



# ABLE Education Policy Document

## **HEALTH AND SAFETY POLICIES AND PROCEDURES**

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## **Purpose of this Document**

This document provides guidance on health and safety procedures. Following these guidelines will help maintain a safe, healthy, and productive working environment.

Since tuition will take place from different venues across the city, the guidance produced in this document uses Nottingham Central Library has been used as a point of reference. Hence, some adaptations will be required for other venues. These should be made whilst keeping as closely as possible to the procedures set out in these Health and Safety Policies and Procedures.

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# 1. Fire Safety Procedures

Fire safety is a critical component of workplace health and safety. Everyone must understand the following procedures to ensure safety in the event of a fire. Tutors will need to communicate these to students prior to tuition.

## Fire Prevention

- Keep fire exits and escape routes clear at all times.
- Do not overload electrical sockets or use damaged equipment.
- Store flammable materials safely and in designated areas.
- Follow no-smoking policies in the workplace.

## In Case of Fire

1. **Raise the alarm:** activate the nearest fire alarm or shout "fire!" to alert others.
2. **Evacuate immediately:** leave the building using the nearest safe exit.
3. **Do not use lifts:** use staircases to exit the building.
4. **Report to assembly point:** go directly to the designated assembly point at the entrance to the Broad Marsh Bus Station and Car Park entrance next to the library (see photo below).



5. **Call emergency services:** dial 999 or the local emergency number and report the fire.

## Fire Extinguishers

- Fire extinguishers are located at various locations on each floor of Nottingham Central Library, often by a staircase. There are at least two sets of extinguishers on each floor which will be highlighted during the initial session.
- Use only if trained and it is safe to do so.

## 2. Safe Use of Computers (Display Screen Equipment - DSE)

Working with computers for extended periods can lead to discomfort, fatigue, or long-term health issues. Tutors should follow the guidelines below to work safely.

### Ergonomics and workspace setup

- **Chair:** use an adjustable chair with proper back support. Ensure feet are flat on the floor or use a footrest.
- **Desk:** keep your desk clear and ensure it is at the correct height to allow your arms to rest comfortably.
- **Monitor:** position the monitor at eye level and approximately an arm's length away. Adjust brightness and contrast to reduce eye strain.
- **Keyboard and mouse:** place them close to the body to avoid overreaching. Use a wrist rest if necessary.

### Work habits

- **Take breaks:** every 30–60 minutes, take a 5–10 minute break to rest your eyes and stretch your body.
- **Blink often:** avoid dry eyes by blinking frequently and considering the 20-20-20 rule (look at something 20 feet away for 20 seconds every 20 minutes).
- **Posture:** sit upright with your shoulders relaxed. Avoid slouching or leaning forward.

### Lighting

- Ensure adequate lighting to reduce glare and prevent eye strain. Adjust blinds or reposition monitors to avoid reflections.
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## 3. General workplace safety

### Slips, trips, and falls

- Keep walkways clear of clutter, cables, and spills.
- Report hazards such as loose flooring or wet areas immediately.
- Wear appropriate footwear with non-slip soles.

## Manual handling

- Assess the load before lifting. If it is too heavy or awkward, seek assistance.
- Use correct lifting techniques: bend your knees, keep your back straight, and hold the load close to your body.
- Use trolleys or lifting equipment where available.

## Electrical safety

- Inspect cords and plugs before use; do not use damaged equipment.
- Avoid trailing cables across walkways.
- Unplug devices when not in use to prevent overheating.

## Hygiene and sanitation

- Wash hands regularly, especially after using shared equipment or facilities.
- Keep workspaces clean and tidy.
- Dispose of waste in appropriate bins.

## Stress and wellbeing

- Speak to the Head of Provision if you feel overwhelmed or stressed.
- Take regular breaks and maintain a healthy work-life balance.

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## 4. First aid and accident reporting

### First aid

- First aid kits are accessible by members of staff and can be accessed upon enquiry.
- Trained first aider(s) are on site and can be identified by speaking to one of the staff members to find the relevant aider on duty for that day.

### Accident reporting

- Report all accidents, injuries, or near-misses to the Head of Provision at the earliest opportunity, within 24 hours.
  - Record incidents in the digital incident logbook.
  - Reported accidents will be investigated to prevent reoccurrence.
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## 5. Emergency contacts

In case of an emergency, contact:

- **Emergency Services** (Police, Fire, Ambulance): **999**
  - **Staff Emergency Contact:** Johanna Imade, 07396 803 303
  - **Health and Safety Officer:** Johanna Imade, 07396 803 303
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## 6. Employee responsibilities

- Take reasonable care of your own health and safety and that of others.
  - Follow all health and safety procedures.
  - Use equipment and tools as instructed.
  - Report hazards, unsafe conditions, or incidents promptly.
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