

## APPENDIX B2

### BASIC HEALTH AND SAFETY

This guide provides basic minimum standards that must be in place within the teaching environment.

You should be aware of the contact details for your tutor, first aiders and fire wardens, these could be the same person.

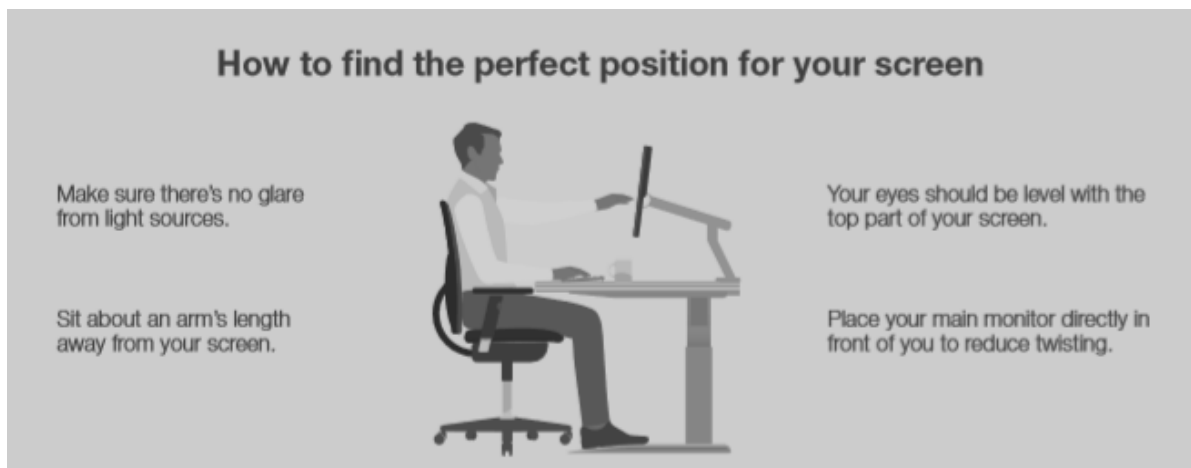
All concerns, issues, accidents/incidents and near misses must be reported to your tutor.

Particular reference must be made to COVID-19 and we advise that all government and HSE issued guidance be adhered to in relation to handwashing, cleaning, social distancing, etc.

**Contents** (not all will be applicable to your course)

1. Display Screen Equipment (DSE)
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6. Work at Height/accessing high level storage/use of steps
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10. Working Environment/Workplace
11. First Aid Provision
12. Accidents and Incidents
13. Interviewing/meeting with tutors/learners/members of the public etc.

#### 1. Display Screen Equipment (DSE)



Key aspects of safe DSE use:

- Good posture adopted, organised desk layout and sufficient under-desk space
- Ensure the operator chair is correctly adjusted
- Need to report defects and problems with equipment/furniture etc.

## 2. Equipment and Furniture

Tutors must be aware and able to identify any obvious defects e.g. defective plugs, overloaded or unstable shelving and report issues to the landlord. If serious defects are identified then items must be removed from use immediately.

## 3. Electricity and Use of Electrical Equipment

All electrical equipment should undergo routine visual inspection and testing (Portable Appliance testing). Tutors should carry out a regular visual check of electrical equipment before they use it.

Tutors should be aware that all portable electrical items must have a sticker attached to show they have been PA tested; there will be a date indicated for the next test, if an out of date item is discovered inform the landlord.

## 4. Asbestos and Asbestos containing materials

Tutor must report any damaged walls, floors and ceilings to the landlord immediately to ensure safety is a priority.

No-one is permitted to carry out work that interferes with the fabric of the building e.g. putting drawing pins into the wall without permission from the landlord.

## 5. Chemicals (work use only)

Office chemicals are low risk if used correctly and for their intended purpose, tutors do not bring in their own and use is minimised. Tutors should raise any health concerns (e.g. allergies) relating to chemicals with their line manager.

Always follow manufacturer instructions on use, storage and disposal; for chemicals likely to be used in office environments this means following the instructions on the containers.

## 6. Work at height or accessing high level storage/use of steps

Where possible working at height should be minimised/eliminated by storing materials at a level which is accessible from the floor. Where use of access equipment is unavoidable, items stored at height are limited to items that are not accessed frequently and are not bulky or heavy.

Where required, appropriate access equipment should be supplied and be readily available for use e.g. steps/kick stools/library steps etc., with tutors instructed in correct use. There must be enough space for maneuvering and tutors must report faulty access equipment promptly.

## 7. Fire Safety

All tutors and learners **must** be provided with a suitable **local** induction in Fire Safety (see suggested fire safety briefing – appendix B4). The minimum information provided is:

- What to do and not do if/when the fire alarm sounds
- Procedures in event of discovering a fire
- Location of alarm call points and extinguishers
- Location of blue fire instruction notices and details of assembly point/s.
- Escape routes and alternatives if one route blocked and not to use lifts

Disabled individuals may need a Personal Emergency Evacuation Plan (PEEP) drawing up (jointly developed and agreed with the individual concerned).

## **8. Kitchen – Food and Drink Preparation areas**

Kitchen areas should be safe by design/layout e.g. hot surfaces obvious, workspace available, drink making areas must be kept clean and uncluttered.

Kitchen areas must be kept clean and hygienic to minimise risk of infection, with spillages cleaned up immediately. Appropriate firefighting equipment available e.g. dry powder and fire blankets should be available for use in kitchen areas.

## **9. Slips, Trips and Falls**

Good housekeeping practices should be carried out by all tutors.

- Regular removal of rubbish, work areas and walkways kept clear of clutter
- Small spillages to be cleaned up immediately and large spillages to be reported appropriately
- Report damaged, defective floors or slippery surfaces promptly
- Trailing cables must not be left in walkways and cable covers used where possible
- Corridors and staircases should be well lit and free from clutter.

## **10. Working Environment/Workplace**

Some key aspects of maintaining a safe and healthy working environment are:

- There is access to drinking water
- There are adequate toilet facilities for occupants
- Good standard of housekeeping maintained/waste removal etc.

Environmental concerns relating to heating, lighting, ventilation and services such as water, electricity and gas supplies must be raised to the landlord.

## **11. First Aid Provision**

Tutors/learners should be aware of their local First Aider/s, how to contact them and where the first aid boxes and their nearest de-fibrillation unit are located.

First aid notices should be in place and kept up to date and First Aid boxes stocked/checked by First Aiders regularly.

## **12. Accidents / Incidents**

All incidents/accidents and near misses involving tutors, learners and visitors should be reported to the tutor/manager and Kirklees Council.

## **13. Interviewing, meeting with tutors/learners/members of the public etc.**

Where tutors interact with learners, visitors or members of the public as part of their role, consideration must be given to whether there are any risks to the individuals personal safety e.g. risk of violence/assault/ability to summon help etc.