

Tool 9

HEALTH AND SAFETY: Sample Guidelines

Learners and tutors have a duty to prevent injury to themselves or others so please report any accident or danger immediately to a tutor or reception office of your centre. We ask everyone to take particular care that such objects as bags, buggies, mobility vehicles are safely out of the way of other people moving around the environment.

There are a number of general health and safety issues that apply and these will be covered by your tutor in the first session of the course:

- The emergency evacuation process, route and assembly point
- The nearest telephone for use in an emergency
- Location of nearest first aid box
- We request that all learners make themselves aware of the layout of the parts of the Centre they will be using, particularly the marked exits.
- Please note we operate the Council policy of NO Smoking on these premises. If you are a smoker, please ask your tutor where the nearest designated smoking area is located.
- Mobile phones should be switched off when in the classroom, or equivalent learning environment
- Alcohol and drugs are strictly prohibited on the site.
- We strongly recommend that you keep all your personal belongings and valuables with you at all times and do not leave them unattended; we do not accept responsibility for your personal belongings.
- The use of car parks is at your own risk and we urge that valuables are locked away out of sight.

If you have any queries or comments, please ask your tutor or with the Health and Safety Officer based at

Fire Safety Risk Assessment

See <http://www.communities.gov.uk/publications/fire/firesafetyrisk6>

Working Alone

It is likely that your activity will be taking place led by someone working alone or with one or two other people. This in itself presents risks and you need to be sure that normal risks have been considered as part of your plan.

For an example from Cumbria, see

<http://www.cumbria.gov.uk/elibrary/Content/Internet/537/680/1452/2136/3862912839.doc>