

## Wakefield Adult and Community Education Service

### Health & Safety Policy

#### Purpose

This policy clarifies the arrangements within the Wakefield ACES to fulfil the intention and requirements of legislation, Wakefield MDC's Health and Safety policy, that of the Education Department, and the expectations of funding bodies. It outlines the arrangements made for assuring the health, safety, and well being of all employees and users of the service.

#### Principles

Wakefield Adult and Community Education Service endeavours to ensure that all reasonable practical steps are taken to secure the health, safety and well being of all employees and users of its Centres.

#### Organisation And Responsibilities

1. The Principal Adult Education Officer has overall responsibility for health and safety in the Adult Education Service. All updates on Health and Safety received from the LEA will be circulated to all Adult and Community Education Officers, Centre Organisers and Development Workers.
2. Adult and Community Education Officers have a general responsibility for the health and safety arrangements in the Centres and programmes that come under their geographical or district-wide remit.
3. Centre organisers have overall responsibility for health and safety within their centre, and for ensuring that health and safety arrangements are acceptable when staff are working off-site. They are responsible for ensuring that people are aware of and co-operate with arrangements for their health and safety. Centre organisers are expected to undertake risk assessment training as provided by the ACES through the Health Development Unit of the local authority. They will undertake risk assessments of their premises, at least annually, and make appropriate arrangements for managing risk.
4. All employees have a general responsibility of looking after their own health and safety, and that of others in the Service. They are responsible for the application of the Service's Health and Safety policy to their own area of work, and are responsible to the Centre Organisers for the application of health and safety procedures and arrangements and to ensure that they do not put at risk, the safety of anyone else who may be affected by the work they are carrying out. Staff should as necessary carry out risk assessments related to the particular circumstances of their

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work. These should be recorded on the risk assessment form (Appendix B) and passed to the relevant centre organiser or ACEO.

### 5. Specific areas of responsibility are:

5.1 Tutors are responsible for the health and safety of learners in the classroom. This involves ensuring that equipment used is safe before use, any substances are used safely, and that generally safe procedures are followed. Tutors are expected to inform learners about safe practices in the context of their learning, and ensure that learners follow guidelines. They should also inform learners about emergency procedures. Tutors are also expected where relevant to pass on any information they receive on health and safety matters to their student group (e.g. newly identified hazards). Tutors are expected to carry out a risk assessment of the learning activities, and record this on the risk assessment form in their course file. Identified risks should be managed appropriately.

5.2 Crèche workers are responsible for health and safety in the crèche and outside play area, and for the health, safety and well being of children in their care during crèche hours. Centre organisers should ensure that risk assessments are carried out within the crèche, and recorded accordingly. Identified risks should be managed appropriately.

5.3 Cleaners and caretakers are responsible for undertaking their work in a safe manner, and marking hazards as relevant.

5.4 Coffee bar / canteen staff are responsible for health, safety and good hygiene practices in their areas.

5.5 Development / outreach workers are responsible for their own personal safety and that of others using any external provision instigated or created by them, where there may be additional staff (tutors, crèche workers, volunteers) and members of the public present.

6. The LSC's Gateway questionnaire is used with partner providers to ensure that all centres in receipt of funding through the ACES have a Health and Safety policy and procedures that

6.1 Comply with legal requirements.

6.2 Describe good practice procedures that reflect the intention of the ACES policy statement.

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- 6.3 Develop procedures that address local realities, and adult education use of premises.
  - 6.4 Are updated to take account of changes in the law.
  - 6.5 Make sure new staff are aware of particular hazards and procedures.
  - 6.6 Ensure that all staff are aware that accidents can be reduced or controlled by effective supervision.
7. The management of the ACES will work in a spirit of collaboration with the health and safety representative(s) appointed by the recognised Trade Union, to create a safe and healthy working environment.

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### Prevention, Hazard Identification, Risk Assessment And Review

#### 1. Arrangements:

- 1.1 All staff are expected to undertake risk assessments and notify hazards or other health and safety problems to the relevant centre, complying with the specific arrangements required by that Centre for reporting and recording these. Reasonable remedial action will be taken as soon as practically possible by the Centre Organiser (see also 1.2 below)
- 1.2 The Centre Organiser will carry out at least weekly inspections of the premises, to identify risks and hazards, and take prompt reasonable remedial action. Where issues are identified that are beyond their remit, or have wider application, these should be notified to the Adult Education Officer for the area.
- 1.3 Assessments will be maintained by the Centre Organiser who will carry out a formal annual inspection, risk assessment, and review of procedures and practices which will be recorded. Appropriate reasonable remedial action should be taken.
- 1.4 A check-list of health and safety issues for review is given at Appendix A1 and A2, with notes for guidance (A3).
- 1.5 These arrangements are monitored through the observation of teaching and learning; through termly reviews with individual centres by ACEOs; and through annual reviews using the checklist at Appendix A2

#### 2. Good Practice

All staff are expected to be aware of the need to use common sense within their areas of responsibility. For example, walkways should be kept clear of obstructions; fire exits, extinguishers and alarms should be clear and well sign-posted; storage systems should be safe, and good practice should be followed in all aspects listed at Appendix A1, A2, A3

#### 3. Emergency Procedures

##### 3.1 Accidents And Incidents

- 3.1a All accidents or incidents, however minor, should be recorded in the accident/incident book at the centre. An appropriate format is provided by the Social Security Accident Book B1510.

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- 3.1b Serious accidents as defined by the Health and Safety Executive should be reported to the HSE, and to the Principal Adult Education Officer, immediately by telephone. Injuries at work that result in absence from work for more than three days must be reported within ten days on the approved forms F2508 or F2508A. (*Available from your local Health and Safety incident centre*)
- 3.1c Other reportable incidents, diseases and dangerous occurrences should be reported in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 3.1d Centres should ensure that there is a qualified First Aider on the premises at all times. A list of qualified first-aiders should be maintained, and centre organisers should ensure that qualifications are renewed as necessary.
- 3.1e Outreach workers, and tutors teaching in venues without an administrator are encouraged to hold a valid first aid certificate.

**3.2 Fire And Emergency Evacuation**

- 3.2a Fire Action instructions and emergency evacuation routes and assembly points should be prominently displayed in the current required format. It is expected that all staff familiarise themselves and their groups with these, and that other users of the centre are informed of these arrangements. Example fire procedures are given at Appendix C.
- 3.2b Tutors should take the class register with them in case of emergency evacuation so that safe evacuation can be confirmed.
- 3.2c Fire practices will be held twice a year, and repeated to cover morning, afternoon, evening and Saturday morning sessions. A record will be kept of practices, issues arising and action proposed and taken.
- 3.2d The Centre Organiser is responsible to the Adult and Community Education Officer for the area, for the appropriate maintenance of fire extinguishers and the fire alarm system.
- 3.2e The Centre Policy and procedures should cover emergency evacuation in the case of fire and other possible civil

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emergencies, taking account of the specific location of the centre, and any specific hazards posed by that location.

### 3.3 Investigations

The Adult and Community Education Officer for the area will investigate major incidents, and review minor incidents and near misses in order to learn from them and implement improved practices where reasonable and practicable.

### 3.4 Prevention And Handling Of Violence

This guidance should be read in conjunction with Wakefield Metropolitan District Council's Policy on Violence Prevention.

In order to protect staff and others from physical and verbal assaults or other violent acts, staff

- Must remove themselves from potentially violent situations
- Should be offered the opportunity to attend appropriate training
- Work closely with other staff on duty
- Have an awareness of personal safety issues
- Be aware of the local procedure code for immediate emergency action

## 4. Record-Keeping And Reporting

Appropriate registers and records should be kept of all aspects of health and safety management, as required by the Management of Health and Safety at Work Regulations 1999.

## 5. Training

Health and Safety is an item covered during the induction of new staff to the Centre.

- a) There will be a nominated person at each centre with specific responsibilities for health and safety awareness training.
- b) Training will be undertaken upon change in responsibilities, introduction of new or replacement equipment or new technology or the introduction of new or changed systems of work.

An adequate number of members of Centre staff will be trained as qualified

First Aiders and will have their names displayed at each centre.

Centre Organisers are actively encouraged to undertake training relevant to health and safety matters.

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Reasonable requests for staff training relevant to health and safety will be supported.

Health and Safety representatives nominated by the recognised Trade Unions will be able to attend relevant training in work time

### 6. Information

Information on health and safety policy and procedures should be provided to staff and users of the centre.

Identified hazards should be marked / guarded as far as possible, and centre users should be informed of those which are assessed to have the potential for causing serious harm.

A copy of the Centre's statement of policy, responsibilities and arrangements will be provided to all Centre-based adult education staff, and to other users of the Centre. A copy for reference will be kept available. A copy can be requested by any member of staff or the public.

Any new information or changes to existing procedures, with the potential to affect the health and safety of staff and Centre users will be circulated appropriately to all staff based at the Centre, to part-time tutors, and through them, the students, and to external hirers of the premises.

### 7. Smoking Policy

An appropriate smoking policy should be maintained. Ideally, all buildings used by adult education should be non-smoking. If this is not possible, then smoking should be restricted to limited specific smoking areas which should be suitably ventilated.

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### Appendix A1

#### Health And Safety Checklist

This list is a brief prompt on major areas that should be considered by our reviews, these areas should also be considered by responsible staff when reviewing practices in their areas of responsibility. It is not exhaustive, and suggestions for improvements are welcomed.

A form for use in the Annual Safety Check of premises is given at Appendix A2, with guidelines at A3.

#### House-Keeping

Check for obstructions, safe storage methods regularly empty waste paper baskets, consider storage of loose papers and paper displays on fire escape routes.

#### Manual Handling

Get help to move heavy or awkward items, use good lifting techniques, use aids (trolley, steps) as necessary.

#### Ergonomics

Check for comfort of working position, take breaks if doing physically repetitive work.

#### VDU's

Use anti-glare screens, take regular breaks. Clean screens regularly.

#### Equipment Maintenance

Maintenance contracts as relevant, maintenance/servicing of workshop equipment, check cables, plugs etc. Preventative maintenance schedules will be centre specific and dates of checks recorded.

#### Electrical Testing

Portable electrical equipment should be annually tested by a competent person. Registers of portable electrical appliances will be kept at each centre.

#### Food Handling

Hygienic practices wherever food/foodstuffs are handled.

#### Control Of Substances

Ensure we have data-sheets for hazardous substances enabling staff to make health risk assessments to control exposures, to monitor usage, and to arrange health surveillance and thereby encourage controlled, safe use of substances and elimination or substitution of high-risk substances. Personal

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protective equipment will be provided. (See Control of Substances Hazardous to Health (COSHH) regulations 1994

#### **Use Of Signs/Guards**

Ensure hazards are marked and/or guarded while waiting for attention/repair.

#### **Security/Safety Of Staff**

Consider lighting, locking/unlocking, and telephone access in emergency.  
See also personal safety policy

#### **Risk Assessment**

The ACES Risk Assessment process can be found at Appendix B.  
All Centres should have at least one nominated member of staff who has undertaken Risk Assessment training.

**Wakefield Adult Education Service****Appendix A2****Annual Health And Safety Checklist For Non - School Buildings And Equipment**

	YES	NO	N/A
<b>1. Fire Safety</b>			
a. Is there a fire register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Has an emergency evacuation been carried out twice in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Has the fire fighting equipment been checked by a competent person, in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are the fire doors correctly marked and always closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Do the final fire exit doors open easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Are evacuation notices displayed in every room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Are all escape routes kept clear at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Has a fire risk assessment been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Have staff received appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Electricity</b>			
a. Has a full inventory of all portable electrical equipment (PEE) been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Have all items been individually marked to co-ordinate with the inventory and allow easy identification when testing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are regular visual checks carried out and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Has the PEE been tested by a competent person in the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Has the emergency lighting been inspected and serviced by a qualified person in the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Have the light fittings, which contain PCB's, been inspected in the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- g. Have the residual current devices (RCD's) been tested quarterly?
- h. Have baseline tests of the fixed electrical installation been carried out?
- i. Have the stage lights and rigging been inspected and tested by a qualified person in the last twelve months?

**3. Equipment**

- a. Has the workshop equipment been inspected and serviced by a qualified person in the last twelve months?
- b. Has the fixed electrical equipment been inspected and serviced by a qualified person in the last twelve months?
- c. Has the fixed gas equipment been inspected and serviced by a qualified person in the last twelve months?
- d. Are the lifts inspected and serviced by a qualified person every month?
- e. Are chair lifts and hoists serviced and inspected by a qualified person quarterly?

**4. General Building Checks**

- a. Have the spindle covers on the radiators been checked in the last twelve months?
- b. Have any materials suspected of containing asbestos been inspected? Are the results of any tests recorded in the central Asbestos Register and are staff aware of the results?
- c. Has pressure vessel testing been carried out by a competent person in the last twelve months?

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- d. Does all the glazing in the building conform to the 1996 Glazing Regulations?
  
- e. Have any building alterations been carried out in the last twelve months that the Planning & Development Group needs to be aware of?
  
- f. Do all health and safety signs and notices comply with the Regulations (Safety Signs and Signals)?
  
- g. Are all chemicals stored and assessed according to the COSHH Regulations?

**Wakefield Adult and Community Education Service****Appendix A3****Annual Health And Safety Checklist For Non-School Buildings And Equipment****Guidance Notes****1. Fire Safety****a. Fire Register**

All buildings are required to maintain a fire register, which will contain the records of regular inspections, individual responsibilities, location of fire fighting equipment and tests.

**b. Emergency Evacuation**

Buildings should have up to date procedures that are known to staff and users and practice drills should be held every six months. A record should be kept of the drills.

**c. Fire Fighting Equipment**

All fire fighting equipment must be tested annually by a competent person. Any faults or repairs that are reported as a result of the test must be dealt with promptly.

The Public Services Department organises a central contract with a private company to undertake this testing. Education buildings are able to be part of this contract and a Service Level Agreement is available.

**d. Fire Doors**

Fire doors prevent the spread of fire and protect the escape route they should be clearly marked on both sides 'fire door - keep closed' with an exclamation mark pictogram in white letters on a blue circular background, and should never be propped open.

**e. Fire Exit Doors**

These doors are the final exit to fresh air on a fire escape route. They are not normally used as an exit from the building. They should be kept clear at all times. Fire exit doors should be marked 'fire exit' on both sides and 'push bar to open' in white letters on a green background on the inside. They should open with one action. They should never be locked when the building is occupied.

**f. Evacuation Notices**

Notices should be displayed in all rooms identifying the procedure to follow should the fire alarm sound. The escape route and the assembly point should also be identified.

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- g. Escape Routes  
Escape routes must be kept clear at all times, the route should lead to fresh air and be well signed with directional arrows and running person.
- h. Fire Risk Assessments  
Fire risk assessments are now required for all buildings. These should be carried out by competent persons and reviewed regularly or if significant structural or staffing changes occur. Public Services Department offers a fire risk assessment to Education buildings.
- i. Fire Awareness Training  
As part of the fire risk assessment it is now necessary to ensure all staff are aware of the procedures for evacuation and how and when to use the fire fighting equipment in the building. Public Services Department at Normanton offers a fire awareness and fire extinguisher training service.

## 2. Electricity

- a. PEE Inventory  
The Electricity at Work Regulations 1989 states that all portable electrical appliances must be maintained in a condition which will not give rise to danger. As an aid to controlling and maintaining the PEE in any building an inventory of all electrical equipment should be carried out and regularly updated.
- b. PEE Marking  
In order to ensure that the equipment on the inventory is the same as that which is inspected or tested then all PEE should be marked and coded.
- c. Visual Checks  
These are checks carried out by the user of the equipment and should identify obvious faults, such as loose or damaged wiring. It is recommended that these checks be carried out at prescribed intervals i.e. monthly and recorded.
- d. PEE Testing  
A competent person should examine the equipment at predetermined intervals and record the findings. It is recommended that buildings carry out these tests annually or in accordance with an agreed schedule. A competent person is one who has undertaken training such as the CLEAPSS one-day course. A portable appliance tester (PAT) which gives a simple pass or fail indication and the ability to record the results correctly would be sufficient at the lowest level. More training is required to investigate failure and correct faults.

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Public Services Department can provide this service.

- e. Emergency Lighting  
Emergency lighting systems must be tested and serviced in accordance with the manufacturer recommendations but at least one inspection each year is necessary.
- f. Light Fittings (check condition of PCBs)  
A number of fluorescent light fittings that were installed in buildings prior to 1974 contain a substance called Polychlorinated Biphenyl (PCB) in their capacitors. The substance is not found in modern light fittings, which employ dry capacitors.

Whilst the capacitors are in good condition and have not leaked they are perfectly safe and can be handled without any precautions. However, the PCB is harmful to skin and has to be treated with care if the capacitor should begin to leak.

The capacitors in question can usually be identified by the black and blue lettering on the casing. If the lettering is red the capacitor is dry. Any deterioration in the condition of the capacitors and any leakages that are found must be reported to the Planning and Development Division of the Education Libraries and Museums Department.

- g. RCD Testing  
The residual current devices are fitted to electrical circuits so that the supply is 'tripped out' when a problem arises. They incorporate a test button, which should be pressed on a regular basis to ensure the device is operating correctly. The test button should be operated quarterly and a record kept.

The Public Services Department will be able to advise on whether RCDs are present and where to locate the test button.

- h. Fixed Electrical Installation Testing  
An inspection by a qualified electrical engineer must be carried out immediately if one has not so far been done, this will establish any problems with the electrical supply to the building and provide you with the information you need to plan the repair, renewal and maintenance of electrical systems. Buildings with entertainment licences must have the fixed installation tests carried out annually. Other buildings should be tested every five years unless the initial test indicates otherwise. PSD Electrical or Design Services can arrange these tests
- i. Stage Lighting and Rigging  
The structural supports for the stage lighting and any rigging should be tested annually. These tests are required by Zurich Insurance who will arrange to carry them out if necessary.

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### 3. Equipment

a. Workshop Equipment

All equipment and machinery including integral and freestanding dust extraction units must be inspected regularly before use. Annual inspections must be carried out by qualified personnel and records kept. The YPO nominated contractor is H & S Williamson.

b. Fixed Electrical Equipment

Items of fixed electrical equipment e.g. cookers and convector heaters should be inspected routinely by staff but they must also be serviced by a competent person in order to comply with the Electricity at Work Regulations 1989. This service is available from the Public Services Department.

c. Fixed Gas Equipment

Items of fixed gas equipment e.g. cookers and central heating boilers should be inspected routinely by staff but they must also be serviced and maintained annually by a competent person in order to comply with the Gas Safety (Installation and Use) Regulations. This service is available from the Public Services Department.

d. Lifts

Passenger and freight lifts must be inspected regularly to ensure their safe operation. Monthly inspections and annual services are recommended. These inspections must be carried out by qualified persons and records must be kept. Design services at Normanton can provide this service.

e. Chair Lifts and Hoists

Chair lifts and hoists must be inspected and serviced quarterly, or according to manufacturers instructions. Design Services will service chair lifts hoists, require a specialist firm, usually the manufacturer or via Zurich insurance.

### 4. General Building Checks

a. Spindle Covers

Spindle covers on radiators are often damaged and removed and this can create a hazard for staff and visitors if the spindle is sharp. Radiators should be checked and spindle covers replaced if necessary.

b. Asbestos

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In some buildings asbestos is found in various forms. It does not pose a risk whilst it is left undisturbed and undamaged. It should however, be checked routinely for any signs of damage.

If any damaged materials are suspected of containing asbestos they should be reported to Planning and Development immediately. The Head of Design Services is able to advise on whether asbestos is present and how to deal with it.

It is important to inform any workmen of the location of asbestos, within the building, before they commence work in order that they can take all the necessary precautions.

c. Pressure Vessel Testing

Under the Pressure System and Transportable Gas Containers Regulations 1989, pressured steam systems, such as pressure cookers, stills and domestic hot water systems which are unvented and have a capacity above 15 litres must be provided with a written scheme for periodic examination by a competent person. Zurich Municipal will produce written schemes for all small and commonly found items within a building for one inclusive price. Ray Liversedge, Design Services, Normanton can also offer advice on this.

d. Glazing Regulations

These Regulations became mandatory from 1 January 1996 and require all vulnerable glazing to fit into one of the following categories:

- d.1 If broken on impact to break in a way which is unlikely to cause injury.
- d.2 Resist impact without breaking.
- d.3 Be shielded or protected from impact.

Transparent glazing with which people are likely to collide should incorporate features which make it apparent that the area is glazed, i.e. lines, logos, or highlighted areas.

Public Services Department is able to test and advise on the suitability of any vulnerable glazing and provide a price for replacement or making safe.

e. Building Alterations

When major construction work is taking place the Construction Design and Management Regulations 1994 require all available information on the building to be made available to the contractor. This can only be done if buildings pass information on alterations to Planning and Development.

f. Safety Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 replace the Safety Signs Regulations 1980 and all safety signage

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must comply with these regulations by 24 December 1998. Signs fall into the following categories:

- f.1 Prohibition i.e. NO SMOKING, these signs are round with a white background and red border and diagonal cross.
  - f.2 Warning i.e. TOXIC, these signs are triangular with a yellow background and black border.
  - f.3 Mandatory i.e. what personal protective equipment is required, these signs are round with a blue background and white pictogram.
  - f.4 Emergency escape or first aid signs are square or rectangular with white pictogram on green background.
  - f.5 Fire fighting signs are square or rectangular with white pictogram on red background.
- g. COSHH  
The Control of Substances Hazardous to Health Regulations 1994 requires a risk assessment of all substances used, produced or naturally occurring. These assessments must be recorded and made available to anyone who used or comes into contact with the substance. If identified by the assessment personal protective equipment will be provided at no cost to the user. Substances must be stored in accordance with the assessments and shelf life of chemicals checked regularly. Assessments must be reviewed at pre-arranged intervals.

**Wakefield Adult and Community Education Service****APPENDIX B  
RISK ASSESSMENT – PERSONAL SAFETY AND OTHER RISKS**

Centre and Premises	Dept / Section
Activity / Work Situation	Date of this Assessment Date of Previous Assessment
Assessment carried out by Name: Signature	Position

Definitions

Hazard: the potential for harm

Risk: the likelihood of that harm being realised

Scoring Hazard Severity

1. LOW – doubtful if there will be any effect, or at the most a minimal effect
2. MEDIUM – could cause injuries or illness resulting in a few days absence or noticeable damage to equipment
3. HIGH – could result in serious injury or illness resulting in hospitalisation, with even the chance of death; or severe damage to equipment

Scoring Probability of Risk

1. IMPROBABLE – unlikely to occur
2. POSSIBLE – could happen
3. PROBABLE – likely to occur immediately or in a reasonably short time

**Stage 1: Conduct Risk Assessment**

Hazard Identified	People affected		Hazard Severity (1-3)	Risk Probability (1-3)	Score (HSxRP)
	Staff	Public			

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### Stage 2: Action proposed

Action proposed to minimise risk and reduce to an acceptable level (see also good practice guidelines)

Risks assessed at level 6 – 9 need an urgent risk reduction strategy

Risks assessed at level 4 – 5 need to be addressed through good practice and caution

Risks assessed at level 1 – 3 are generally acceptable, though personal good practice guidelines should always be followed.

Risk Identified	Preventative Action proposed

### PERSONAL SAFETY AT WORK: GOOD PRACTICE GUIDELINES

1. Make sure someone knows where you are
2. If your travel plans change, let someone know
3. Make sure you can be contacted
4. Make sure you know where you are going and how to get there
5. When out after dark, consider and minimise possible risks
6. Avoid situations as far as possible where you are carrying cash or valuable items on your own
7. Consider carrying a mobile phone or personal alarm
8. If you feel unsafe leaving work at night, ensure that you arrange to leave with someone else as far as possible.
9. Consider strategies for reducing aggression in others
10. Plan escape routes
11. Report incidents to centre organiser or line-manager

**Wakefield Adult and Community Education Service****APPENDIX C***Example***Procedures In Case Of Fire****If You Discover A Fire:**

- Sound the alarm by breaking the glass on fire alarm sounders located near each fire exit.
- Dial 999 to call the Fire Brigade. A telephone is available inside the main entrance. The nearest public telephone is (specify)
- Follow emergency evacuation procedures.

**All Users Of The Building Must:**

- Know the evacuation routes and points of exit.
- Know location of assembly points
- Know the name of your Fire Marshall
- Know what the Fire Alarm sounds like.

**On Hearing The Alarm:**

- Evacuate the building through the most appropriate Fire Exit located at  
e.g.: the front of the building  
e.g.: next to the Coffee Bar  
e.g.: next to room 9
- The appropriate exit is marked on the building plan in every room.
- Wheelchair users should use exits (A or B.)

Ensure that all doors are closed behind you.

***KEEP CALM***

***DO NOT RUN***

***DO NOT STOP TO COLLECT PERSONAL BELONGINGS***

***DO NOT TAKE RISKS***

Go to the appropriate assembly point: these are marked on the building plan in every room

- Do not re-enter the building without permission of the person in charge
- Parents with children in the crèche should **NOT** go to the crèche, but go directly to their Assembly Point. Children in the crèche will be taken to Assembly Point (1) by crèche staff.

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### Reporting To The Fire Marshalls:

1. Tutors/group leaders will be responsible for their registers and for clearing his/her area. Students/users should assemble in course/user groups at their assembly point and wait until their arrival has been checked by the tutor/group leader.
2. Tutors/group leaders will then report to the Fire Marshall as to whether or not all persons have safely arrived at the Assembly Point
3. No one should leave the assembly point without permission.
4. Parents can join their children at Assembly Point (1) only when the Fire Marshall directs them to.

### Fire Marshalls

The role of the Fire Marshall is to ensure that everyone is safely evacuated from the building. They will receive reports from tutors/group leaders (see procedures Appendix C) and report evacuation status to the fire brigade on arrival.

### Fire Plan - User Groups Centre

#### 1 Registers

- All user group-leaders should maintain a register of people in the building for whom they are responsible
- These should be taken with you if the Fire Alarm sounds and used to check that everyone is safely out of the building.

#### 2 Fire Marshalls

Out-of-hours user groups should nominate a named person to act Fire Marshall in the event of fire (see Centre Procedures)

#### 3 Procedures

All groups must ensure that their members, staff and visitors are aware of the procedures in case of fire.

#### 4 Fire Practices

Regular fire practices will be held at the Centre. If your group is in at the time of a fire practice, please ensure that the appropriate procedures are followed.