**Health & Safety Policy**

**2020-21**

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 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 & Employment team, we have developed our own policy statement clarifying duties and responsibilities for our staff and partner providers managing sub-contracted Adult Education provision. Under the Act there are certain duties placed upon workers including responsibilities towards each other, and their duty to co-operate with their employer in the matter of safety.

This policy statement sets out how the CW&C Skills & Employment team is committed to the ‘safe learner’ through adherence to our Local Authority Health & Safety policy and 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. We also 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 well-managed health and safety system.

**Overview of our Approach to Safe Learners**

**The Organisation**

The participants covered by this policy statement are the CW&C Adult Education federated partnership of providers sub-contracted to deliver learning and skills across the borough. All of whom have a H&S policy and have, or have access to, associated relevant knowledge.

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**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.

**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.

**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 & Employment Manager.

**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**

Within the CW&C Skills and Employment team, a chain of communication, to ensure implementation of this Health and Safety policy statement is represented as follows:

**Contracted Partner Providers**

**Own Venues/Hired Venues inc Crèche Provision**

**Curriculum Areas**

**All 15 Areas of Learning + Family Learning**

**Adult Learners**

**Partner Provider Tutors**

**Adult Learners**

**Partners’ Hired Venues**

**Direct Delivery Teams**

**Quality, Curriculum & Progression Team**

**LA Health and Safety Advisor**

**Skills & Employment Operational Management team**

**LOCAL AUTHORITY (LA)**

**HEALTH AND SAFETY**

**Skills & Employment Team Lead for Health and Safety Safeguarding**

**The Skills and Employment team will seek to ensure:**

* 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.
* All accommodation does not disadvantage disabled learners wherever practical.
* Designing practical work in such a way as to avoid or minimise hazards.
* Seeking the safest practicable way of achieving desirable educational objectives.
* All accommodation does not disadvantage disabled learners wherever practical.
* Ensuring that staff and learners are aware of their own health and safety responsibilities and emphasising individual responsibilities to implement safety policies, procedures and precautions through induction and on-going training.
* Clear identification of personnel responsible for carrying out offsite checks and 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, 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 deem 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:

* All venues used have a Covid-19 Risk Assessment in place that has been signed off by CW&C Skills and Employment Manager prior to face to face delivery taking place.
* Offsite checks prior to hiring specific accommodation are completed.
* Annual checks of our own accommodation.
* Partner providers’ responsible staff to carry out routine annual venue 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.
* Direct delivery and partner Adult Education Venue Managers must ensure that all PAT testing for equipment held at their Centre is up to date with trained technicians carrying out checks on portable electrical equipment 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.
* Venue checks that first aid boxes are kept on site and stocked in line with H&S guidelines for adult learners to access in the event of an accident.
* Tutors working within external venues to 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.
* The partner provider is responsible for the induction of new Tutors including all aspects of health and safety including Safeguarding and Disclosure including our duties under the Prevent agenda and safe working practices.
* All Tutors to ensure that adult learners receive a thorough induction (see induction procedure checklist). Ensure the emphasis on safe learning practices and health and safety responsibilities. This induction to bring the Skills and Employment policy statement on Safeguarding and Disclosure to the attention of all learners. In particular, learners are to be informed how to make a disclosure on matters relating to health and safety. (See overarching approach to Learner Disclosure and Safeguarding policy statement.)
* Tutors to ensure that Health and Safety considerations are planned for in all session/course delivery.
* Tutors to ensure learners are asked for feedback on health and safety on their learning programme both formally and informally and record on the end of course report.
* Tutors and other staff to report accidents and near misses in accordance with organisational policy. This needs to be reinforced regularly by officers and partner managers by 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 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.
* Issue learners with relevant safety rules at the start of their programme of study, and explain what they mean and why they are needed.
* Remind learners about safety rules from time to time, and whenever hazardous situations arise
* Ensure safety equipment is worn by learners and staff as appropriate eg safety goggles in 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**

CW&C Skills and Employment direct delivery teams and each partner provider should make the following procedures available to their direct tutor team and sub-contracted partner organisations including all tutors who will in turn make their learners aware:

1. **Evacuation and Lockdown procedurees relevant to the individual centre**
2. **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013) procedures - all accidents must be reported to CW&C Skills & Employment team in accordance with contractual obligations. www.hse.gov.uk/riddor
3. **Risk Assessment** for all courses/activities including a Covid-19 risk assessment for venue delivery.
4. **Safeguarding Policy and Disclosure procedure for learners**
5. **Training Learners in Safety Awareness**

Staff need to teach learners actively about the rules and the reasons for them. Constant reinforcement and reminders about the rules are essential.

1. **Entering and leaving learning premises**
2. **Leaving the adult learning centre at night** (if appropriate)
3. **Manual Handling** in accordance with safe working practices.
4. **Storing chemicals and other dangerous substances.**
5. **Portable Appliance Testing**

Adult Education tutors must carry out a visual test before any piece of electrical equipment is used. Trained technicians (ie those who have successfully completed a recognised course) will carry out tests using approved electrical appliances on an annual basis.

1. **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 – www.hse.gov.uk and information can be obtained on a wide range of health and safety topics including:

1 Supporting learners with medical needs

2 Introduction to Health and Safety

3 First Aid at Work

4 General Office Safety

5 Manual Handling

6 Personal Safety

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

8 Risk Assessment

CW&C Skills & Employment team will provide any Health and Safety support as required. Copies of all our Health and Safety policies and procedures relating to Adult Education are available on our portal: **https://cheshireadultlearning.org/**

**For further information relating to this Health and Safety Policy Statement:**

**Email**: Clare.latham@cheshirewestandchester.gov.uk Tel: 0151 356 6767