

Learner Health and Safety

Our duty is to ensure that you are learning in a safe environment.

We will undertake regular risk assessments and inspections to ensure that action is taken to prevent harm to learners and our staff and address identified hazards.

Our team will check the accommodation and resources used at the beginning of each session and identify any health and safety issues that may occur between risk assessments and inform you of any changes.

Tutors will take appropriate and immediate action, for example vacating the room or not using items of equipment and reporting these actions to the staff at the On Course South West.

Your duty as a learner is to take reasonable care for your own safety and that of those around you. In practical terms that means:

Follow the health and safety instruction provided by your tutor as part of the course

- *Undertake your course induction and familiarise yourself of all the relevant safety signage on-site, ask questions if you are not sure.*
- *Do not use equipment other than for its intended purpose*
- *Wires from computers, sewing machines etc. should not trail across the floor, therefore cables should be placed against the wall wherever possible*
- *Always check that your equipment is safe to use. And report any breakages to your tutor before use*
- *Broken glass should go straight into waste bins and be well wrapped first (ask for assistance)*
- *Outdoor clothing and bags should be stored safely and not block walkways or become a trip hazard for others*
- *Do not attempt to repair any equipment*



Fire Alarm Testing, Drills and Evacuation Process

Fire testing and drills will be held regularly. Although this may prove a disruption to your class the practices are to ensure your safety.

Please ensure that you know where the nearest exit to your room is. Evacuate quickly and without panic. Do not collect your belongings. When you are assembled outside the building a register will be taken to ensure that no one has been left inside the building. Do not return to your classroom or go home until instructed to do so.

First Aid Arrangements

Any accident, injury or near miss must be reported to the tutor at the time it occurs. All tutors are advised to deal with accidents by either providing first responder support, contacting a first aider on-site or calling 999.

First Aid boxes are available on all sites.

You may be asked to provide information related to the incident in order to complete the an incident report so that we can take appropriate action to reduce the risk.

Covid-19 Arrangements

On Course is a Covid-19 secure site please see our Covid-19 Learner Information sheet for more details in the essential information section of our website.

No Smoking (including E-Cigarettes)

No smoking is allowed on, in or around the entrance of any sites used by On Course South West. Please use the designated areas provided. Please ask your tutor for more information.

Finally if you see anything that is likely to cause harm or if a person is working in a safe manner inform your tutor or alternatively email neil.sellors@plymouth.gov.uk

OFFICIAL



LEARNER INFORMATION