

Adult & Community Learning Handbook – Appendix B Health & Safety Guidance – Classroom/Venue Based

THIS DOCUMENT IS CORRECT AT TIME OF PUBLICATION AND IS SUBJECT TO CHANGE – SEPTEMBER 2021

Health and Safety

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

Tutors and learners are entitled to have a safe working environment. Tutors must take responsibility for their own safety and for the safety of others, by ensuring compliance with their organisation's Health & Safety policy fully meet their statutory obligations and to ensure that learning takes place in a safe, healthy and supportive environment.

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

Where tutors 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 and / or the HSE as appropriate.

Tutors need to ensure learners are aware of the organisation's health & safety policy and any health & safety issues within their place of learning/teaching.

Tutors working in community venues are responsible for taking reasonable care of their own health & safety and that of their learners. Tutors 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. 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 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 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 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.**

Learners should be given a copy of the Learner Introduction booklet which includes Health & Safety Information. Learners will be expected to confirm that they have received and understood this information.

Health and safety at your centre / course venue

In order to ensure that the learning experience is positive it is important that tutors 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.**
- **Ensure there is adequate hand washing facilities available or hand sanitizer available and that all high contact areas are cleaned appropriately and regularly**
- Tutors 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 should check that:-

- **Adequate social distancing measures are achievable as per current guidance**
- **There is adequate hand washing facilities available or hand sanitizer available and that all high contact areas are cleaned appropriately and regularly**
- **They have all relevant contact details for learners or their line manager has in the event of suspected COVID-19 symptoms in learners**
- 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 but must advise their tutor or the relevant learning organisation as soon as practical.**
- Lean out of windows or attempt to open windows. 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 and learners must:-

- **Advise their relevant organisation/tutor if they suspect they have COVID-19 type symptoms as soon as practical.**
- 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 Must

- **Contact their line manager if a learner presents or contacts you to advise they have COVID-19 type symptoms**
- 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 hand rails
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