

Health and Safety for Learners

1. Skills & Learning Adult Community Education (S&L) is committed to providing a safe and healthy environment for Learners and staff and this commitment is set out in the 'learner code of behaviour' within their Learner Handbook. It is expected also that staff and Learners themselves will follow the information, instruction and training provided and will adhere to the policies and procedures developed for their own protection.
2. The Health and Safety at Work Act 1974 places a legal obligation on both staff and Learners to ensure their own safety and that of their colleagues. Failure to do so, placing themselves or others at risk, will render them subject to disciplinary action. It should be noted that it is a criminal offence to interfere with or misuse anything provided for Health and Safety purposes, including fire alarms, extinguishers, first-aid boxes, guards on machinery and safety signs.
3. Details of the arrangements that apply in emergency situations such as fire and fire evacuation, first aid and accident and incident reporting, are to be found within the Learner Handbook policy that support the S&L Health and Safety Policy. Learners will be informed of the detailed procedures to follow during inductions, and copies of the Health and Safety Policy are available on the Virtual Learning Environment (VLE).
4. Skills and Learning will ensure, through your tutor, that you receive the appropriate safety training. This will vary, depending on the nature of particular disciplines and courses.

All Learners must:

- (a) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Report to S&L staff if they have any H&S concerns or are unsure about the H&S arrangements.
- (b) Co-operate with all members of staff in maintaining a safe and healthy learning environment for all learners and staff.
- (c) Not interfere with, intentionally or recklessly, or misuse anything provided in the interests of health and safety at S&L.
- (d) Wear, where appropriate and informed suitable protective clothing for your lesson.
- (e) Observe S&L health and safety requirements, which are set out in their Learner Handbooks, with particular regard to equipment and materials, and to external activities undertaken outside S&L premises.
- (f) Learners are forbidden to carry out any repairs, or to fit plugs to any electrical appliances, unless they have been authorised to do so by a member of staff. No appliances may be connected to an electrical system by means other than the correct plug or connection. Learners that bring mains-operated electrical appliances onto S&L premises, or use them must ensure that they are in safe condition and fused correctly.

Tutors are to ensure that these items have a visual inspection prior to use. The Site & Facilities Manager retains the right of inspection and confiscation of items if found to be unsafe. These will be returned after the class has finished

(g) It is forbidden for Learners to interfere with any electrical or power operated appliance, with electrical power, water or service equipment, or to install any extra electrical wiring.

(h) Respecting all staff and Learners. Inappropriate, abusive, threatening, aggressive behaviour from learners cannot and will not be tolerated in S&L premises or venues hired by S&L for delivery of learning

(i) No alcohol, drugs or substance abuse, offensive weapons e.g. knives are permitted at any S&L premises or venues hired by S&L for delivery of training.

Children

5. Learners must not leave their children unaccompanied at S&L premises at any time and children, unless specified by the course, must not attend any lessons.

Risk Assessments

7. Risk Assessments have been carried out for all activities Tutors will ensure you are informed of all risks associated with the curriculum and you are to comply with these instructions. External activities will also have a separate Risk Assessment produced by the Tutor for this lesson.

Emergencies

8. If you have an emergency on an S&L premises you should contact your Tutor or a member of the S&L staff who will offer assistance and take on the responsibility of controlling the incident. All accidents, incidents and near misses should be reported to a member of S&L staff.

Fire

9. Follow instructions for responding to the fire alarm and bomb warning signals as appropriate to the venue. All Learners must:

(a) Leave the building by the nearest and safest exit closing doors as you leave and assemble at the muster point.

(b) Report any missing or injured person to the Fire Warden or the Emergency Services on their arrival.

(c) Wheelchair users and those whose mobility is impaired should be asked how best they can be helped and care taken to ensure that they are able to evacuate the building and taken to a designated safe place.

(d) Do not return to the building until told by the Fire Officer that it is safe to do so.

(e) If you think you may require help to get out of the building in an emergency situation ensure a Personal Emergency Evacuation Plan (PEEP) is recorded and implemented for your safe evacuation at the start of your induction package.

First Aid

10. All S&L premises have a list of qualified first aiders, and notices are displayed with their telephone numbers and the location of first aid boxes. Tutors are classed as competent personnel and able to call emergency assistance if required.

Medical conditions

11. Learners are to ensure all medical conditions are declared on enrolment and ensure they bring their prescribed medication or equipment to all lessons. They should also inform the tutor of the location of the medication or equipment on their person.

Driving

12. Staff and Learners are to ensure that they drive appropriately around all S&L premises, ensuring that they adhere to the Highway Code and Signage. Drivers are to ensure they only park in designated parking areas and are not to use disabled parking unless they are entitled to this provision. On the Oakdale site extra parking facilities can be found at Darby's lane. Drivers are reminded that pedestrians walk in the premises parking areas and should drive appropriately.

Smoking policy

13. In accordance with the duties placed on S&L under the provisions of the Smokefree regulations 2007, smoking is prohibited throughout S&L premises and in, or on, their respective vehicles. Staff and Learners have found that tobacco smoke being drawn into premises is unpleasant; it is also potentially harmful. S&L will not, therefore, permit smoking to take place directly outside of any building, being a distance that should ensure that no person is subject to potential harm or discomfort. There is no intention to identify demarcation lines around premises and staff and Learners are asked to self-regulate on this issue. Most premises have designated smoking areas with facilities for the disposal of cigarette butts. Learners are reminded to dispose of cigarette butts in the receptacles provided and not dispose of these items on the floor.

Bomb Warnings

14. In the case of a bomb warning it is essential to follow the instructions given to you by the Fire Warden(s), as it may not be appropriate to follow the fire evacuation procedure. However, unless otherwise instructed take action as outlined in the fire evacuation procedure.

Disciplinary regulations

15. Disciplinary action will be considered against anyone who does not follow Health and Safety Regulations. S&L expects the co-operation of all in adhering to the requirements of this Policy and is committed to enforcing its provisions should that be necessary.

Reporting

16. It is essential that information relating to any Accident, Incident or Near Miss, Fire Evacuation or Bomb Warning is also passed to Ian Burch on 01202 262 342, email ian.burch@bcpcouncil.gov.uk 01202 262342 or the Site & Facilities Manager, 01202 262364, email bill.butler@bcpcouncil.gov.uk