

# **Health & Safety**

## **Who is responsible for health and safety?**

You are. We are all responsible for ensuring that we work in a safe manner at all times. This is to protect ourselves and others. It also helps to ensure that we comply with all the statutory and relevant policies and procedures.

Every learner will receive a Health & Safety induction, delivered by their tutor.

## **Accidents & Emergency procedures**

All incidents that could cause harm to you or someone else must be reported. This includes incidents, accidents, fires, near misses and illnesses you think, may have been caused as a result of doing a course with us.

You must report any incident to your tutor, so that it can be recorded in the Accident / Incident Report Book.

## **What do I do if I have or witness an accident?**

You are required to inform your tutor immediately of any accident that you may witness or are involved in if you are able. All Why Weight? tutors are qualified First Aiders. .

## **What if I find a Health & Safety Hazard?**

If you find any kind of health and safety hazard, you should report it promptly to your tutor.

## **How will I know what to do if there is a fire?**

Make sure you have read and understood the fire procedure for the venue you are in. This may save your life. Check the notices on display for the procedure and assembly points.

What if I hear the intermittent sound (pulsing beat) of the fire alarm?

Prepare to evacuate. Switch off any equipment you are using, if it is safe to do so.

If you are a wheelchair user or have a mobility problem and are unable to use the stairs ensure that you and your tutor complete a Personal Emergency Evacuation Plan (PEEP). You may have to make your way to a 'REFUGE AREA'

## **What if I hear the continuous sound of the fire alarm?**

Stop what you are doing immediately

Do not stop to pick up personal belongings

Leave the building immediately, quickly and calmly by the nearest available route. Escape routes are indicated by green signs, showing a walking man and an arrow.

If you are a wheelchair user or have a mobility problem, remain in the 'REFUGE AREA' and you will be evacuated out of the building in accordance to your agreed PEEP.

Do not run, do not use lifts, you may get trapped.

Remember to check that others have heard the alarm and are able to leave. It is important for us to help each other in an emergency.

Make your way immediately to the designated assembly point.

Your tutor will take a register. If you believe anyone is trapped or missing, make sure you inform one of the fire marshals or fire service when they arrive.

Do not re-enter the building until is officially declared safe to do so by the Emergency Controller or Fire Service.

## **What do I do if I find a fire?**

Raise the alarm by breaking the glass on the nearest call point.

Tackle the fire with the appropriate extinguisher ONLY if you are trained and it is safe to do so.

If you are not sure about this, leave the building immediately by using the nearest route.

## **How can I prevent a fire starting?**

You can help to keep the venue safe by observing the following rules:

- Smoking is not allowed anywhere within the venue. It is against the law.
- Ensure electrical appliances you are using are safe to use (check cables and plugs are not damaged and that the sheath enters both plug and equipment).
- Never leave fire doors propped open.
- Participating in the fire drills, which are compulsory and are scheduled to take place periodically.

- Never maliciously activate fire alarms or tamper with safety equipment. Frequent false alarms may also cause a genuine alarm to be neglected, thus putting fellow learners and tutors at risk.

Malicious interference with the fire alarms or equipment is a criminal offence currently carrying a maximum penalty of three month imprisonment and / or a £2,000 fine on conviction.

It is also in breach of the venues regulations for which a fine or harsher penalty could be imposed. The venue will investigate all false alarms and will take action in all cases.

**Find out more about health & safety**

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.support4learning.org.uk](http://www.support4learning.org.uk)

[www.wwt.uk.com](http://www.wwt.uk.com)