

Providers must have their own robust H&S procedures for ensuring learner safety and well being. This checklist helps to provide evidence that the provider’s policies and procedures have identified the H&S issues and procedures in teaching and learning situations and made sure that the learner/trainee is aware of them.

It is intended to address most of the common H&S issues but should be amended as appropriate to cover each situation. It must be used in conjunction with additional risk assessments where necessary to cover hazards not identified on the checklist.

A completed copy of this form must be utilised by tutors/assessors and made available to observers and other staff carrying out quality assurance/audit visits in all teaching and learning situations.

If learning is taking place in the work place it is the responsibility of the employer to ensure the health and safety of learners/trainees. This form should be used to make sure that learners/trainees are aware of these procedures

During the first session, it is essential that you ensure that all learners/trainees are aware of the Health & Safety arrangements, risks and precautions for the course.

It is expected that all tutors/assessors will do the following:

Learners/trainees receive Health & Safety information and advice	All learners/trainees are informed of the Health & Safety arrangements associated with the teaching venue, to include: <ul style="list-style-type: none"> • fire safety and evacuation • access to first aid and emergency arrangements • location of toilets, drinking water
	All learners/trainees are informed of the Health & Safety risks and precautions (including clothing and equipment requirements) associated with their course. All IT learners/trainees must be given information on keeping safe online.
	Tutors/assessors for courses (or other designated staff) will complete, sign and date: <ul style="list-style-type: none"> • The Health and Safety Course Checklist (attached) • A session plan for each teaching and learning session, identifying low level risks and measures in place to ensure that learners/trainees are aware of the risks. • A completed risk assessment for higher level risks, identifying control measures that will be put in place. • A copy of these must be kept with other essential documents on the tutor’s/assessor’s course file.

Essential Health & Safety Induction Documents

The following documents have been designed to help you to keep your learners/trainees safe. They should be completed and kept on your course file for reference.

- **Health and Safety Guidelines**
- **Health & Safety Statement**
- **Health & Safety Course Checklist**

Health & Safety Guidelines

For use by course tutors/assessors. This document identifies some common health and safety concerns and is intended as a prompt when carrying out risk assessments.

Health and Safety Statement

- Check exit routes, assembly point, fire bell, telephone and possible hazards and write them on the Health and Safety Statement overleaf.
- Read out the Health and Safety Statement at the first session.

Equipment

- All equipment such as projectors, screens and stands, computers, flip chart stands, white/chalk boards, OHPs and video equipment should be stable and placed in a safe position.
- Is there a current "PAT" certificate on all portable electrical equipment?

Cables and Extension Leads

- Avoid trailing leads wherever possible.
- If trailing leads are unavoidable ensure leads are laid securely with as short a run as possible.
- learners/trainees should be alerted to this situation
- any safety devices and equipment provided should be used

General Housekeeping and Access

- Do not stand on tables and/or chairs to close curtains, open windows or reach items stored out of reach etc. (Please discuss with your manager how out of reach windows or items should be accessed) Check fire doors are not blocked or locked.
- Traffic routes should allow people to circulate safely and be free of obstructions e.g. boxes, handbags etc.
- The room/building should be checked at the end of the session to ensure all learners/trainees have left the premises.

In the Event of an Emergency Evacuation

- Follow venue evacuation procedures
- Ensure you take the register with you
- Check everyone against the register at the assembly point
- Report any absences immediately to emergency personnel

Accidents, First Aid & Emergencies

- You should report all injuries, accidents or dangerous occurrences. Make sure that you know how to do this. **If in doubt ask your line/ project manager.**
- Make sure you know how to obtain First Aid and how to report emergencies. **If in doubt ask your line/ project manager.**

Checklist and Statement

- The Health and Safety Statement (attached) must be completed and communicated to all learners/trainees before they start the course.
- You must complete the Health and Safety Checklist (attached) before the start of the course.
- Copies of both of these documents should be kept on the course file and taken to every session.

Health & Safety Statement

To be completed by the tutor/assessor and read out* at the first meeting of all courses, and repeated if circumstances change or for late starters.
A completed copy of this statement must be kept on your course file

* Print versions must be available for learners/trainees with hearing impairment.

Health and Safety is a matter which should concern everyone
We ask you to help us keep the environment safe by:

- Informing me of any potentially dangerous situation you notice.
- **Ensuring that your actions do nothing to endanger either yourself or any other course member.**
- Informing me of any substance or procedure which could cause you a problem.
- **In the event of an emergency evacuation of the premises, proceed to the assembly point as quickly and calmly as possible. Please remain at the assembly point until I tell you that it is all right to leave. Please help any learners/trainees who may be in difficulty to get out.**
- Alternative exit routes are:
- Our assembly point is:
- The nearest fire alarm is situated:
- The fire alarm sound is:
- The nearest telephone is:
- Possible hazards are:

Health & Safety Checklist

I have informed learners/trainees about the following: (Please tick when completed)

Fire evacuation procedures

- Fire alarm (sound and location to raise an alarm)
- Fire exits
- Fire equipment (if appropriate)
- Evacuation meeting point

Emergency First Aid procedures

- Is there a qualified first aider on site? If not what is the procedure for obtaining help?
- If it is the tutor's responsibility to contact the emergency services how is this done? Location of telephone? If a mobile is there a signal?
- Do learners/trainees know who to inform if there is an accident or other potentially dangerous occurrence?

Centre information

- Location of toilets
- Smoking rules
- Arrangements for refreshments/breaks
- Keeping belongings off the floor and backs of chairs to prevent tripping hazards

Risk assessment for course activities

- list possible hazards and risks, and decide if they are significant
- If the risk is significant (medium or high) use the risk assessment form to identify how you will minimise risks

Health & Safety procedures associated with the course

- e.g.- Pre course health questionnaire
- Health and Safety handouts
 - Adjustment of ICT screens and seats
 - Online safety
 - Verbal instructions and guidance
 - Use of protective equipment / clothing e.g. eye goggles

Please keep copies of all H&S documents (including this checklist) and Risk Assessments in your course file.

If any incident or accident occurs please report without delay using the appropriate procedures.

Tutor/ assessor signature:

Date:

Course:

Provider / Organisation delivering the course or project: