



## HEALTH AND SAFETY POLICY FOR STUDENTS

*This policy sets out the key things students should know about health and safety at the Workcentre – from using equipment safely to what to do if there is a fire. It also provides some guidelines for dealing with emergency situations, like someone having an accident.*

*See also: Code of Practice for Students*

### **1 Introduction**

- 1.1 The Golden Bay Workcentre Trust (GBWCT) needs everyone, including students, to be aware of the Trust's and their own responsibilities to the group in terms of health and safety. As well as being good common sense, a lot of these policies are required by law, and it's very important that any issues that come up are dealt with properly.
- 1.2 It is the tutor's responsibility to discuss the policies in this document with their students during the first week of all courses, and the students' responsibility to make sure they clarify anything they're not sure about.
- 1.3 Students should also read and understand the GBWCT policy on smoking, alcohol and drugs – this can be found in the Code of Practice for Students.

### **2 Health Self-Assessments**

- 2.1 All students at the Workcentre are encouraged to complete a Medical/Health Self- Assessment form before starting their course. This is an opportunity to tell GBWCT about any:
  - Ongoing physical health problems (e.g. asthma, epilepsy) and any treatment you might be receiving (e.g. physiotherapy)
  - Disabilities (e.g. vision impairment, mobility problems)
  - Serious allergies (e.g. bee-stings, antibiotics)
  - Medication you need to take regularly
  - Emotional or behavioural needs (e.g. depression) and any treatment you are receiving (e.g. counselling)
  - Any other health-related issues (e.g. fear of heights, old injuries) that could affect you while on your course

- 2.2 The form can be filled in in consultation with your tutor or another member of GBWCT staff you feel comfortable with. This information is not shared with other students or anyone else without your permission (for more information about your privacy, see the Code of Practice for Students).
- 2.3 The purpose of the Health Self-Assessment is to help GBWCT fully understand the needs of all its students and be properly prepared to assist or support them if the need arises. This is especially important if students are going on field trips or working with potentially dangerous equipment; being aware and prepared is important for the safety of everyone in the group – emotionally as well as physically.
- 2.5 Students with severe allergies (or other conditions) may require medication to be administered in an emergency (e.g. Ana-kit injections). If you think that this may apply to you, it is very important that your condition is fully discussed with the tutor and the GBWCT Safety Officer before you start your course. You will need to sign a consent form and carry your medication with you at all times.
- 2.4 GBWCT will take all possible steps to support students with disabilities to fully participate in course activities and to be fairly assessed.

### **3 Staying healthy at the Workcentre – sickness and hygiene**

- 3.1 GBWCT is committed to providing an environment for all staff and students that is healthy and hygienic. Everyone, including students, needs to play their part in achieving this by taking responsibility for themselves. This includes looking after themselves, staying home when they're sick, and keeping themselves and their surroundings clean and hygienic.
- 3.2 Some common-sense ways that students can keep themselves healthy are:
- Drinking enough liquids during the day (dehydration affects your concentration and can give you a headache)
  - Eating breakfast and lunch (lack of food can also affect your concentration and your mood)
  - Keeping out of the sun during the heat of the day
- 3.3 Flu (influenza), measles, TB and the common cold are all examples of viruses or infectious diseases that can easily be transmitted by coughing, sneezing, and even by touching surfaces (e.g. door-handles) that other people might touch. Anyone who is feeling unwell or thinks/knows that they have a virus or an infectious disease should stay home until the symptoms have gone away and they feel better, or a doctor has given them the 'all-clear'. (For more information about sick leave refer to the Code of Practice for Students.)
- 3.4 Good hygiene – particularly hand-washing – is very important to staying well and maintaining a healthy environment. GBWCT provides soap, running water and hand-towels in the kitchen and toilets for everyone to use. As a general rule you should wash your hands:

- After going to the toilet
- Before preparing and consuming food and drink
- After skin-to-skin contact with other people or their body fluids (e.g. blood, spit – it is VERY IMPORTANT that you tell your tutor or another member of staff if you come into contact with anyone's body fluids while at the Workcentre)

### 3.5 Other ways students can maintain good hygiene are:

- Not leaving food lying around, and making sure anything that needs to be kept cold goes in the fridge until you are ready to eat/drink it
- Not eating or drinking out of dirty dishes – you can help by washing your own or putting them in the dishwasher
- Not sharing drink bottles or cigarettes with other people
- Asking for a plaster/band-aid if you cut or graze yourself – wash the cut out first with soap and water and make sure you tell your tutor or another member of staff if you have spilled any blood anywhere. (see also Section 5 : What to do in the event of an accident/injury)
- For female students, disposing of sanitary waste (pads and tampons) in the special bins provided in the toilets

## 4 Working safely with equipment and materials

4.1 Students who will be working with equipment and materials during their course (such as machinery, knives, stoves, chemicals, the kiln etc.) will be shown how to use them correctly and safely by the course tutor. Students should ask as many questions as they need to, as often as they need to, and request help from the tutor if anything is unclear.

4.2 Protective clothing, guards etc. will be provided by the Workcentre to minimise risk to students' health and safety – it is important that this is worn/used EVERY TIME you use the equipment or materials, even if you feel very confident. Students should always wear suitable shoes for the kind of activity they are doing.

4.3 Equipment is often expensive to repair or replace. To ensure that Workcentre equipment keeps working properly and safely, students need to look after it, clean it, pack it up and put it away as they have been shown by their tutor. Equipment should not be left switched on or lying around if no-one is using it. Your group can negotiate who is responsible for this (e.g. the last person to use it, or taking turns to clean up). Also, don't get distracted when you are using equipment or hazardous materials - if there is any risk to your or anyone else's safety, stay focused on the job until it is finished and/or the equipment is switched off and put away. Students should also make sure that they do not 'force' equipment to work too fast, do too many things at once, or use it to do things it wasn't intended for. Ask for help from your tutor if you're not sure.

4.4 Students on computer courses will be advised by their tutor about correct use of computers to minimise the risk of Repetitive Stress injury (RSI) or other 'occupational over-use' injuries. This will include guidance on correct posture,

ergonomic set-up of equipment (e.g. chair height, screen position) and the need to take regular breaks/stretches to release tension from the body.

- 4.5 GBWCT provides a full set of equipment for students to use on Workcentre courses. Students should not bring their own equipment unless this has been agreed with their tutor ahead of time.
- 4.6 As a general rule, students should never bring hazardous items to class – such as knives – which could harm themselves or another student. This would be viewed very seriously by GBWCT and could put a student's place on the course at risk.
- 4.7 Students are not allowed to drive GBWCT vehicles under any circumstances, unless this has been specifically negotiated ahead of time with your tutor and/or the Manager.

## **5. What to do in the event of an accident/injury**

- 5.1 If you or a fellow student has an accident or is injured – even if it doesn't seem very serious - you should:
  - immediately alert the tutor or another member of GBWCT staff
  - If a piece of machinery is involved and the tutor is not there, turn it *off* if you are sure you can do so safely (preferably flick the switch at the wall)
  - Don't try to move the person or deal with their injuries yourself
  - Stay calm and support each other; try not to get in the way of the tutor or other staff members dealing with the situation
  - Try and remember what led to the accident taking place, so that when you discuss it afterwards the group can think about how to prevent it from happening again
- 5.2 GBWCT keeps a fully equipped First Aid Kit in the Workcentre office and in the Workcentre vehicles, and there will always be someone currently certified and trained in First Aid on-site – usually the Safety Officer.
- 5.3 GBWCT keeps a Safety Log Book in the same place as the First Aid Kit. Any accidents, injuries or 'near-misses' need to be recorded in the Safety Log Book – this is required by law and for insurance purposes. Keeping a record like this also helps GBWCT to identify any hazards that need to be addressed for safety in the future (e.g. a doormat that is likely to trip people up). Your tutor is responsible for filling in the Safety Log Book if you have an accident or a 'near-miss'.

## **6. What to do in an emergency**

- 6.1 If there is an emergency while you are at the Workcentre (or you are told that there is an emergency) – for example a fire or earthquake – you should:
  - Immediately stop what you are doing

- If a fire as started where you are, tell your tutor or the nearest member of GBWCT staff immediately. Fire extinguishers are located throughout the buildings – but GBWCT staff, NOT students will decide whether it is appropriate to use them on a fire
- If possible, evacuate the buildings to the designated assembly point (in the carpark in the front of the Golden Bay Community Centre/Mohua Social Services building – your tutor will show you where). There is a plan on the wall in every room showing exits and assembly points. Don't pause to fetch your things or to find anyone else
- Cooperate with your tutor or other GBWCT staff to do a head- count. Don't wander off or re-enter the building, even if it seems safe; the staff need to make sure that everyone is accounted for and safely evacuated
- Wait for further instructions from your tutor or other GBWCT staff - the designated Fire Warden will be wearing a high-visibility vest
- In the event of an earthquake, take shelter as fast as you can in a doorway, or under a beam or solid table and curl into a ball, protecting your head as much as possible. Stay away from bookshelves or anything else that could fall on top of you. Stay in this position until told to move by your tutor or another GBWCT staff member

6.2 To help everyone prepare for a real emergency, the Workcentre holds regular fire drills. Everyone is expected to participate in a fire drill – knowing what to do will help you and everybody else stay safe. You should follow the instructions described above and cooperate with your tutor and other GBWCT staff.

6.3 With the exception of official fire drills, pretending that there is a fire or other emergency when there isn't one is a very serious matter. As well as putting a student's place on their course at risk, the Police and Fire Brigade take hoaxes very seriously and may wish to prosecute offenders.

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