

## 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**

**B – Evacuation Guidance**

**C – Risk assessment template for venues**

## 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.
- Risk assessments for each venue in use by RALSS learners and staff.
- 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 places, that resources required for the health and safety of learners, staff and visitors are provided and that all of this is audited and monitored.
- Ensure that learners and visitors are aware of fire evacuation and Invacuation procedures.

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 in sheets
- Display Screen Equipment assessments – to be undertaken by new staff and 3 yearly for all staff thereafter, or if there are changes to their work environment.

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

## **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. If in need of assistance or to report a problem, contact Rose Pusch – contact details are available at reception – see Emergency Numbers poster.

## **Appendix B - INVACUATION (INCLUDING LOCKDOWN) GUIDANCE**

### **Introduction**

An invacuation (with or without lockdown) may be deemed the most appropriate course of action if an incident occurs inside or outside our establishment's building/grounds and which renders an evacuation unsafe. Staff/students/service users/visitors would be expected to stay in a designated safe/lockdown area inside until advised otherwise by the Emergency Services. For remote/external areas it may be safer not to return to our establishment but consider staying in-situ or going to an alternative location.

Invacuation may be appropriate in many circumstances, for example:

- if air pollutants are present due to a nearby fire or chemical release.
- if a dangerous animal is in the grounds.

Invacuation with lockdown may be appropriate in many circumstances, for example:

- if an aggrieved and/or intoxicated person is trying to obtain access to our establishment.
- if an intruder is on site.

The additional step of lockdown aims to help prevent an intruder or violent individual from causing harm.

### **Identification of Safe and Lockdown Areas**

#### **Safe areas**

Safe areas need to be inside in order to provide shelter, in most cases staff/students/service users/visitors will be able to remain where they are, if inside, and anyone outside should be able to go to the nearest inside facility. In addition, if the reason for invacuation is due to an external pollutant, windows and doors should be shut and ventilation systems turned off. Normal operation of our building may be able to continue dependent on the nature of the incident.

#### **Lockdown areas**

Room 7 has been identified as the most secure room if a full lockdown is required, providing the threat is outside of the building. The room is large enough to contain all members of staff and service users, even at our busiest times. The room has a heavy fire door which is lockable from the inside using a thumb

turn lock. The windows are barred, making access from the outside impossible for an intruder, and there are blinds which can be drawn across, removing visibility from the outside.

Lockdown would only be used in more extreme circumstances where there is a serious and current threat to the safety of those in the building.

#### **Identification of Evacuation and Lockdown Signals**

The signal for an evacuation will be 5 loud blows on a whistle which will be available in the main office. In the event of a serious situation, a senior member of the team may be required to visit other organisations who share our building to ensure they are aware of the situation outside.

If people are outside when the signal for an evacuation is sounded, staff should take immediate action and assist people to the nearest safe area inside the building.

The all-clear message will be given by members of the RALSS team physically visiting the other organisations with whom we share the building.

#### **Communications**

During an evacuation (with or without lockdown) it may be difficult to obtain a clear overview of the situation. Attempt to maintain contact between key stakeholders, for example, using mobile phones, email, Whatsapp, Teams, or Webex.

#### **Accounting for staff/students/service users/visitor**

All staff and visitors to the building should be signed in at the front office, all learners should be marked as present on the register. All should be accounted for while an evacuation or lockdown are in effect.

## INVACUATION (INCLUDING LOCKDOWN) – RUTLAND ADULT AND LEARNING SKILLS SERVICE

UPON HEARING THE SIGNAL (5 loud blows of a whistle)  
TAKE THE FOLLOWING ACTION:  
GO IN – STAY IN – TUNE IN

INVACUATION	INVACUATION WITH LOCKDOWN
<p><b>GO IN – Ensure all staff/students/service users/visitors are safely inside the building.</b></p>	
Close entrance points (e.g. doors, windows) to prevent the animal/pollutant entering etc the building.  If possible close off ventilation and air conditioning systems (if pollutant related invacuation)	Lock and secure entrance points (for example doors or windows) to prevent the intruder/violent person entering the building.
Go to a designated safe area; if appropriate. (Depending on the situation it may be possible for the establishment to continue business as usual)	<p>Go to a designated lockdown area.</p> <ul style="list-style-type: none"><li>• Close doors and windows en-route.</li><li>• Draw curtains/blinds.</li><li>• Turn off lights.</li><li>• Block access points (for example – move furniture to obstruct doorways)</li><li>• Sit on the floor, under tables or against a solid wall.</li><li>• Keep out of sight.</li><li>• Keep silent.</li><li>• Stay away from windows and doors.</li><li>• Put mobile phones on silent.</li></ul>
<p><b>Dial 999 – Ask for appropriate Emergency Service (s)</b></p>	
Ensure that staff/students/service users/visitors are aware of an exit point should evacuation becomes necessary for example in the case of a fire or instruction from emergency services.	
If possible, account for all staff/students/service users/visitors without putting yourself at risk, report all those unaccounted for to the Emergency Services.	
STAY IN – Remain in the designated safe lockdown area until the all-clear notification is given or told to evacuate by the Emergency Services.	
TUNE IN – If possible and appropriate, obtain local news updates via radio/TV/computer.	
TUNE IN – If possible, and appropriate, establish internal communication.	

**Appendix C – Master Venue Notes** <..\..\..\..\Administration and Support\Health and Safety\Risk Assessment docs\Risk assessment templates\AA Venue Notes MASTER.doc>

**Review History**

<b>Date</b>	<b>Reason for Review</b>	<b>Next Scheduled Review</b>
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
Jul 24	Scheduled update	Jul 25

**Policy Owner: RALSS Manager**