



1. OUTLINE

Rutland Adult Learning and Skills Service (RALSS) is committed to ensuring the health, safety, and welfare of all its learners, staff and visitors to its sites, in keeping with relevant legislation.

This policy sits within the umbrella of the Rutland County Council corporate policies for Health and Safety and seeks to contextualise the provisions of those policies to the particular requirements of RALSS. Accordingly, and in keeping with the statements made in the corporate policies, in any cases of uncertainty or conflict of policy, it is the Rutland County Council policies that take precedence.

2. APPENDICES

A – Lone Working Guidance for OEP Adult Learning site

3. POLICY STATEMENT

3.1 The Rutland Adult Learning Service will take all reasonable steps to fulfil its responsibilities to learners, staff and visitors, be it that they are involved with the direct delivery of RALSS programmes, or otherwise engaged through sub-contracted or other devolved provision or room hire.

3.2 In particular, RALSS will seek to provide:

- A working and learning environment that is safe, healthy and conducive to strong productivity and maximised learning outcomes.
- Clear and appropriate arrangements for fire safety, emergency evacuation and the accommodation of learners, staff and visitors with additional needs.
- Relevant training and information to allow learners, staff and visitors to go about their business with the greatest possible safety, through their resulting capacity to identify and minimise hazards and take responsibility for their own safety.
- Sufficient and suitable facilities to promote the comfort of those working for or involved with the service, including the provision of Personal Protective Equipment (PPE) where required.
- Facilities and equipment that are appropriately maintained and serviced so as to remain safe, and users that are trained to understand how to safely make use of them, including when new facilities or equipment are introduced.
- Safe storage and compliant facilities for all equipment, whether intrinsically hazardous or not.
- Compliance to RCC GDPR policies and procedures.

3.3 This commitment will apply to all venues and locations from which activities funded by RALSS take place, be they under the direct control of the Service, or otherwise secured through partners or on a commercial basis. Accordingly, RALSS or its designated sub-contractors will review the arrangements for all of the above in each and every delivery location before any learning activity takes place.

3.4 Where learning takes place under a sub-contract or other devolved arrangement, close liaison with the other organisation(s) will take place to ensure that there are effective arrangements in place to ensure the health and safety of those involved in the delivery of RALSS-funded programmes, and that they at least comply with the provisions of this policy and the associated Rutland County Council corporate policies for health and safety.

4. STAFF DUTIES AND RESPONSIBILITIES

4.1 In accordance with the Corporate Statement of Safety Policy (Part A),

“Heads of Service, Head teachers and Establishment Managers will be responsible for the following:

- Ensuring that the Council’s policy is effectively carried out by undertaking induction training for new employees and to initiate such arrangements as necessary for monitoring its effectiveness;
- Where recognised as being necessary they will be responsible for the production, publication and any up-dating of departmental/task specific Safety Policy Statements. They must ensure that the details within these documents are appropriate for their establishment(s) and not contradictory to, or replace, the Corporate Safety Policy Statement, hereafter identified as Part A of this Policy, or the Safety Standards hereafter identified as Part C of this Policy. Where necessary this should be in consultation with the Council’s Corporate Health and Safety Advisor.
- Undertaking risk assessments for the working environment and initiating safe systems of work as appropriate and where necessary in consultation with the Council’s Corporate Health and Safety Advisor.
- The promotion of accident prevention measures through information and training of their staff, and ensuring adequate supervision levels.
- The identification and elimination or control of potential hazards.
- The development of safe working methods and environments.
- Routine inspections of working environments to check compliance with current Health and Safety Regulations, Codes of Practice and Safety Standards.
- Ensuring that all employees within their control comply with Health and Safety Regulations, Codes of Practice and Safety Standards.

- Reporting all incidents, accidents and assaults, diseases or dangerous occurrences to the Council's Corporate Health and Safety Advisor in accordance with the Accident/Assault Reporting Policy.

It's a legal requirement to record accidents and injuries that occur in the workplace.

As such all work-related accidents and incidents are to be reported to the Health and Safety Team via the IRF001 Incident Report Form. Please refer to the Incident Reporting Procedure Document in the Policies and Procedures Folder.

4.2 Accordingly, this policy is ultimately the responsibility of the Head of Service (Lifelong Learning) and is subject to the approval of the Head of Service at its introduction and at any subsequent review of the content. Policies and procedures relating to all of the above are included in the Rutland County Council policies for health and safety, and it is compliance with those policies, as well as supporting provisions outlined here, that the Head of Service will ensure.

4.3 In addition, all staff have a duty to:

- Be aware of the need to provide for their own safety and for that of learners, other staff and visitors;
- Implement this policy and the wider corporate health and safety policies when conducting work on behalf of RALSS or the Council;
- Not to use equipment or facilities for which they do not have the required training or competence, in order to avoid intentional or reckless misuse to the detriment of health and safety;
- To be vigilant in identifying potential hazards during the discharge of duties, and to ensure that any dangerous practice, materials, resources or equipment are reported as appropriate within the wider Service or Council hierarchy;
- Complete Visual Display Unit, Manual Handling and other assessments when requested to do so;
- Promote healthy and safe working and learning through their actions and their interactions with learners and visitors;
- Undertake Health and Safety training in line with Service and Council requirements;
- Make use of any provided Personal Protective Equipment as required for given activities and ensure that learners, other staff and visitors do likewise, or else do not proceed with activities until adequate protective equipment is available.

5. POLICY IMPLEMENTATION

- 5.1 To deliver appropriate measures in the provision of a safe and healthy working environment for all learners, staff and visitors, the Service will:

- Raise as a standing agenda item, the issue of health and safety in all contract monitoring meetings conducted with sub-contractors or with any other partners involved in devolved delivery of provision and at all Management Meetings.
- Review this policy at least annually to update it as required and ensure that it remains compliant with the wider provisions of the Rutland County Council policies for health and safety.
- Ensure that risk assessments are carried out in all cases where they are required, that plans for the continuous improvement in the safety of the working environment are delivered, that appropriate training takes place, that resources required for the health and safety of learners, staff and visitors are provided and that all of this is audited and monitored.

5.2 The following sets out the headline arrangements, resources and reference materials that the Service will have in place to underpin the provision of a safe and healthy environment:

A comprehensive set of policies, procedures and documentation, derived from the Rutland County Council corporate health and safety policies, in respect of the following:

- The full range of policies laid out by Rutland County Council in its corporate health and safety policies, available on the Rutland County Council shared drive at: S:\Corporate Health and Safety.
- Staff and learner Health and Safety induction - details to be found in the Learner Handbook passed on by the tutors. New staff have an induction checklist which includes Health and Safety and is delivered by their line manager. There is also an induction session delivered for learners.
- Accident reporting procedures
- A Health and Safety Information sheet, prominently displayed
- Emergency procedures – briefed to all staff, learners and visitors
- Visitors'/contractors' presence on site – evidenced via signing sheets
- Display Screen Equipment assessments – to be undertaken by new staff and annually for all staff thereafter

5.3 The Service will review Health and Safety arrangements as part of the self-assessment cycle. The Service Health & Safety Focus Group will identify and define associated policies, procedures and documentation, where appropriate at least annually, bringing any issues to the attention of the Adult Learning Manager or Head of Service as appropriate.

Review History

Date	Reason for Review	Next Scheduled Review
Oct 2014	Updated as per two year cycle	Oct 2016
Aug 16	Scheduled Update	Aug 18
Mar 18	GDPR and scheduled update	Mar 20
Mar 20	Scheduled update	Mar 2021
Aug 22	Scheduled update 2 year cycle	Aug 24
Aug 23	End of Sub-C	Aug 24

Policy Owner: RALSS Manager

Appendix A

Lone Working at Oakham Enterprise Park, Adult Learning Hub

Guidance for Community Learning Tutors and Staff

1. Tutors should only be working alone at OEP for planned sessions. These sessions to be agreed with line manager.
2. They should leave the site no more than 15 minutes after the end of an evening session.
3. If alone in the building prior to the class starting, the front door should be locked and the tutor must have access to a telephone.
4. If employee is alone in the building and becomes aware of suspicious activity on the premises, he or she should contact the Police and follow advice given by the Police.
5. If an employee is in the building with any person whom the employee considers may be a risk, the employee should lock him or herself in the Reception Office and ring the Police. Alternatively, all classrooms can be locked from the inside using a twist lock.
6. The Out of Hours Emergency Contact Number is Harborough Lifeline **01858 464499**. This applies where there is a risk to property. The OEP Site Manager, Steve Musson, can also be contacted on **07767 006 143** but please be aware he is normally only on-site during office hours.
7. Employees should take sensible precautions to ensure that a responsible adult knows their whereabouts and when they may be expected to leave work.
8. Closing the building in the evening – tutors should refrain from asking individual students to wait with them while they lock up.
9. Staff should collect their belongings and leave with a group of learners or see all learners off the premises, collect their belongings, pull the exterior door firmly shut and lock the green gate.
10. Evening tutors and staff should park as close to the building as possible.
11. Staff should not stop to lock the site gates.