

Waltham Forest Adult Learning Service Health Safety and Welfare Policy (2026/27)

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1. Who this Policy is for

This policy applies to all WFALS staff, tutors, subcontracted providers, learners and visitors to WFALS learning environments. It outlines how WFALS ensures that all learning locations are healthy, safe and supportive.

2. What this Policy is about

WFALS is responsible for ensuring that every learning environment is safe.

We work with venue partners, subcontracted learning providers and internal teams to assess risks and maintain safe conditions.

All partners must supply WFALS with their Health, Safety and Welfare Policy and procedures each year. These must meet national legislation, safeguarding requirements and Ofsted expectations.

3. How We Monitor Health and Safety

WFALS maintains high standards of health and safety through:

- Regular risk assessments of all learning venues
- Verification of equipment maintenance and annual testing
- Ensuring tutors carry out course-specific risk assessments
- Monitoring and follow-up visits by WFALS quality and compliance staff
- Ensuring safety measures (including hygiene or distancing if required) are in place
- Reviewing any concerns raised by staff, tutors, learners or visitors

Providers must ensure that physical conditions, equipment and resources are maintained to a safe standard at all times.

4. Reporting Accidents, Incidents and Near Misses

All accidents, incidents and near misses must be recorded using WFALS reporting processes.

Serious accidents involving staff or learners must be reported to the Health and Safety Executive (HSE) under the RIDDOR requirements.

Subcontracted providers delivering on behalf of WFALS must report any serious incident to both HSE (where applicable) and WFALS Quality & Compliance.

5. Responsibilities of Staff, Learners and Visitors

Everyone has a responsibility to protect their own health and safety and that of others.

Staff, learners and visitors must:

- Report hazards or unsafe conditions immediately
 - Follow all safety instructions
 - Use equipment safely and appropriately
 - Comply with manual handling, DSE and hygiene guidance
 - Follow safeguarding and Prevent procedures
 - Adhere to any centre-specific rules
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6. Responsibilities of Tutors

Tutors are responsible for the safety of learners during sessions.

Tutors must:

1. Complete a risk assessment for each classroom, venue and course before teaching.
 2. Highlight any risks to learners at the first session and as needed throughout the course.
 3. Report any hazards, incidents or near misses immediately.
 4. Understand evacuation, lockdown and emergency procedures for each venue.
 5. Display or point out fire evacuation information at the first session.
 6. Ensure learners understand any course-specific risks (e.g. use of tools, ICT, chemicals, sports).
 7. Reiterate expectations around Prevent and safeguarding.
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7. Key Legislation and Guidance

This policy is based on national health and safety law and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 2005
- RIDDOR 2013
- COSHH 2002
- PUWER 1998
- PPE Regulations 1992
- DSE Regulations 1992 (amended 2002)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Latest HSE employer guidance (2026)

Providers must ensure their policies and procedures comply with current legislation.

8. Expectations for Providers and Partners

All subcontracted and partner organisations must:

- Provide WFALS with an up-to-date Health, Safety and Welfare Policy each year
 - Complete and store risk assessments for all learning environments
 - Ensure tutors follow all required safety practices
 - Maintain safe equipment and up-to-date testing records
 - Report accidents and near misses promptly
 - Provide safe, accessible learning environments
 - Put reasonable adjustments in place for learners who need them
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9. Learners Feeling Safe

Tutors and centre staff must ensure learners feel safe at all times.

This includes:

- Explaining expected behaviour and safety procedures
- Ensuring learners understand how to raise concerns
- Responding promptly to any safety or safeguarding issues
- Ensuring the Prevent Duty and safeguarding responsibilities are explained clearly