



Health And Safety Policy

Most recent update: 17 May 2024

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 team, we have developed our own policy statement clarifying duties and responsibilities for our staff as well as partner providers managing sub-contracted Adult Education provision. 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 team is committed to the 'safe learner' 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 takes place in safe, healthy and supportive environments which meet the needs of the learner and keeps them safe.

The policy statement covers all areas of learning but specifically those activities funded by the ESFA Adult Education budget. The Skills and Employment team 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 team, it is the responsibility of all staff to ensure that safe working practices are adopted. This includes working with our partner learning providers. We will manage our performance with regard to health, safety and welfare of our learners 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 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 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

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. This RA will be in the tutor files. Learner initial assessment will identify any specific additional support required.

4 - Supervision

All tutors, instructors and mentors will inform learners of our health & safety procedures at induction including learner safeguarding and disclosure and emergency procedures. They will ensure learners are aware, understand and comply to these procedures by regular monitoring.

All health and safety incidents/near misses are reported to the Skills and Employment Manager.

5 - Employers

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

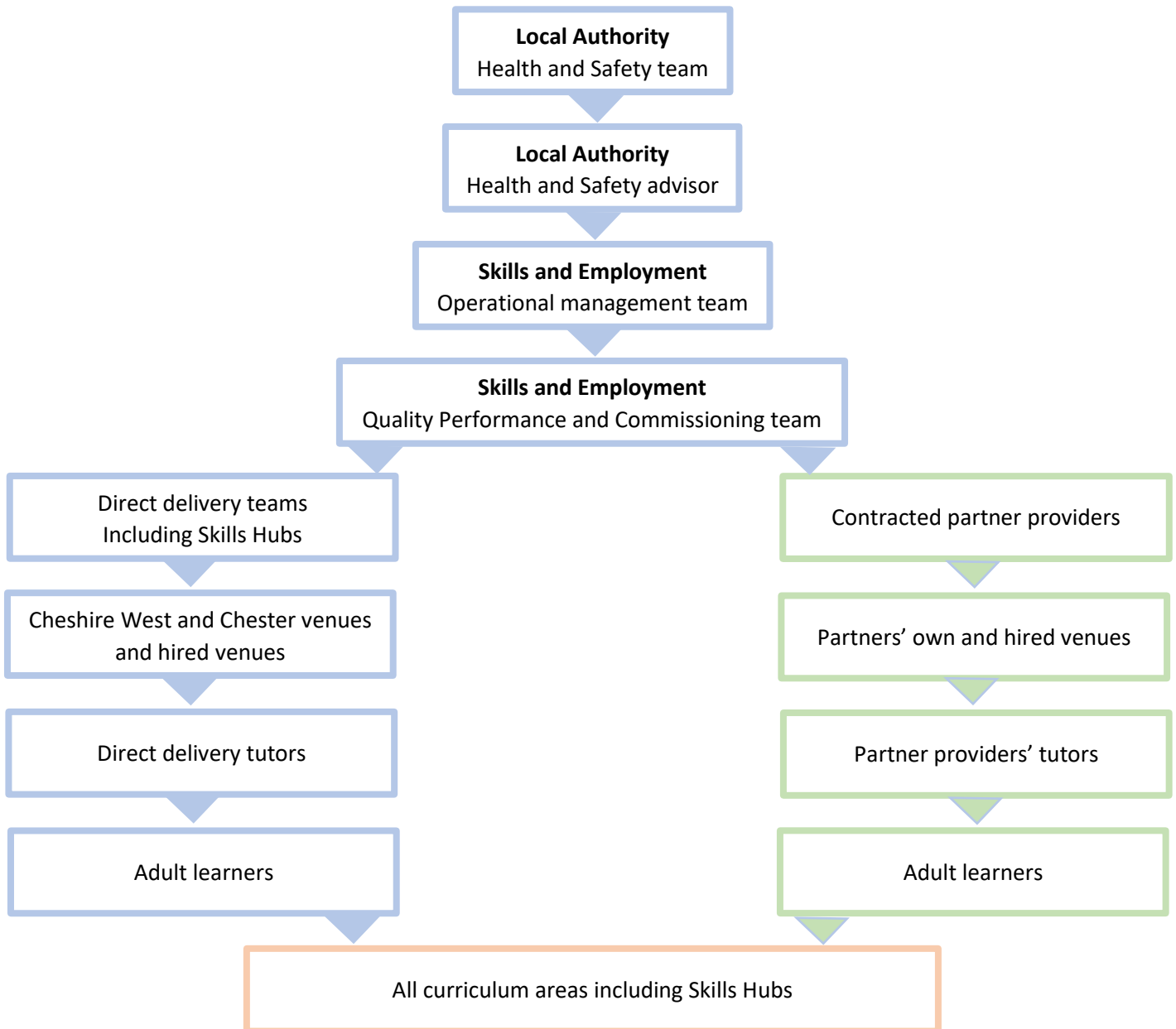
Our staff will carry out employer H&S risk assessments for any work trials/placements we organise and ensure appropriate supervision and adherence to health and safety rules including protective clothing and equipment.





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 team will seek to ensure that

- Learners are made aware of health and safety procedures that affect them and their learning programme including our policy on safeguarding and the procedure for making disclosures.
- Staff and learners 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 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 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 CW&C Skills and Employment staff and partner provider staff will ensure that:

- Offsite checks are completed prior to hiring specific accommodation.
- Our own accommodation is checked annually.
- Responsible staff from partner providers 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 partner providers' venue managers must ensure PAT testing for equipment held at their Centre is undertaken by trained technicians using approved electrical appliances. If tutors use their own electrical equipment, it must be PAT tested annually by a trained technician before it can be used within a class.
- 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 working at external venues check sinks, bench surfaces, basic equipment and safety equipment used to deliver their programmes.
- Partner provider 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 are given a full induction. Partner providers' 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 are given a full induction (see Induction Procedure Checklist). This must emphasise safe learning practices as well as Health and Safety responsibilities. All learners should be familiarised with the Skills and Employment policy statement on Safeguarding and Disclosure. In particular, learners 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 in all session and course planning and delivery.
- Tutors ask learners 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.
- Tutors 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 partners will be required to make an annual confirmation regarding accidents, incidents and near misses.

Specific 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, eg 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 eg 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 Cheshire West and Chester Skills and Employment team and each partner provider should make the following procedures available to their tutors who should in turn make their learners 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,
3. **Risk Assessment** for all courses, activities and venues,
4. **Safeguarding Policy and Disclosure** procedure for learners,
5. **Safety Awareness** training for learners. Staff need to teach learners actively about the rules and the reasons for them. Constant reinforcement and reminders about the rules are essential,
6. **Entering and leaving learning premises**,
7. **Leaving the learning centre 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 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 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

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995)

Risk Assessment

The Cheshire West and Chester Skills and Employment team will provide any Health and Safety support as required. Copies of all our Health and Safety policies and procedures are available at

www.cheshirewestandchester.gov.uk/residents/education-and-learning/further-and-higher-education/skills-and-employment

For further information relating to this Health and Safety Policy Statement email matthew.smith@cheshirewestandchester.gov.uk

