

Health and Safety Statement 2023 2024

ACRES operates within the policies and procedures of East Sussex County Council and is committed to ensuring the health, safety, welfare and well-being of students and staff.

Providing a safe and healthy environment for learning and working

Adult Learning provided by ACRES is delivered in a range of venues and online. All of which are subject to ongoing risk assessment appropriate to the mode of delivery.

All ACRES' Staff and Students sign a Staff / Student declaration advising of safe practice and risk assessment in relation to any online activity prior to commencing learning. Where this is an activity specific risk assessment required students will be signposted to read and agree to Health & Safety specific activity guidelines and safe practice to ensure the safety of themselves and others in the learning environment.

As a result of the COVID-19 public health situation face to face delivery has been adapted to mitigate risk and provide a COVID safe learning environment with the introduction of more online courses.

ACRES uses a range of venues to conduct courses. Ordinarily, responsibility for the risk assessment of venues lies with the venue themselves. ACRES has a responsibility to ensure a current venue risk assessment is in place and will add relevant information to our Venue Information Sheet. The Head of Centre, as Safeguarding Officer, is ultimately responsible for ensuring that the adult learning environment is safe for all staff and students in all modes of learning whether classroom based or online and is ultimately responsible for responding to risk issues identified at the time of venue risk assessment review or when an issue / potential issue is raised.

Tutors are responsible for risk assessing the immediate learning environment (whether face to face or online) and any associated activities.

All staff have a responsibility to promptly act on and report any incident or accident in relation to the health and safety of staff and students and escalate to ACRES' Safeguarding Officer if appropriate.

Ensuring that staff and students are aware of their responsibilities

Staff and students are issued with H&S guidelines where appropriate to their course. If the course is face to face the H&S guidelines are specific to the nature of the course and

subject matter. Staff complete an activity-based risk assessment and where applicable an additional H&S checklist which students must sign at the start of the course prior to participating in learning. If the course is online staff and students are issued with guidelines in safe practice online including security, safeguarding, online learning protocols etc. All staff

and students sign a declaration to agree to the terms and conditions of delivering and participating in online learning in a virtual classroom.

Policies can also be found on our website as well as our Student Charter which outlines what students can expect from ACRES and what expectations we have of our students to ensure a safe and productive learning environment.

An induction checklist tracks that our students are made aware of key venue related health and safety information (eg first aid, evacuation procedures) at their first session. An online learning equivalent induction checklist is reviewed at the first online session. All students on physical activity courses complete a Health and Fitness questionnaire before participating in activities to ensure safe practice for all individuals and to ensure staff are aware of any potential issues so activities can be safely adapted where applicable.

Personal Safety – Your Rights and Responsibilities

Students' Rights - Personal safety is important when taking part in any kind of learning. Students have the right to be and feel safe, free from harm or abuse or threats.

Students' Responsibilities are to respect other people's rights to safety and not to harm or abuse others or threaten to harm or abuse them. Each student is responsible for his/her personal safety and that of his/her colleagues by proper observation of College rules and procedures.

Copies of the full Health and Safety Policy and Procedures are available at each of the ACRES' centres and on request.