

Ealing Adult Learning

Health & Safety

Guidance and Policy

**Revised Edition
September 2016**



Health and Safety Statement

Ealing Council is committed to the well-being of all its employees (including agency and volunteer workers), visitors, contractors and members of the public who otherwise might be affected by its activities, acts or omissions and will ensure so far as is reasonably practicable that:

- Risks in the workplace are reduced to the lowest level
- Dust, fumes and noise are assessed and safety precautions taken
- Plant and machinery are maintained and any risks fully controlled
- Safe systems of work are described in writing and fully implemented
- Articles and substances are moved, stored and used safely
- Adequate welfare facilities are provided and that the necessary information, instruction, training and supervision are provided.

The Council will maintain appropriate health and safety management systems, arrangements and organisational structures to meet its service needs at all levels. The Council will monitor and review the effectiveness of these systems, with the view of continual improvement. Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

All staff, visitors, contractors and members must actively support the Council's efforts by working with due regard to the safety of themselves and others. Continuous improvement in health and safety performance is the responsibility of all employees. The Council expects and encourages similar support from elected members, contractors, partners and volunteers and co-operation from clients and other visitors who use facilities or visit premises.

This policy statement will be reviewed every year by:

Adult Learning Manager Sharon Thomas

Signed: 

Dated: September 2016

Director of Customer Services Alison Reynolds

Signed: 

Date: September 2016

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Introduction

This Health & Safety guidance and policy outlines the requirements for delivery of provision funded by the Skills Funding Agency and other bodies, through Ealing Adult Learning. It provides important detail for both contractors and tutors involved in Adult Learning delivery. All organisations are responsible for adhering to the Health and Safety at Work Act 1974¹ and other existing Health and Safety legislation.

External Contractors what you can expect:

An Ealing Adult Learning H&S representative will visit each provider to carry out a Health, Safety and Welfare Compliance Inspection with a focus on the following areas:

- **Accommodation** - fitness for learning
- **Insurance certificates** – relevant and up to date
- **Fire and Evacuation** - checks and procedures
- **Risk Assessments** - completion and review
- **Incidents and Accidents reporting** – clearly identified in H & S Policy
- **Electricity and Gas tests** – reviewed and up to date
- **First Aid** – Fit for purpose

During the initial visit:

Each Health & Safety Advisor will complete:

- A [compliance report](#) is issued to all contractors detailing all the Health and Safety compliance areas and legal obligations– **this will be sent for completion prior to an inspection visit.**
- This document forms the basis of the Health and Safety action plan and will need to be actioned to become H&S compliant.

Steps to become Compliant:

- All contractors are advised on what further steps/actions are still outstanding on the action plan - please remember all contractors are responsible for what they sign off and should be able to provide documentary evidence as back up.
- All paperwork in place will be reviewed by the curriculum manager.
- H&S compliance inspection completed
- Venue becomes compliant

Failure to become Health and Safety Compliant will result in funding being withdrawn by Ealing Adult Learning.

Health & Safety

The Skills Funding Agency advises “*All practitioners to be mindful of hazards, risk assessment and risk control*”.

It is the responsibility of Ealing Adult Learning to liaise with the local community venue manager to ensure that all their staff are familiar with the local Health and Safety procedures as follows:

¹ <http://www.hse.gov.uk/legislation/hswa.htm> (Accessed Dec 2016)

Responsibilities for all Tutors and Staff

The Health and Safety at Work Act 1974² states that: *"It is the duty of every employee whether paid or voluntary to take reasonable care of themselves at work and of others who may be affected by their work activities."*

It is the responsibility of all those (see Health and Safety Law³) delivering adult learning programmes to refrain from performing any activity which is likely to be a risk to the health, safety or welfare of any person involved, including themselves.

If any activity or any item of equipment used in that pursuit including furniture or fitting, might be a cause of danger to the Health and Safety of any person using the centre then:-

- a) Take immediate and appropriate action to reduce risk.
 - b) A risk assessment should be completed (**Appendix 3**)
 - c) Revise control measures and report to your employer
- No person may bring on to the premises any object or material, which may be or may become a danger to the health and safety of any person using the Centre.
 - Staff should give clear instructions and information to participants to ensure that the supervisory standards take into account the experience of the learner/participant and the hazards associated with the activities undertaken.
 - It is the responsibility of all members of staff to identify training needs for their particular activity, and to inform their line manager.
 - All programmes must be adequately supervised and competent people should undertake any work of a specialist nature (e.g. electrical testing).
 - To co-operate with other users of the venue in promoting health and safety.
 - Any tutor who is in any doubt, at any time, as to whether or not there is a danger to the health or safety of any other person on the premises must contact their line manager, in order that he/she can give a ruling on the matter.

Accommodation

The adult learning provider or service should inspect the room prior to any programme being planned and ensure that the accommodation is of an adequate standard and has the facilities to deliver the programme to students.

The room should be "fit for purpose", having the required amount of tables and chairs and support equipment as follows:

- It is the responsibility of the training provider or service to negotiate directly with the centre manager any additional requirements, which are required for the delivery of the programme.
- The accommodation should have an evacuation procedure, which must be posted on the wall of each room. Fire exits are to be clearly labelled. Fire fighting equipment must be regularly checked and records kept.
- A fire and evacuation risk assessment must be undertaken and recorded to ensure that the building is safe to hold programmes in.
- Ensure there are clean toilets and washing facilities including soap and drying facilities.
- Ealing Council encourage responsible waste management and expect their providers to follow government guidelines.

² <http://www.hse.gov.uk/legislation/hswa.htm> (Accessed Dec 2016)

³ <http://www.hse.gov.uk/pubns/law.pdf> (Accessed Dec 2016)

- Under the Equality Act 2010⁴ we expect all learning providers to make reasonable adjustments where possible for all learners in terms of access to facilities.

Insurance

The training provider must ensure that the tutors, activities and their students are adequately insured for the purpose of the programme being delivered. This must include:

- Adequate cover for the learning provider's legal liability in the event of accidental bodily injury to any person (not being an employee)
- Accidental loss of or damage to the property of third parties.
- Cover for liability arising out of the temporary hire or use of buildings for the purpose of delivering adult education programmes.

Adult Learning require a copy of all valid Employers and Public Liability Insurance.

Fire and Evacuation Procedure

It is Mandatory that you have:

- Fire Exit signage on relevant doors to also accommodate people with language barriers.
- Evacuation procedures in clear view of all staff and visitors that are easy to understand.
- Conduct regular Fire Alarm and Smoke Detection tests.
- Emergency drills at least twice a year and record your findings.
- Fire Extinguishers throughout the venue which are checked annually and records kept.
- Fire exits are always kept clear and unlocked when venue is in use.
- Allocate an appointed person to escort any vulnerable learners.

Ensure all staff and visiting tutors are informed of your current and up dated procedures for fire and emergency evacuations and ensure instructions are regularly reviewed (at least annually).

Procedures for tutors:

- Know procedures for fire and emergency evacuations and at the first class give instructions to all participants of these procedures.
- An explanation should be given to participants if there is a fire drill practice and what actions to take.
- All class tutors should take a register within the first 5 minutes of every session.
- If an evacuation takes place, the tutor is responsible for ensuring the classroom is evacuated and taking the register to the evacuation collection point in order that all learners have been accounted for.
- It is the tutor's responsibility to identify what support is needed by all the students especially those with a disability, in order that they can be supported in any emergency evacuation procedure and record this on the Risk Assessment.
- The manager of the centre needs to be informed of any particular disability and the steps that are to be taken to support that person. Please give a copy of the Risk Assessment to the centre manager and all relevant staff informed. **(see Risk Assessment page 7 and Appendix 3)**

⁴ <https://www.gov.uk/definition-of-disability-under-equality-act-2010> (Accessed Dec 2016)

Accidents and Incidents

All incidents and accidents which occur during delivery of EAL courses should be reported to:

Your local authority or Health and Safety Executive

- The centre manager
- An accident/incident report
- or
- For council properties log an accident/Incident report using the following link: http://inside.ealing.gov.uk/info/20029/health_safety_and_wellbeing/358/reporting_an_accident
- The accident book on site should also be completed. See HSE web page for further guidance.⁵

Reportable major incidents include:

- Death
- Major injuries
- Injuries that result in a visit to the hospital from the scene
- An injuries preventing work for more than 3 days
- Dangerous occurrences (near miss) – that could have resulted in injury but didn't
- Disease

Risk Assessments

It is a statutory requirement that all businesses have a Building and Fire Risk Assessment.

It is the responsibility of the training provider to ensure each tutor undertakes a risk assessment of the activity they are undertaking, a template and example have been provided (**Appendix 2**).

The risk assessment should pay particular attention to:

- vulnerable adults
- the type of activity
- the number of learners

Appropriate steps should be taken to implement any findings of the assessment, please note:

- Special attention should be given to ensure that students with a disability are able to participate fully (see equality Act 2010)⁶
- Consideration should also be given to Safeguarding Vulnerable Adults (see Disclosure and Barring Service -DBS)⁷
- It is good practice when working with computers to complete a computer workstation checklist with all learners (**Appendix 1**)
- Lone Workers must complete a Risk Assessment
- Additional Risk Assessments MUST also be completed if learners are taken from the premises when attending a course.

⁵ <http://www.hse.gov.uk/> (Accessed Dec 2016)

⁶ <https://www.gov.uk/definition-of-disability-under-equality-act-2010> (Accessed Dec 2016)

⁷ <https://www.gov.uk/government/organisations/disclosure-and-barring-service> (Accessed Dec 2016)

First Aid

All sites should be aware that current legislation on First Aid At Work (FAW) recommends that there is a qualified first-aider or at the very least an appointed person, on the site during delivery of Adult Learning Courses. Further information is available through our website⁸ and relevant links⁹:

Venues should inform all tutors:

- Where the first aid boxes are located in the building.
- Where the nearest telephone is.
- What to do in an emergency situation.
- Name and location of appointed first aider.

Electrical Testing

The Health and Safety Executive states that 25% of all electrical accidents involve portable appliances. All portable electrical equipment used at community venues must comply in accordance with the Electricity at Work Regulations¹⁰, these regulations place the responsibility on employers, employees and self employed to comply. Ealing Adult Learning requires that all Portable Electric Appliances (PAT) are tested by a electrician to the IEE code of Practice on a yearly basis. Staff should make regular checks before and after each use to ensure that cables and flexes are undamaged and that appliances are in good working order. Details of all electrical equipment being used, along with evidence of maintenance and PAT testing, must be held by the training provider and supplied to the local Centre Manager.

- It is the venues and the tutor's responsibility to carry out a visual inspection regularly.
- Each tutor who uses their own electrical equipment is responsible for ensuring that the above criteria are met.

COSHH (Control of Substance Hazardous to Health)

Any potentially hazardous products requiring a COSHH assessment may only be used:

- Following written confirmation by the Centre Manager.
- ALL hazardous chemicals MUST be locked away at all times in a suitable cupboard.
- All other products require a Product Safety Data sheet.
- Copies of both should, in all cases, be given to the Centre Manager.

Personal Protective Equipment (PPE)

All learners must use/wear all the necessary protective equipment and clothing when required. The clothing used by the learner should be:

- Thoroughly checked for damage
- Of the correct size
- Be of a standard and quality which is fit for purpose and free of wear and tear.

⁸ http://www.ealing.gov.uk/info/200004/adult_learning (accessed Dec 2016)

⁹ <http://www.hse.gov.uk/firstaid/> (accessed Dec 2016)

¹⁰ <http://www.hse.gov.uk/lau/lacs/19-3.htm> (accessed Dec 2016)

Lone Working

All staff should be aware of the lone worker's guidelines for personal safety whilst carrying out off-site delivery and outreach activities.

Lone Worker's Guidelines general checklist

These guidelines outline some practical steps to be taken by staff.

1.	Lone Workers must complete a Risk Assessment	
2.	Ensure someone is aware of the venue you are working at and you have a process for checking "in" and "out".	
3.	Keep your mobile phone charged and in silent mode during sessions.	
4.	Ensure key safety numbers are stored in the mobile phone for quick access in case of an emergency.	
5.	Keep valuables in an inside pocket, or a body belt.	
6.	Carry equipment to reduce visibility of portable equipment, e.g. laptop, thereby minimising the potential risk to personal safety through theft of property.	
7.	Be prepared to give up your bag or briefcase if it is snatched.	
8.	Keep to busy, well-lit roads when walking. Do not take shortcuts unless you know they are as safe as the long route.	
9.	Do not accept or give lifts	
10.	If you think you are being followed, cross the road and keep walking. Walking quickly is usually safer than trying to run. If the suspicion persists, make for the nearest busy area, an open shop or well-lit house and ask for help.	
11.	If you need help, shout a positive instruction such as "Phone the Police".	

Travelling

If you use public transport:

1. Plan routes and identify public transport access points
2. Ensure you have an oyster card or cash for travel.
3. Keep public use of mobile phone to a minimum when walking.
4. On a bus which is empty, sit near the driver or conductor.
5. On trains, sit with other people.

If you use a car:

1. Plan your route before setting off, tell someone the route, and when you expect to arrive. Have maps and directions with you in the car.
2. Keep windows closed and doors locked. Before you get back into the car, check the rear seat. Keep a torch handy for this.
3. Lock personal belongings in the boot. Do not leave them visible in the car.
4. After dark, park in an area that is well lit and, preferably, busy.

Equality and Diversity:

As a public authority, we have general duties to promote equal opportunities relating to race, disability and gender and to remove discrimination. Our responsibilities are set out in the:

- Disability Discrimination Act 1995 & 2005 (DDA 2005)¹¹
- Race Relations (Amendment) Act 2000 (RRRA 2000)¹²
- The Equality Act 2010 (generally replaces DDA)¹³
- The Equal Pay Act 1970¹⁴
- The Sex Discrimination Act 1975¹⁵
- The Human Rights Act 1998¹⁶

The core duties are similar for disability, gender and race i.e.

- To promote equality of opportunity, and
- To eliminate harassment and unlawful discrimination.

All providers should take note of the above legislation and abide with the Councils requirements. The Contractor/Providers must:

- Abide by the Equality Act 2010 when delivering adult learning programmes
- Support students who have learning difficulties or physical disabilities to access learning opportunities
- Keep records of enquiries about learners seeking “learners support” and how these have been met
- All providers have to complete a building Risk assessment and an Activity Risk Assessment that includes reference to the additional needs, which disabled students may require
- Providers are asked to inform the council on any specific difficulties they are encountering regarding health and safety that directly impinge on the learner receiving a quality service. Full [Equality and Diversity policy](#) for EAL is available.

¹¹ <https://www.gov.uk/definition-of-disability-under-equality-act-2010> (accessed Dec 2016)

¹² http://actiononaccess.org/wp-content/files_mf/wpdisfocusguide.pdf (accessed Dec 2016)

¹³ <http://www.legislation.gov.uk/ukpga/2010/15/contents> (accessed Dec 2016)

¹⁴ http://www.legislation.gov.uk/ukpga/1970/41/pdfs/ukpga_19700041_en.pdf (accessed Dec 2016)

¹⁵ <http://www.legislation.gov.uk/ukpga/1975/65> (accessed Dec 2016)

¹⁶ <http://www.legislation.gov.uk/ukpga/1998/42/contents> (accessed Dec 2016)

Safeguarding

Ealing Adult Learning recognises that every person has the right to live a life free from abuse and violence and that where an adult is at risk of abuse a multi-agency policy and procedures are required to prevent abuse, and promote good practice should there be concerns of abuse.

All individuals and agencies working with vulnerable adults, children and young people have an essential role to play in ensuring the safeguarding of them from abuse.

They must:

- Implement structures and practices to prevent abuse;
- Assess when adults may be at risk of abuse:
- Work together with the vulnerable adult, child or young person, family, caregivers and other agencies to reduce identified risk from abuse and comply with procedure when there are concerns that abuse may have occurred.

To effectively safeguard vulnerable adults, children and young people a clear understanding of the roles and responsibilities of the individuals and agencies involved directly and indirectly in supporting them is required. Good communication, co-operation and liaison between individuals, agencies and disciplines are essential, as are procedures that work in the interests of the vulnerable adults, children and young people.

The policy and procedures aim to help staff of all agencies to work together to ensure effective joint working, resulting in the provision of better protection for individuals needing care and support.

Safeguarding guidance for staff

- We are committed to providing a safe and secure environment for our learners. We want all learners to feel free to discuss their concerns with a member of staff they can trust.
- We have a particular responsibility to children, young people and vulnerable adults who are involved in the service.
- If a learner or another adult comes to you with an allegation or suspicion of abuse or bullying in one of our venues, at home or in their community, your first response is to:

1. Respond sympathetically.
2. Record information in order that it can be given to the Designated Person.
3. Listen to their concerns but don't ask detailed questions.
4. Never give an unconditional promise of confidentiality.
5. Make it clear that the information will be shared with a person directly responsible for learner welfare.
6. Immediately after the conversation contact: Ealing Adult Learning 0208 825 5577

Our service has direct links to the multi-agency networks through the council that have a statutory duty to investigate allegations or suspicions of abuse or bullying.

Further details on the service's approach to safeguarding is available in our [Safeguarding Policy](#)

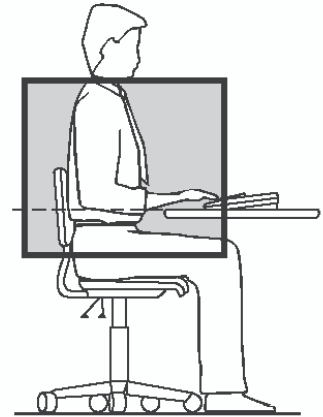
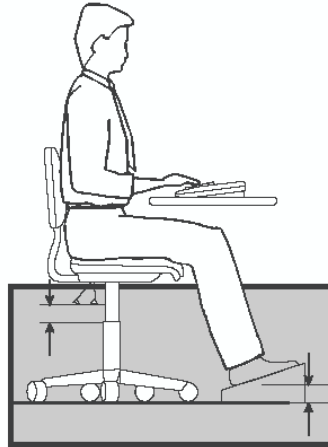
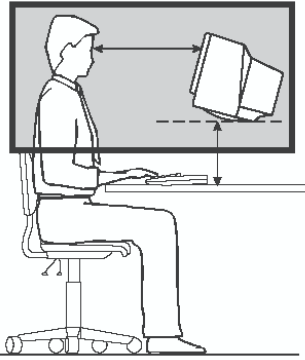
Online safety

Online safety for learners is very important and the following information is offered as a guide for learners.

This list is not definitive but offers learners some guidance to develop awareness of online safety and is taken from [Stay safe online](#) and includes range of areas including:

- Use of passwords and how to lock Wi Fi
- Social networking and online posting
- Cyber bullying: The rule for dealing with cyberbullies is to "stop, block and tell".
 - Do not answer back
 - Do own everything you say
 - Do speak only for yourself
 - Do be the same friend online as you are in person
 - Do think about the effect your post will have on other people
 - Do report it if you see any of your friends being bullied.
 - Don't say anything online you wouldn't say to someone's face
 - Don't write if you wouldn't be happy for your Mum to read it
 - Don't respond to anyone who is being negative towards you - don't feed the troll
 - Don't write/post anything you aren't 100% happy to be made public - as it will be out there forever
 - Don't say anything you wouldn't be happy to have said to you
- Emails: spam and scams etc.
- Online banking security recommendations
- Firewall and antivirus use

Appendix 1 Safe Working Positions



Good Working Positions

Seating - the height of the chair should be adjustable as well as the tilt. Observe pictures and check your position at the computer

Comfort - users should be comfortably positioned, with easy access to equipment. User should be able to adjust their position in relation to the equipment and should take regular breaks

Space - leave enough space around the workstation for paper/books or special educational equipment. Keep gangways and emergency exits clear. Tidy any baggage under the computer table

Monitors - should tilt and swivel to suit the user need. Screens should be positioned to reduce glare and reflections and the top of the screen should be roughly eye level.

Keyboards - Users should have the option to have keyboards tilted or flat

Heat and light - the ideal temperature for an ICT room is between 18 ° – 24 ° degrees. Ensure the room is well ventilated with the use of air conditioners. Use blinds to reduce glare and clean screens regularly.

Electrical safety - refer any technical repairs to the experts.

Appendix 2 Risk Assessment

What to do.

1. Identify the risks, this could be an activity, object or person
2. **Adult Learning recommend you ask your learners to observe the room/s and identify risks.**
3. Put control measures in place immediately. Enter these details to the table below.
4. Assess the likelihood by low/med/high
5. Then assess the severity of consequence by low/med/high
6. Using grid enter "Risk Level" below
7. Are the Risks now controlled? **If not notify Adult Learning immediately (details below).**
8. Throughout your course, review and assess risks with your learners and add as appropriate to this form.

Print a copy of this assessment and return in your tutor packs or with all other paperwork at the end of the course.

GRID				
Likelihood	High	3	6	9
	Med	2	4	6
	Low	1	2	3
		Low	Med	High
Severity				

Adult Learning wishes to actively encourage learners to identify and recognise risks, to develop awareness and understanding of the importance of Health and Safety to themselves and those around them. Please spend a few moments discussing risks with your class and ask them to help you complete this Risk Assessment, using the shaded area.

Tutor	Start Date	Course Title	Course Code	Venue and Room

Identified Hazard/Hazardous event & expected consequence	People affected	What Control measures have been put in place	Risk Level (After control measure is in place - use grid)	Are further controls required? If yes please state.
<i>Learners identified risk in this section</i>				
Have you discussed these risks with the learners? Y/N				
Tutors Signature		Date:		

Course Title:	Course Code:
----------------------	---------------------

Identified Hazard/Hazardous event & expected consequence	People affected	What Control measures have been put in place	Risk Level (After control measure is in place - use grid)	Are further controls required? If yes please state.

Please return this completed form to:

Ealing Adult Learning
 1st Floor SW/3
 Perceval House
 14-16 Uxbridge Road
 Ealing W5 2HL
 Tel: 020 8825 9644 or Adult Learning Main: 020 8825 5577

Office Use Only Actions Taken:
Managers Signature
Date:

Appendix 3 Venue Checklist

School/Organisation: _____

All venues used by Adult Learning need to be measured against this checklist for suitability, for **2016/2017** provision.

	Criteria	Level of importance	Yes - ✓ No - ✗
	The venue...		
1	Has photocopying facilities that can be used by the tutor?	Essential for all courses	
2	Has access to: <ul style="list-style-type: none"> • A marker board • Flipchart & paper • An interactive white board 		
3	Provides tutor access to: <ul style="list-style-type: none"> • A computer • The internet 		
4	Provides learners with access to: <ul style="list-style-type: none"> • A computer • The internet 		
5	Has storage space for learner folders (For courses over 20 hours only)?		
6	Is the venue accessible to all learners? If learners have mobility or other health problems, does the venue have good public transport links?		
7	Has appropriate furniture to accommodate proposed learning activities (may be different for each course proposed)?	Essential for all courses	
8	Has a successful risk assessment been carried out by the provider?	Essential for all courses	
9	Access to /provision of refreshment facilities?		
10	Access to sanitary toilet facilities?		
11	Appropriate onsite support is provided by a caretaker/key holder for external/other tutor?		

Appendix 4 External Venue Health and Safety Compliance report 2016-17

Provider/Organisation Name:		Date of Inspection:	
Nature of Business:		No of Employees: <small>(please specify no. of managers and full /part time employees)</small>	
Workplace address:		Main contact: (Name & Tel No)	
		Health and safety contact (if diff. to above):	

Are there any staff that have overall responsibility for the site at which Adult Learning is delivered? <small>(delete as appropriate)*</small>	Yes/No*
If yes, please list who are they are?	
Name	Contact No.

Insert address of centre for delivery, if different from Workplace Address.

Paperwork to be available at the start of the visit, as it will be worked through and checked.	Venue 1
Building Risk Assessment (to be provided electronically prior to visit)	Yes/No*
Fire Risk Assessment (to be provided electronically prior to visit)	Yes/No*
Fire Log Book (inc Practice Drills)	Yes/No*
Vulnerable Learner Risk Assessment (if applicable)	Yes/No*
Electrical Tests of Portable Equipment (PAT) (to be provided electronically prior to visit)	Yes/No*
Gas / Electrical Test of building (to be provided electronically prior to visit)	
Current Health & Safety Policy (to be provided electronically prior to visit)	Yes/No*
First Aid log book	Yes/No*
Current Insurance policy, showing Public Liability and details of cover for learners (to be provided electronically prior to visit)	Yes/No*

Courses Allocated to this Provider

#	Course Code	Title	Tutor	Term
1.				
2.				
3.				

Our Commitment

The following form is to be completed by all providers as part of Ealing Adult Learning's duty of care and responsibility for Health & Safety at all sites where learning takes place. Adult Learning will inspect, monitor, evaluate and review provider capabilities either as part of the allocation process or prior to course delivery. All providers are contracted by Ealing Adult Learning and therefore are required to adhere to the Health & Safety Policy and Guidance provided. Information is reviewed annually passed on to providers at allocation and throughout course delivery.

Should you have any further queries or require any additional information please contact Ealing Adult Learning 0208 825 5577 email: adultlearning@ealing.gov.uk

Additional information is available on the following website:- www.hse.gov.uk

1	Health and Safety Policy/Management	Yes/No	Evidence / comments
A	Is there a clear commitment to health, safety & welfare? (A written policy statement is mandatory for 5 or more employees but advised for smaller organisations)		
B	Please provide a copy of your current Health & Safety Policy		
C	Are the responsibilities for health and safety clearly stated (recorded when 5 or more employees)?		
D	Are arrangements for health and safety clearly stated (recorded when 5 or more employees)?		
E	Has policy been reviewed in the last year?		Date on policy:
F	Does the provider display the necessary signs and notices (i.e a completed HSE poster)		
G	Is there a named person(s) for emergencies Does this appear on HSE poster?		
H	Is provider's liability insurance current and other insurance in place as appropriate to the business undertaking?		Insurer's name: Policy number: Expiry date: Insurer informed of learners? YES / NO / N/A
Assessment of Health and Safety Policy/Management		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

2	Risk Assessment/Accommodation checklist	Yes/No	Evidence / comments
A	Have building risk assessments been carried out for the public areas of the building and significant risks identified?		
B	Have control measures been identified and put in place as a result of the risk assessments?		
C	Please provide a copy of your current Risk Assessment Report for the building.		
D	Was building risk assessment updated in the last year?		Date on BRA
E	Has individual activities been considered?		
D	If VDU's are present, have these risks been included?		
E	Have details of any vulnerable learner groups been identified?		
F	If yes, have reasonable adjustments been made for them? Please provide risk assessment.		
Assessment of Risk Assessment/Accommodation checklist		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

3	Fire Risk Assessment	Yes/No	Evidence / comments
A	Has an external Fire Risk Assessment been completed of the building and significant risks identified?		Dated:
B	Have control measures been identified and put in place as a result of the FRA?		
C	Please provide a copy of your current Fire Risk Assessment Report for the building?		
Assessment of Fire Risk Assessment		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

4	Fire and Emergencies	Yes/No	Evidence / comments
A	What means of raising the alarm and fire detection are in place? Break Glass and Smoke Detectors		
B	What appropriate means of fighting fire are in place?		
C	Are effective means of escape in place including unobstructed routes and exits?		
D	Are there clear notices of evacuation procedure, fire drill and escape routes clearly displayed on the wall/exit routes for each room?		
E	Is fire-fighting equipment, preventive measures and emergency arrangements maintained?		Date of last service
F	Are regular fire drills completed?		Date of last drill
Assessment of Fire and emergencies		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

5	Accident, Incidents and First Aid	Yes/No	Evidence / comments
A	Has your centre got a fully equipped First Aid box?		
B	Are all staff aware of its location and how is this conveyed?		
B	Have adequate arrangements for trained first aid persons been made?		How many staff?
C	Are accidents and first aid treatment rendered recorded?		
D	Are or will all legally reportable learner accidents, incidents and ill health be reported to the enforcing authority and the Skills Funding Agency and will they be investigated to enable suitable remedial action to be taken? (RIDDOR, see comments)		Report all major incidents to http://www.hse.gov.uk/riddor/guidance.htm Where an accident or incident occurs during the delivery of our provision please inform Ealing Adult Learning

Assessment of Accident, Incidents and First Aid	Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>
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6	Building Testing	Yes/No	Evidence / comments
A	Has the venue undergone a full Electric Test that has been completed by a fully qualified electrician?		
B	Please provide a copy of the report completed along with any actions required		
B	Has the venue undergone a full Gas Test that has been completed by a fully qualified Corgi Register technician?		
C	Please provide a copy of the report completed along with any actions required		
Assessment of Accident, Incidents and First Aid		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

7	Supervision, training, information and instruction	Yes/No	Evidence / comments
A	Is initial health and safety information, instruction and training given to all new provider employees on recruitment?		
B	Do you provide an information pack that explains your Health and Safety Procedures to your hirers?		
C	Please provide a copy of this pack.		
D	How do you inform venue users of your evacuation procedures?		
E	Is ongoing health and safety information, instruction and training provided to all provider employees?		
F	Is health and safety information, instruction and training recorded for all provider employees?		
Assessment of Supervision, training, information and instruction		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

8	Work equipment and machinery	Yes/No	Evidence / comments
A	Are safe electrical systems and equipment provided and maintained? Please provide a copy of PAT testing certificate.		
B	Is all machinery, equipment/furniture adequately maintained and fit for purpose?		
C	Are all hazardous chemicals kept locked away?		
Assessment of Work equipment and machinery		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

9	Lone Worker Risk Assessment	Yes/No	Evidence / comments
A	Does the provider manage employees' when lone working either on the provider's own premises or when employees are placed on another site?		
B	Please provide copy of Risk Assessment?		
Assessment of Lone Worker Risk Assessment		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

10	Off-site working	Yes/No	Evidence / comments
A	Does the provider manage employees'/learners' safety when away from the provider's own premises or when employees'/learners are placed on another provider / site?		
B	Please provide copy of Risk Assessment?		
Assessment of Off-site working		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

11	Safeguarding and Prevent awareness training	Yes/No	Evidence / comments
A	All tutors are required to complete online Safeguarding training.		For details go to http://www.foundationonline.org.uk/ And select sign up Please provide a copy of the certificate
B	All tutors are required to attend Prevent training.		Training dates as follows: 4 th January 10:00-12:30 at Perceval House 1 more date in Apr/June tbc
C	All tutors are required to complete Prevent awareness training.		For details go to http://course.ncalt.com/Channel_General_Awareness Please provide a copy of the certificate
D	If you become aware of any safeguarding issues please report them to Ealing Adult Learning.		Ealing Adult Learning 020 8825 5577
E	Adult Learning will provide a safeguarding and Prevent poster		Please hang in a place that learning is taking place which is visible to your learners.
Assessment of Safeguarding		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

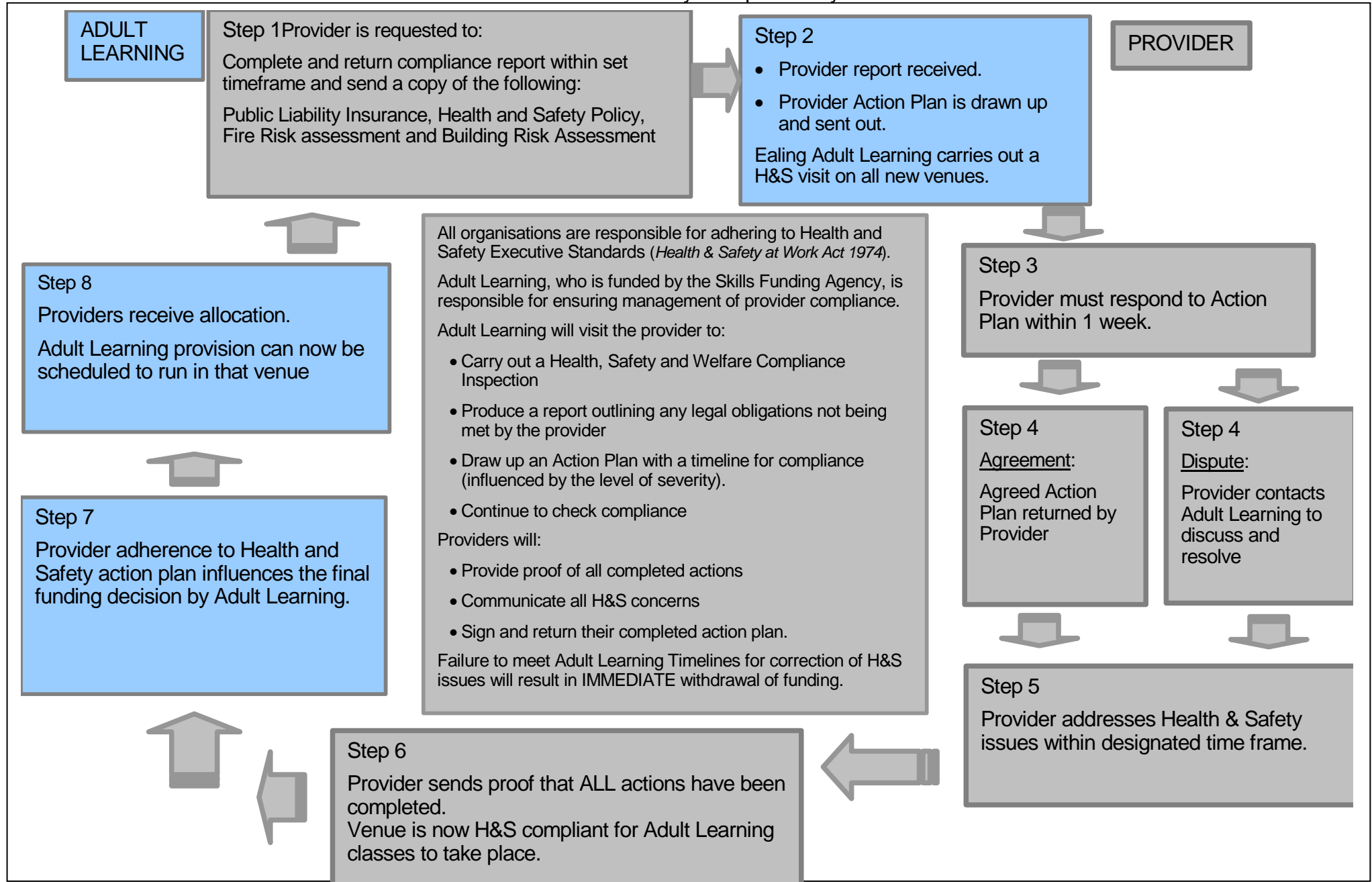
Prepared by Print Name		Agreed by Print Name	
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Signed		Signed	
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Dated		Dated	
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Walk round check list		
Check	Tick	Comments
Evacuation Notice – includes, procedures and collection point		
Fire exit signs		
Fire doors		
Walkways clear		
HSE poster, is it complete		
Accident Incident Book		
First Aid Boxes contents in date		
Emergency alarm system		
Fire Extinguishers (securely fixed)		
Check premises are clean, warm, well light And fit for purpose.		
Check W.C. (note if disabled)		
COSHH		
Break glass		
Smoke detectors		
PAT		
Insurance		
EAL Health and Safety guidance and policy		Available on request

Health and Safety Compliance cycle



Safeguarding

If you know somebody who is being abused or feel you may be a victim yourself, you can report it.

What is abuse?

- Physical abuse including hitting, slapping, kicking, misuse of medication, restraint or force feeding
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Sexual abuse including direct sexual acts or indirect sexual activity to which the person did not consent, or could not consent, or was pressured into consenting.
- Psychological /emotional abuse including the following: isolation, intimidation, verbal abuse, threats or a push towards radicalisation or extremist beliefs.
- Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Financial or material abuse which includes using a person's money or possessions without consent.
- Neglect: such as failure to provide appropriate care e.g. food, medication, heating, cleanliness and hygiene, and denying religious or cultural needs.
- Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- Discrimination: such as sexism, racism, ageism or discrimination based on a person's disability or sexual orientation.

Who to contact?

Speak to your Tutor or the Centre Manager or alternatively contact the Adult Learning Manager on 020 8825 5577.

Prevent

Ealing Adult Learning is committed to respond to the challenge of terrorism and radicalisation and the threat we face from those who promote it.

We will make every effort to support learners who may be at risk of being drawn into terrorism and radicalisation by referral to appropriate services.

Please contact our team for more information at adultlearning@ealing.gov.uk or telephone 020 8825 5577.

