

Norfolk County Council Adult Learning

Health & Safety

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If you require this information in large print, audio, Braille, alternative format or in a different language, please contact us and we will do our best to help



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Adult Learning Health and Safety operating procedure

Adult Learning takes the Health and Safety of our venue (Wensum Lodge) and other venues we use very seriously to ensure our learners and staff are safe.

Wensum Lodge

- a) Premises team based at Wensum Lodge
- b) Responsibilities of premises team:
 - a. Carry out daily inspections to ensure fire exits are kept clear and classrooms are clean and safe for use
 - b. A weekly walk through of Wensum Lodge to check for defects
 - c. In-depth workplace inspection each quarter
 - d. Arrange repairs in a timely manner
 - e. Weekly fire alarm testing
 - f. Weekly flushing of required water outlets
 - g. Asbestos management
 - h. Ensuring adequate number of First Aiders on site
 - i. Monthly fire extinguisher checks
 - j. To carry out regular fire drills and evacuations

Other venues

- a) Responsibilities of premises team:
 - a. Annual venue risk assessments (C605c)
 - b. New venue risk assessments
 - c. Arrange repairs in a timely manner
 - d. Ensure venues carry out their own Risk Assessments
 - e. Ensure venues carry out regular safety checks of building, fixtures, and fittings

Risk assessments

- a) Risk assessments are undertaken for all premises and reviewed annually
- b) Risk assessments carried out for equipment used by learners in our art studios
- c) Risk assessment are also done for exhibitions i.e., Open Studios
- d) PEEPS/GEEPS carried out when required

Corporate Property and Total FM

- a) Wensum Lodge is part of a managed building contract with Norse Total Facilities Management (TFM)
- b) TFM responsibilities include:
 - a. Inspections/testing of

Portable appliances
Fire extinguishers

Gas heaters and boilers
Extractor fans

Emergency lighting
Asbestos

Legionella
Fixed electrical installations

All repairs and facilities management problems 24 hours per day, 365 days per year.

Frequency of visits etc.

- a) TFM arrange for approved contractors to come into Wensum Lodge at specified times of the year to carry out all statutory inspections listed above.
- b) To attend monthly meeting with the Operations and Premises Manager to discuss outstanding work, works in progress along with any concerns by either party

What does a learner do if they feel compromised?

How to report a concern:

- a) Talk to your tutor
- b) Phone our Learner Services team on 0344 800 8020 option 5
- c) At Wensum Lodge you can also report concerns at the reception desk

Norfolk County Council (NCC) procedures

Everything is in line with NCC Health and Safety policies. For more information visit <https://www.norfolk.gov.uk>

Covid 19

Covid Risk Assessments are in place. We have implemented health and safety measures to help keep our learners and staff safe.

Whistleblowing

Everything is in line with NCC Health and Safety policies. For more information visit <https://www.norfolk.gov.uk>