again.

The Director of Education evaluates all reported incidents each month to identify patterns and trends, and takes corrective action to minimise the reoccurrence of any incident or illness.

6. Active Monitoring System

Alma's procedure for actively monitoring health and safety includes:

- Annual audits, including fire risk assessments and health and safety audits of Alma hubs.
- Termly examination of documents, including risk assessments and training records, to ensure compliance with standards.
- Termly checks of Alma hubs, equipment and regularly used session locations.
- Monthly health and safety reporting by learning mentors to the Director of Education.
- Regular reports from the Director of Education to the Advisory Board.
- External measures, such as surveys by contractors and service providers, and quality assurance visits from commissioning bodies and local authorities.

7. Risk Assessment

The Director of Education has overall responsibility for ensuring that potential hazards are identified and risk assessments are completed for every session location and activity.

Before sessions begin at any new location, a session location risk assessment is completed. Higher-risk activities, such as outdoor and adventurous activities, practical activities using tools or heat, and cookery, are assessed before each activity or programme of activities. Risk assessments for Alma hubs are reviewed at least annually. Risk assessments consider the needs of staff, learners, visitors and contractors, and identify all defects and potential risks along with the necessary control measures.

Each learner also has an individual risk assessment, completed with information from the commissioning body and the learner's family, which considers any medical, behavioural, safeguarding or additional needs.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters, such as a change of session location or a change in the learner's needs.

The Advisory Board is informed of significant risk assessment findings, so that issues can be prioritised and actions, funds and resources can be agreed.

Alma records the significant findings of every risk assessment, including:

- The identified hazards
- How people might be harmed by them
- What Alma has put in place to control the risk

The Director of Education acts as Alma's educational visits coordinator and ensures that risk assessments are completed by staff leading any trip or visit, as set out in section 28.

8. Slips and Trips

In line with HSE guidance, control measures are in place to control slip and trip risks. Alma uses the following procedure:

- Identify the hazards, considering environmental factors (floors, steps, slopes and uneven ground), contamination (water, food, mud, litter), organisational factors (the task and safety culture), footwear, and individual factors (weather, supervision, pedestrian behaviour).
- Decide who might be harmed and how.
- Consider the risks and decide whether existing precautions are sufficient, or whether further measures need to be introduced.
- Record the findings.
- Review the assessment regularly and revise it if necessary.

Alma remains especially vigilant to the following hazards:

- Staff or learners running or carrying heavy or awkward items
- Unsuitable footwear for the activity or the weather
- Poor lighting, particularly where there are uneven surfaces and level changes
- Contamination, including wet or muddy ground during outdoor sessions
- Obstructions, for example bags and trailing cables

9. Fire Safety

Alma Education implements its Fire Safety Policy to ensure that staff, learners and visitors are safe and aware of the potential risks of fire.

All staff understand and follow the evacuation arrangements for each session location, which are identified in the session location risk assessment. The Director of Education ensures that fire safety procedures are shared with all staff, and staff receive fire safety training so that they understand evacuation procedures.

At Alma hubs, evacuation procedures are practised each term, fire alarms and emergency lighting are tested, and firefighting equipment is checked annually by an approved contractor, with records kept by Alma or confirmed with the building owner. At community venues, these checks are the responsibility of the venue operator, and Alma confirms they are in place before sessions begin.

The evacuation of visitors and contractors is the responsibility of the person they are visiting or working for.

10. Evacuation, Invacuation, Lockdown and Security Incidents

Sessions take place in a range of settings, so learning mentors identify the emergency arrangements for each session location as part of the session location risk assessment. At community venues, staff follow the venue's own evacuation, invacuation and lockdown procedures. At Alma hubs, staff follow Alma's hub emergency procedures. Any learner with a PEEP is supported in line with their plan.

Staff understand the difference between the three responses:

- Evacuation: leaving the building by the nearest safe exit and going to the identified assembly point, for example in the event of fire or a gas leak.
- Invacuation: moving to and staying in a safe place inside the building, away from windows and doors, for example when there is a hazard or disturbance outside.
- Lockdown: securing the room or building to prevent entry, keeping out of sight and staying quiet, when there is a threat of violence or an intruder nearby.

Terrorist or security incident during a session

In the event of a terrorist or security incident during a session, including in a public or community space, the learning mentor will:

- Keep the learner with them and move away from the danger to a safe place, or, if it is not safe to leave, find cover and stay out of sight (Run, Hide, Tell).
- Call 999 as soon as it is safe to do so.
- Follow the instructions of the police and emergency services, and of the venue's staff where the session is in a community venue.
- Contact the Director of Education as soon as it is safe to do so. The Director of Education will contact the learner's parent or carer and the commissioning body.
- Record what happened as soon as possible after the incident.

Bomb threats and suspicious items

All staff are trained in how to respond to a bomb threat or a suspicious item. A member of staff who receives a threat, or finds a suspicious item, will:

- Stay calm and keep the caller talking, noting as much detail as possible, including the exact words used, the time, and any background noises.
- Call 999 immediately after the call ends and follow police advice.
- Not touch or move any suspicious item, and keep the learner well away from it.
- Inform the Director of Education and, where relevant, the venue operator.

Any concern about radicalisation or extremism is handled in line with the Prevent Duty Policy.

11. Visitors and Contractors

Visitors to Alma hubs sign in and out, show identification, and are accompanied at all times unless they have been through the appropriate safer recruitment checks. Visitors to sessions in other settings are agreed in advance by the Director of Education and, where appropriate, the learner's family and the commissioning body, in line with the Child Protection and Safeguarding Policy.

Anyone using an Alma hub for their own purposes is made aware of their health and safety obligations when the booking is agreed.

Contractors are responsible for the health and safety of their employees and for ensuring safe working practices. Their work is arranged so that it does not create a hazard for staff, learners or visitors.

12. Personal Protective Equipment (PPE)

Alma provides staff and learners who are exposed to a hazard that cannot be controlled by other means with suitable PPE, for example disposable gloves and aprons for first aid and cleaning,

gloves and eye protection for practical activities using tools, and suitable outdoor clothing for outdoor activities. Visitors are also supplied with PPE where appropriate.

Staff and learners use the PPE provided, and care for it according to the instructions and training given. Staff check that PPE fits the wearer properly. Where more than one item of PPE must be worn, the items are compatible and remain effective. PPE is not worn if wearing it would create a greater hazard than the one it is intended to protect against.

Damaged PPE is never used
If PPE is damaged, missing or does not fit properly, stop the activity and tell the learning mentor straight away. Never continue a practical or outdoor activity without the PPE the risk assessment requires.

Learners report any loss of, or defect in, PPE to their learning mentor, who reports it to the Director of Education. Damaged PPE is not used and is disposed of in line with the manufacturer's instructions if it cannot be repaired.

Risk assessments determine the suitable PPE for each hazard and are reviewed each term.

Staff and learners receive appropriate training so that they know how to use, maintain and store PPE, and how to spot and report faults. Equipment instructions are readily available. When not in use, PPE is stored properly, kept clean and in good repair.

Alma covers the costs of purchase, cleaning and repair for:

- Protective clothing that staff need to fulfil their roles.
- Any uniform or branded clothing that staff only wear for work.

The Director of Education keeps a record of all expenses relating to PPE and work clothing for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC) rules, Alma pays any tax and National Insurance due on work clothing and PPE that is not exempt. Unless exempt, Alma reports the following to HMRC using form P11D:

- Buying clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

Alma does not report the above to HMRC where it is provided as part of a salary sacrifice arrangement, or where Alma follows either of the procedures below:

- Paying a flat rate to employees as part of their earnings, either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

Alma always uses PPE in line with UK Health Security Agency guidance.

13. Employee Clothing

If Alma purchases clothing for employees, or lends it to them, Alma will:

- Report the costs on form P11D.
- Pay Class 1A National Insurance on the value of the benefit.

If employees purchase clothing that is necessary for their role and Alma reimburses them, Alma will:

- Add the value of the benefit to the employee's earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, for example rubber gloves, and Alma reimburses them, Alma will:

- Add the value of the benefit to the employee's other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have work clothing cleaned or repaired and Alma reimburses them, Alma will:

- Add the value of the benefit to the employee's earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting depends on whether Alma has given or lent the clothing. If clothing is given to employees, Alma uses the higher of:

- The second-hand value of the clothing when it is given to the employee
- The initial cost of the clothing

If clothing is lent to employees, Alma uses the higher of:

- 20 percent of the clothing's market value when first provided to the employee
- Any annual rental or hire charges Alma pays for it

14. Work-Related Hazards and Lone Working

Manual handling

Manual handling can be hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force or posture involved in a handling task, or a person's ability to hold or grasp an item in a safe and balanced way.

Alma reduces, as far as practicable, the need for staff to carry out manual handling tasks that involve a risk of injury, for example when carrying resources and equipment between session

locations. Where manual handling tasks are necessary, they are risk assessed, and control measures are monitored to ensure they are reducing the risk of injury and being followed correctly.

The capability and circumstances of staff are taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, the task does not take place.

All staff receive manual handling information and training as needed.

Working at height

Staff are not expected to work at height as part of their role. Any task that involves working at height, for example putting up displays at an Alma hub, is risk assessed first, and suitable equipment such as a stepladder is used. Staff never stand on chairs or tables.

Lone working

Many Alma sessions are delivered 1:1, in learners' homes and in community settings, so lone working is a normal and planned part of Alma's work. Lone working is managed through the following arrangements:

- A lone working risk assessment is completed for every learner and session location before sessions begin, and is reviewed whenever circumstances change.
- The Director of Education keeps an up-to-date record of each learning mentor's session timetable, including session locations and expected start and finish times.
- Learning mentors check in with the Director of Education, or a nominated colleague, at the start and end of every session, using an agreed method such as a text or call.
- If a learning mentor has not checked in within an agreed time, the Director of Education follows Alma's escalation procedure, which includes trying to contact the learning mentor, contacting the family or venue, and calling the police if there is concern for anyone's safety.
- Learning mentors carry a charged mobile phone at all times and keep emergency contact numbers readily available.
- Learning mentors agree a discreet code word or phrase with the Director of Education to signal that they need help without alerting others present.
- In a learner's home, a parent or carer, or another responsible adult agreed in advance, is present in the home for the duration of the session.
- Learning mentors position themselves so they have clear access to an exit, and trust their judgement: if they feel unsafe, they end the session and leave, then inform the Director of Education.
- Any incident, near miss or concern arising during lone working is reported to the Director of Education the same day and recorded.
- Any safeguarding concern arising during a session is reported in line with the Child Protection and Safeguarding Policy.

Lone working: every session
Check in at the start and end of every session. If you feel unsafe at any point, end the session, leave, and contact the Director of Education. In an emergency, call 999.

Staff confirm in writing that they have received, read and understood the lone working arrangements in this policy before they undertake lone working.

Stress management and staff wellbeing

Staff are made aware of the symptoms of stress, which can include sleeping problems, changes in appetite, mood swings, feeling lethargic, fatigue, emotional difficulties, chest pains and raised heart rate, lack of focus, difficulty concentrating and increased sweating. Staff who experience any of these symptoms are advised to consult their GP as soon as possible. Staff wellbeing is supported through regular supervision with the Director of Education, who works with staff to manage workload and to arrange additional support where needed.

Display screen equipment

Display screen assessments are carried out for staff who regularly use laptops or desktop computers, including for planning and administration. Staff are encouraged to take regular breaks from screen work and to set up their workstation comfortably.

15. Maintaining Equipment

Alma ensures that staff and learners can expect that any equipment they use is suitable for its intended use and properly maintained. A competent person inspects the following equipment for health and safety issues annually:

- All electrical appliances used by Alma, including laptops, tablets and chargers
- Any sports and outdoor activity equipment
- Any tools used for practical activities

The Director of Education ensures that new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician is consulted where necessary.

Portable electrical equipment is visually checked by staff before use, and undergoes portable appliance testing (PAT) at intervals suited to the type of equipment and how often it is used.

Learning mentors know how to find the nearest public-access automated external defibrillator (AED) for each regular session location, and this is recorded in the session location risk assessment.

16. Cleaning and Temperature

Cleaning at Alma hubs is carried out to an agreed standard, whether by staff or by a contracted cleaning service, and is monitored by the Director of Education. Special attention is given to toilets, kitchens and food preparation areas.

Waste is disposed of safely, with special consideration given to clinical waste, such as used first aid materials.

The Director of Education ensures that Alma hubs are kept at a safe and comfortable temperature for staff and learners. Alma uses the following as a guide:

Area	Temperature
Where there is a below-normal level of physical activity, for example due to ill health or a physical disability	21°C
Where there is a normal level of physical activity, such as learning, private study or examinations	18°C
Where there is a high level of physical activity, such as sport or active learning	15°C

In learners' homes and community venues, learning mentors check that the space is at a comfortable temperature and adjust or relocate the session where needed.

17. Infection Control

Alma actively prevents the spread of infection through the following measures:

- Encouraging routine immunisation
- Maintaining high standards of personal hygiene and practice, including handwashing
- Maintaining a clean environment

Alma keeps up to date with national and local immunisation advice and encourages parents and carers to have their children immunised.

All staff complete a health declaration before starting employment with Alma.

Alma minimises health risks, for example from flu, by maintaining hygiene standards and by ensuring that learners and staff who are unwell do not attend sessions. Staff and learners who show signs of infection during a session are sent home and advised to see a doctor. Alma follows UK Health Security Agency guidance on exclusion periods for infectious illnesses.

18. Allergens and Anaphylaxis

Alma ensures the safety of learners and staff with allergies through careful planning and communication.

Parents and carers are asked to provide Alma with up-to-date information about their child's allergies, and the action to be taken in the event of an allergic reaction, including any medication required. This information is also sought from the commissioning body. Staff are asked to provide the Director of Education with details of their own allergies. Information about learners' and staff members' allergies is collated and stored securely.

Learners who are prescribed an adrenaline auto-injector (AAI) bring their own device(s) to every session, and the learning mentor checks this at the start of each session. If a learner's AAI is not available, the learning mentor contacts the parent or carer before the session continues.

Where food is prepared or shared during sessions, for example in cookery activities, learning mentors check ingredients and labels for allergens against the known allergies of everyone present before the activity begins.

Staff receive appropriate training and support, relevant to their level of responsibility, to help learners manage their allergies, including how to recognise anaphylaxis and how to use an AAI.

19. Medication and Medical Needs

Alma supports learners with medical conditions so that they can take part fully in their learning, having regard to the DfE guidance 'Supporting Pupils at School with Medical Conditions'. Staff receive annual training in supporting learners with medical conditions.

Alma supports learners with medical needs as follows:

- Before sessions begin, Alma obtains information from the commissioning body and the learner's family about any medical conditions, including any individual healthcare plan (IHP).
- Where a learner has an IHP, Alma follows it, and agrees with the family and the commissioning body how it applies to Alma sessions.
- Parents and carers notify Alma of any medication that a learner needs to take during sessions.
- Only trained staff administer medication, and only with written consent from the learner's parent or carer.
- Medication is only administered if it is in its original container, clearly labelled with the learner's name, dose and instructions.
- A record is kept of all medication taken during sessions, and this record is checked before any non-prescription medication is given.
- Learners who are able to manage their own medication, such as inhalers, are supported to do so safely.
- Emergency medication, such as inhalers and AAIs, is always taken to every session location.

Any change to a learner's medical needs is shared with the learning mentor before the next session, and the learner's risk assessment is updated.

20. Smoking and Vaping

Alma hubs are smoke-free and vape-free. Staff do not smoke or vape while working, during sessions or in the presence of learners. Visitors and contractors are made aware of this.

Staff support learners to understand the health risks of smoking and vaping, in line with the Behaviour Policy.

21. Security and Theft

The Director of Education assesses and manages security risks at Alma hubs, including access control and the safe storage of equipment and records. Any person who poses a risk to learners or staff is refused entry to Alma hubs.

Where CCTV is used at an Alma hub, it is used to monitor events and identify incidents, and footage may be used as evidence when investigating incidents. CCTV footage is personal data and is handled in accordance with the Data Protection and Privacy Policy.

Alma keeps cash holdings to a minimum. Any money is kept securely and banked promptly, and staff are not placed at risk of robbery.

Staff and learners are responsible for their personal belongings, and Alma accepts no responsibility for loss or damage. Thefts are reported to the police, and staff assist the police with their investigation.

Staff take reasonable measures to keep Alma equipment secure, including laptops and learner records carried between session locations. Missing or stolen equipment is reported to the Director of Education immediately.

Alma considers any risks posed by the local context of each session location as part of its risk assessments.

22. Severe Weather

The Director of Education monitors weather warnings and decides whether sessions should go ahead, be moved or be rearranged where severe weather could pose a risk to staff or learners, including during travel and outdoor sessions.

Where sessions are cancelled or changed due to severe weather, the Director of Education informs families and commissioning bodies promptly, and the Advisory Board is informed.

23. Travel and Transport

Staff who use their own vehicle for work hold a full, valid driving licence and business-use insurance, and keep their vehicle roadworthy, taxed and with a current MOT. Staff confirm these details to the Director of Education, who keeps a record and checks them annually.

Learning mentors only transport learners where this has been agreed in advance by the Director of Education, the learner's parent or carer and the commissioning body, and has been risk assessed. Where learners are transported, seat belts are worn at all times, there is one person per seat, and any child restraint requirements are met.

Fines incurred are paid by the driver responsible for the offence.

Where sessions involve travel on foot or by public transport, the route is included in the risk assessment.

24. Educational Visits and Community Learning

Community-based learning and visits are an important part of Alma's approach. The Director of Education acts as educational visits coordinator.

Alma manages visits and community learning as follows:

- Every visit is planned and risk assessed in advance by the learning mentor leading it, and approved by the Director of Education.
- Written consent is obtained from the learner's parent or carer, and the commissioning body is informed of any visit outside the learner's usual session arrangements.
- Staffing levels reflect the risk assessment and the needs of the learners taking part.
- Any provider used for an activity, such as an outdoor activity centre, is checked to confirm it holds appropriate safety accreditation, insurance and safeguarding arrangements.
- Staff carry a first aid kit, any learner's emergency medication, emergency contact details and a charged mobile phone on every visit.
- Any accident or incident during a visit is reported in line with section 5.

25. Near Misses

A near miss is an event that does not cause harm but has the potential to cause injury or ill health.

If staff, learners, contractors or visitors see or are involved in a near miss, they report it so that Alma can consider how to prevent a possible accident in the future.

Near misses are reported verbally to the Director of Education as soon as possible and then recorded.

Alma reports near misses that count as dangerous occurrences under RIDDOR to the HSE.

All accidents and near misses, however small, are reported and investigated by the Director of Education and the outcomes recorded. The time spent on each investigation depends on the seriousness of the event.

After an investigation, a risk assessment is carried out, or the existing assessment amended, to prevent the event happening again.

26. Monitoring and Review

This policy is reviewed annually by the Director of Education and the Advisory Board, or sooner if required by changes in legislation or statutory guidance. Any necessary amendments will be communicated to all staff. This policy was approved by Melanie Steel, Director of Education, in August 2026 and is due for review in August 2027.