



## Health And Safety Policy

Most recent update: 08 September 2025

### Introduction

Under the Health and Safety at Work Act 1974, every employer with 5 or more employees must have a written statement of policy for health and safety. Cheshire West and Chester Council (CW&C) have a full Health and Safety policy which is available on our intranet site. Due to the nature of the work carried out by the Skills and Employment service, we have developed our own policy statement clarifying duties and responsibilities for our staff as well as our sub-contracted partners delivering adult education. Under the Act there are certain duties placed upon workers including responsibilities towards each other, and a duty to cooperate with their employer in the matter of safety.

This policy statement sets out how the CW&C Skills and Employment Service is committed to the 'safe learner' and 'safe programme participant' through adherence to our Local Authority Health and Safety policy; this statement sets out how we will deliver those responsibilities and arrangements to ensure - as far as reasonably practicable - that learning and programme participation takes place in safe, healthy and supportive environments which meet the needs of the learners and programme participants and keeps them safe.

The policy statement covers all areas of adult learning and employment support but specifically those activities funded by the Department for Education Adult Skills Fund. The Skills and Employment service have associated Health and Safety policies providing specific guidance on safeguarding and disclosure, risk assessment, critical incident planning including evacuation/lockdown, lone working, online safety, bullying and harassment, radicalisation, and information security.

Within the Skills and Employment service, it is the responsibility of all staff to ensure that safe working practices are adopted. This includes working with our sub-contracted partners. We will manage our performance with regard to health, safety and welfare of our learners, programme participants and staff through a range of measures and support mechanisms, leading to a well-managed Health and Safety system.





## Our Approach To Safe Learners

### 1 - The Organisation

The participants covered by this policy statement are the CW&C Skills and Employment federated partnership of providers sub-contracted to deliver employment support, learning and skills across the borough. All of them have a Health and Safety policy and have, or have access to, associated relevant knowledge.

### 2 - The Environment

The venue where learning or programme participation is to take place should be covered by formal venue checks, a Critical Incident Plan including evacuation and lockdown and Tutor Course Risk Assessment. H&S will be part of the formal observation process to ensure any control measures identified have been implemented.

## Safe learners and programme participants

### 3 - Courses/Activities

Each tutor carries out a course/specific activity risk assessment (RA) and will identify and share with the learners all H&S during the activity including any controlled risk measures put in place during their learning or participation. This RA will be in the tutor files. Initial assessments will identify any specific additional support required by the learner or programme participant.

### 4 - Supervision

All tutors, instructors and employment mentors will inform learners and programme participants of our health & safety procedures at induction. This includes learner/programme participant safeguarding and disclosure, and emergency procedures. They will ensure learners and programme participants are aware of, understand and comply with these procedures by regular monitoring.

### 5 - Employers

Where learning or programme participation occurs in the workplace all employers must understand the importance of risks and control measures under these circumstances.

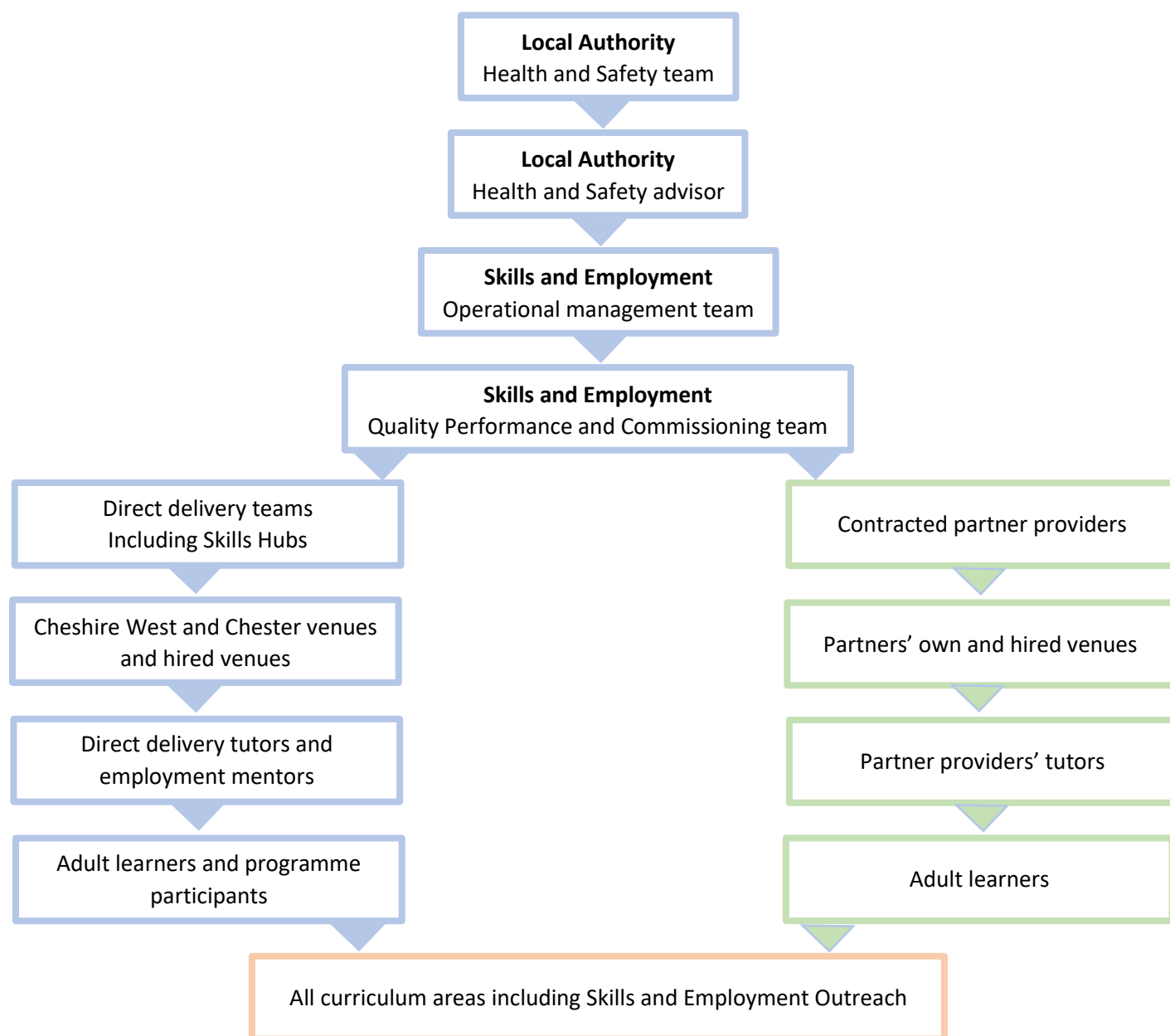
Our staff will carry out employer H&S risk assessments for any work trials/placements we organise and ensure appropriate supervision and adherence to health and safety rules including protective clothing and equipment.





### Specific Responsibilities

With the Skills and Employment team there is a chain of communication to ensure implementation of this Health and Safety policy





The Skills and Employment Service will seek to ensure that

- learners and programme participants are made aware of health and safety procedures that affect them and their programme including our policy on safeguarding and the procedure for making disclosures
- staff, learners and programme participants are aware of their own health and safety responsibilities. There will be an emphasis on individual responsibilities to implement safety policies, procedures and precautions during induction and on-going training
- all accommodation does not disadvantage disabled learners wherever practical
- practical work is designed in such a way as to avoid or minimise hazards
- desirable educational objectives are achieved in the safest practicable way
- there is clear identification of personnel responsible for carrying out offsite checks and risk assessments
- staff have responsibilities not only towards learners, programme participants and other staff but also towards others who might be affected by their acts and omissions. This could include cleaners and caretakers working within the hired premises, outside contractors and other visitors
- all staff have access to each of the local authority's health and safety Continuing Professional Development (CPD) programmes. Health and Safety qualifications are noted on our central CPD record
- specific members of staff also have access to additional training in order to demonstrate occupational competency in carrying out and assessing safe systems of work, risk assessments etc.

Through clear delegated routes, individual members of Skills and Employment and sub-contracted partner staff will ensure that:

- offsite checks are completed prior to hiring specific accommodation
- our own accommodation is checked annually
- responsible staff from sub-contracted partners carry out routine annual checks of all accommodation and equipment, where relevant, used for learning including hired accommodation
- all venues have a Critical Incident Plan including evacuation and lockdown arrangements
- PAT testing of equipment at centres is up to date. Direct delivery and sub-contracted partners' venue managers must ensure PAT testing for equipment held at their centre is undertaken by trained technicians using approved electrical appliances. If tutors and employment mentors use their own electrical equipment, it must be PAT tested annually by a trained technician before it can be used within a class or activity
- technicians inform the appropriate contract named manager if faults are found in any equipment following PAT testing



- staff at each venue check that first aid boxes are kept on site and are stocked in line with Health and Safety guidelines for adult learners to access in the event of an accident
- tutors and employment mentors working at external venues check sinks, bench surfaces, basic equipment and safety equipment used to deliver their programmes
- sub-contracted partner management train staff in their legal obligations under the Health and Safety at Work Act including the use of safety equipment and risk assessment
- new tutors and employment mentors are given a full induction. Sub-contracted partners' inductions must include all aspects of Health and Safety, including Safeguarding and disclosure, safe working practices, and duties under the Prevent agenda
- all adult learners and programme participants are given a full induction (see Induction Procedure Checklist). This must emphasise safe learning and participation practices as well as Health and Safety responsibilities. All learners and programme participants should be familiarised with the Skills and Employment Safeguarding policy and disclosure process. In particular, learners and programme participants are to be informed how to make a disclosure on matters relating to Health and Safety (see Overarching Approach To Safeguarding policy statement)
- Health and Safety considerations are taken into account by tutors and employment mentors in all session and course planning and delivery
- tutors and employment mentors ask learners and programme participants for feedback on Health and Safety on their learning programme. This can be both formally and informally and is to be recorded on the end of course report or end of programme summary notes
- tutors, employment mentors and other staff report accidents and near misses in accordance with organisational policy. This requirement needs to be reinforced regularly by officers and partner managers, stating the importance of early discovery methods for all accidents/incidents and near misses. All sub-contracted partners will be required to make an annual confirmation regarding accidents, incidents and near misses

Specific adult learning course delivery responsibilities to note:

- Only tutors should carry out hazardous operations or ensure a technician has carried them out safely and in accordance with legislation, for example, mixing chemicals for photography or furniture restoration.
- Learners should be issued with relevant safety rules at the start of their programme of study, including full explanation of what they mean and why they are needed.
- Learners should be reminded about safety rules from time to time and whenever hazardous situations arise.
- Safety equipment must be worn by learners and staff when appropriate, for example, safety goggles for furniture restoration.
- Complete a Readiness For Physical Exercise questionnaire for all fitness/sport provision.
- Ensure any equipment used in sessions is appropriately PAT tested.



## Procedures

The Skills and Employment Service and each sub-contracted partner should make the following procedures available to their tutors and employment mentors who should in turn make their learners and programme participants aware.

1. **Evacuation and Lockdown procedures** relevant to the individual centre
2. **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013) procedures - all accidents must be reported to the Skills and Employment team in accordance with contractual obligations. [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
3. **Risk Assessment** for all courses, activities and venues
4. **Safeguarding Policy and Disclosure** procedure for learners and programme participants
5. **Safety Awareness** training for learners and programme participants. Staff should teach learners and programme participants actively about the rules and the reasons for them. Constant reinforcement and reminders about the rules are essential
6. **Entering and leaving learning and activity premises**
7. **Leaving the learning or activity premises at night** (if appropriate)
8. **Manual Handling** in accordance with safe working practices
9. **Storing chemicals and other dangerous substances**
10. **Portable Appliance Testing.** Tutors and employment mentors must carry out a visual test before any piece of electrical equipment is used. Trained technicians (who have completed a recognised course) will carry out annual tests using approved electrical appliances
11. **Lone Worker Policy.** Ensure all tutors and employment mentors working on their own are aware of organisational policy and how to minimise risk to personal safety

## Safety Resources

Useful information relating to Health and Safety can be obtained from [the Health and Safety Executive website](#) which includes:

Supporting learners with medical needs  
Introduction to Health and Safety  
First Aid at Work  
General Office Safety  
Manual Handling

Personal Safety  
Risk Assessment  
RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995)

The Cheshire West and Chester Skills and Employment service will provide any Health and Safety support as required. For further information relating to this Health and Safety Policy Statement email [matthew.smith@cheshirewestandchester.gov.uk](mailto:matthew.smith@cheshirewestandchester.gov.uk)

Further information can be found on [our website](#) in the following related documents:

- Safeguarding Policy
- Safeguarding Incident Report Form
- Risk Assessments
- Critical Incident Plan for Venues
- Personal Harassment and Bullying Policy
- Online Safety Policy
- Lone Working Policy
- Prevent Duty – Good Practice
- Data Protection and Information Security Policy

