

# **Wandsworth Lifelong Learning Health and Safety Statement**

**April 2009**

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## 1. Introduction

Wandsworth Borough Council's Lifelong Learning Department's (Wandsworth Lifelong Learning) Health & Safety Statement has been written in accordance with the Health & Safety at Work Act 1974. Wandsworth Lifelong Learning recognises both its legal and moral obligations to ensure effective health and safety at its own sites and those of its providers to ensure the health, safety and welfare of its staff and learners.

This Statement should be read with the Council's Health & Safety Policy and the guidance for Wandsworth Lifelong Learning Providers and Tutors (available on the Lifelong Learning website).

## 2. Wandsworth Council Lifelong Learning employees

The Council has clear and robust policies to ensure its employees' health, safety and welfare. In particular, it will provide:

- A safe place to work with safe access and appropriate welfare facilities
- A healthy working environment including provision for the control of substances hazardous to health
- Safe systems of work
- Information, instruction and training to enable its employees to avoid hazards and contribute positively to their own safety and welfare at work
- Liaison with other employers for the exchange of information, instruction and training of staff to ensure, as far as is reasonably practical, that employees' health and safety is safeguarded
- Such emergency arrangements as are necessary to protect employees and others against risk of imminent danger

## 3. Wandsworth Council Lifelong Learning Providers

All providers are expected to provide a safe learning environment with safe access and appropriate emergency procedures to protect staff and learners. Providers' Health & Safety arrangements should:

- A written Health & Safety policy
- A process and format for carrying out and recording risk assessments
- A procedure for staff and learners to be able to access First Aid
- Appropriate arrangements for fire and evacuation procedures
- A procedure for reporting and recording accidents and Health & Safety Executive notifiable incidents
- A Health & Safety induction process for learners and staff which is regularly re-inforced.

***The Council will formally audit the health and safety practices of its learning providers on an annual basis or more frequently if required.***

### **3.1 Safe Learning Environment**

Under the Health & Safety at Work Act 1974, all employees (e.g. tutors) have a duty to take care of their own health and safety and also that of other employees and persons (e.g. learners) who may be affected by their acts and omissions at work. For example, in exercise classes (e.g. Keep Fit, Yoga, etc.) learners are asked to complete a health and safety questionnaire (See Tutor Handbook).

### **3.2 Fire Precautions**

All tutors and other staff must familiarise themselves with the evacuation procedure and fire fighting equipment in the centre before commencing any course or session. Each course should include an induction which advises learners on the location of fire exits and fire fighting equipment.

### **3.3 Reporting Hazards**

Whether working on the main site or at an off-site location, all health and safety hazards observed must be reported (e.g., bare wires, faulty equipment, locked fire exits, etc.) to a member of staff. If it is a serious matter, it must be reported immediately. Providers' procedures should ensure that senior members of staff or other nominated staff visit classes on a regular basis to ensure that everything is safe and that there is a current risk assessment in place. The Council's Quality Officer or appointed Health and Safety specialist will monitor that these procedures are in place.

### **3.4 Personal Safety and Security**

All tutors and support staff need to be aware of their personal safety. Tutors should ensure they have an office or caretaker contact number for the venue where they are working, and access to a telephone. Personal belongings should be stored in a secure place or kept within sight.

Tutors and support staff are advised to leave with the learners or other staff members to ensure they are not alone, particularly late in the evening.

Any incident that gives concern regarding safety and security should be recorded and reported to a senior member of staff.

The responsible officer for Adult and Community Learning Health & Safety and Welfare is:

**Santino Fragola, Head of Lifelong Learning and 14-19 Developments, Wandsworth Council, The Professional Centre, Franciscan Road, London SW17 8HE.**

**Tel: 0208 871 8491**

**Email: [sfragola@wanndsworth.gov.uk](mailto:sfragola@wanndsworth.gov.uk)**

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Name/job title of originator/author:	Pat Beales – Quality Officer
Contact details:	<a href="mailto:pbeales@wandsworth.gov.uk">pbeales@wandsworth.gov.uk</a>
Location on system:	

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