**Health and Safety in Adult Learning (H&S)**

All staff working for, or on behalf of the Skills and Employment Adult and Family Learning 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 does not disadvantage disabled learners wherever is practical
* 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 info) 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/not allowed in the classroom Expectation of respectful behaviour towards each other, the tutor and the accommodation.

**All H&S Policies and Procedures are located on the Portal e.gs below:-**

* 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. All policies are located on the Portal**