



Health and Safety (H&S) in Adult Learning

All staff working for – or on behalf of – the Skills and Employment Service are responsible for ensuring that they adopt safe working practices at all times. This includes ensuring that:

- Owned and hired accommodation provides a safe and healthy environment
- Accommodation – wherever is practical – does not disadvantage disabled learners
- Any practical work is designed in such a way that hazards are minimised
- Learning objectives are achieved in the safest possible way
- Staff and learners are aware of their own health and safety responsibilities including lone working (see Lone Working Policy for information) and implement them through induction and ongoing training
- Training is given in the use of any safety equipment that is required
- Personnel responsible for carrying out offsite checks and risk assessments are clearly identified
- Tutors are responsible for completing all course and activity risk assessments
- Staff have responsibilities not only towards each other, and towards learners, but also towards others who might be affected by their acts and omissions. This could include cleaners and caretakers working within hired premises, outside contractors and other visitors
- All staff have access to appropriate Health and Safety related training

Tutors have a responsibility to ensure that all learners know what to do in the event of an emergency, including a terrorist attack.



H&S issues should be covered in induction and should include:

- Location of fire exits
- Expected alarm testing
- What to do if the building needs to be evacuated in the event of fire or a terrorist attack
- Who to approach if first aid is required
- Where the toilets and hand washing facilities are
- Location of nearest telephone
- Who is allowed and not allowed in the classroom
- Expectation of respectful behaviour towards each other, the tutor and the accommodation

Policies

The [Skills and Employment pages](#) of the Cheshire West and Chester Council website contain all Policies and Procedures, including those below relating to Health and Safety.

- Health and Safety Guidance
- Health and Safety Policy
- Health and Safety Process
- Health and Safety Venue Checklist
- Data Protection
- Lone Worker Policy
- Physical Readiness Questionnaire
- Course Risk assessment (on Scheme of Work)
- Induction Checklist
- SFA learner incident form
- Online safety policy
- Learner Disclosure

Please familiarise yourself with the above documents and processes and share relevant information with your learners.