



Adult Learning Kirklees

Health & Safety Guidance

2022-2024

Adult Learning Kirklees is part of Kirklees Council and as such follows all KC policies, procedures and guidance.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be reviewed and revised by the provider annually.

Policies created by: Jeanette Palmer Nina Barnes	Date Created: June 2022	Date of Renewal: June 2024
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Health and Safety

Adult Learning Kirklees believes in the concept of everybody's safety and that health, safety and welfare issues are key elements in providing a high-quality learning environment.

All staff, including tutors, support staff and volunteers and learners are entitled to have a safe working environment. Staff must take responsibility for their own safety and for the safety of others, by ensuring compliance with their organisation's Health & Safety policy to fully meet their statutory obligations and to ensure that learning takes place in a safe, healthy and supportive environment. All council staff complete mandatory H & S training. All staff subcontracted by ALK receive H & S training as part of their induction, as part of annual cpd events and H & S alongside safeguarding and Prevent are listed as updates on every partnership meeting throughout the year to inform, update and share good practice. In addition, all providers complete a H & S audit to highlight their practice and protocols and areas to work on. This names the person responsible, the First Aider and is a checklist of requirements.

Staff must ensure they have received basic health & safety advice including the names of First Aiders, locations of fire exits and first aid kits.

Where staff have any concerns about Health & Safety they must speak with their line manager.

If there is an accident or "near miss" on the premises, inform your line manager and complete an Accident Report Form as set out by your organisation's procedures including the reporting process to Adult Learning Kirklees and / or the HSE as appropriate.

Staff need to ensure learners are aware of the organisation's health & safety policy and any health & safety issues within their place of learning/teaching. The Learner Information Booklet is available for every learner and outlines the organisation's rights and responsibilities and those of the learner.

Staff working in community venues are responsible for taking reasonable care of their own health & safety and that of their learners. Staff are expected to be competent to undertake risk assessments and carry out basic First Aid where no other person in the learning venue is able to do so.

There will be specific health & safety documentation relating to the premises where your course is held; it is essential that you familiarise yourself with these before starting your course. You must ensure that you or a responsible person completes a venue assessment form (B1) of all buildings / training venues prior to any new course workshop commencing. It is also expected that a sessional risk assessment is carried out before each lesson/workshop. Where possible, learners should be involved in this process so that they are aware of their own responsibilities in staying safe and understand that the tutor is ensuring their safety where reasonably possible. A completed venue assessment form must be included within your course evidence file along with sessional risk assessments.

Certain problems may arise once your course is underway; therefore, it is the tutor's/ staff responsibility to notify the appropriate person/department of anything that they feel may affect the health & safety of the learners and themselves.

It is also the tutor's/ staff responsibility to ensure that all learners know what to do in the event of an emergency. Informing learners of health & safety issues should take place during their induction, at the start of the course, and there should be reminders throughout the course and should cover the following:

- Inform learners where the fire exits are located.
- Ensure learners know what to do if there is a building evacuation.
- Talk your learners through a fire drill at least once during the course, so that there will be no confusion if an emergency should occur.
- Who to approach if first aid is required.
- Where the toilets and hand washing facilities are.
- Where the nearest telephone is located.
- Who is allowed and not allowed in the classroom.
- Expectation of respectful behaviour towards the tutor, other learners and their learning environment.
- Looking after their personal possessions.
- Importance of social distancing if appropriate or applicable.

Health and safety at your centre / course venue

In order to ensure that the learning experience is positive it is important that tutors/ staff implement the following guidance:

Risk Assessment Controls – Teaching Rooms

- Ensure adequate social distancing as appropriate can be achieved with expected learner numbers attending, including possibility of any additional visitors where applicable/ appropriate.
- Ensure there is adequate hand washing facilities available or hand sanitizer available and that all high contact areas are cleaned appropriately and regularly where appropriate.
- Tutors/ staff and learners should be aware of the possibility of slips, trips and falls.
- Staff and learners should be aware of risks posed by trailing cables from projectors, televisions, etc.
- Walkways must be kept clear of all obstructions.
- Any spillage or debris that cannot be dealt with should be reported to the premises staff.
- Do not stand on chairs or tables.

Tutors/ staff should check that:-

- Adequate social distancing measures are achievable as per current guidance as applicable.
- There is adequate hand washing facilities available or hand sanitizer available and that all high contact areas are cleaned appropriately and regularly as appropriate.
- Access routes are kept clear for both able and disabled persons.
- The room has good housekeeping and there is no build-up of combustible materials.
- HSE Poster visible / displayed.
- Electrical sockets are not damaged.
- Electrical equipment/leads are not damaged, nor in a dangerous location and must be within test date.
- Computers and hardware are closed down after normal use.
- Chairs and seating are in working order and faults are reported.
- There is adequate lighting.
- First Aid box is adequately stocked.

Learners must not:-

- Attend sessions if they have COVID-19 type symptoms, however, they must advise their tutor or the relevant learning organisation as soon as practical if applicable.
- Lean out of windows or attempt to open windows. They should contact premises staff for assistance.
- Move or operate electrical equipment without staff supervision.
- Misuse Health & Safety equipment.
- Move furniture or equipment out of the rooms that are being used for learning.

Tutors/ staff and learners must:-

- Have signed in the centre's / venue's visitor signing in book or followed appropriate signing in procedures.
- Have any personal electrical item/portable appliance tested before they are connected to the mains.
- Obey safety instructions.
- Know the emergency evacuation procedures.
- Know emergency escape routes.

Tutors/ staff must

- Report any identified risk(s) to your manager and / or centre venue management.
- If an incident should occur fully complete your organisation's incident report form as soon as you are able to do so; follow their guidelines/policy and advise your contract manager as soon as possible.
- Ensure you and your learners are all aware of emergency procedures (this should be covered at induction).
- Have an evacuation plan should the need arise to get your learners out the building ensuring that the plan covers special arrangements for learners with a disability.

Remember:-

- If in doubt, ASK your tutor/line manager.

Please refer to additional appendices which may be beneficial:

Appendix B1	-	Venue Assessment Form
Appendix B2	-	Basic Health and Safety
Appendix B3	-	Housekeeping arrangements
Appendix B4	-	Fire Safety Briefing
Appendix B5	-	Risk Assessment overview
Appendix B6	-	Sessional Risk Assessment Template

HEALTH & SAFETY GOOD PRACTICE

Floors and passageways

- Floors should be smooth and level with no broken or uneven surfaces.
- No obstacles lying around. Carpet and tiles in good repair.
- Passageways should be clearly defined, well-lit and unobstructed.

Stairs and Landings

- Should be well maintained with non-slip surfaces.
- Should have good handrails.
- Should be well lit.
- Should be free of obstacles.
- Step edges clearly marked.

Fire and Bomb Provisions

- Fire and bomb instruction regularly issued, updated and displayed.
- Fire doors and escape routes clearly marked and have easy access.
- Fire doors and escape routes not obstructed Firefighting equipment test date (within 1 year).
- Fire Certificate (if appropriate).
- Fire drill (last logged practice).
- Emergency Evacuation Plan.

First Aid Facilities

- First aid box – adequate for need.
- Instructions should be displayed and updated Number of trained first aiders (ratio 1:50).
- An accident book is in place.
- HSE reportable incidents are monitored and addressed.

Teaching Environment

- Teaching areas should be kept tidy Teaching areas should be of a reasonable temperature.
- Teaching areas should be well lit.

Electrical Equipment

- Checks are made for trailing wires, telephone cables, any plugs with obvious damage.
- VDU assessments are made.

Welfare

- Washrooms and toilets clean and tidy Soap, barrier cream and hot water available.
- Canteen or eating area available with facilities for boiling water.
- Drinking water available.

Storage Facilities

- Walkways not obstructed by materials and boxes.
- Training should include manual handling.
- Manual handling assessment carried out Storage racking should be firm and secure. Storage facilities should be adequate.

Prohibitions – Equipment and machinery – Procedures in place to ensure:

- Proper use of dangerous machines and machine maintenance.
- Clear guidance on equipment/machinery which the learner is not allowed to use under any circumstances.
- Clear guidance on equipment/machinery which the learner is allowed to use under supervision after training.
- Clear guidance on equipment which the learner is allowed to use on his/her own.

Prohibition Areas within the Workplace – Procedures in place to ensure:

- Learner is aware of any areas that the learner is not allowed to go under any circumstances.

Prohibitions – Chemicals/Substances – Procedures in place to ensure awareness of:

- Any chemicals/substances that the learner is not allowed to use under any circumstances.
- Any chemicals/substances that the learner is allowed to use under supervision.
- Any chemicals/substances that the learner is allowed to use on his/her own.
- COSHH regulations.

Personal Protective Clothing/Equipment (PPE)

- PPE assessment procedure in place.
- PPE issued in accordance with assessment Training given in PPE use.
- Ensuring learners are aware of their obligation to use PPE, where necessary.