

ACRES proudly commits to doing all we can to ensure the health, safety and welfare of all our students and staff. As you prepare to enjoy your chosen course, please read through these guidelines to work with us to ensure your health and safety and to enable you to benefit fully from your learning.

Health and Safety Guidance for all courses

Fire & Emergency Procedure

- Your tutor will explain the emergency evacuation procedure highlighting all exit routes.
- Please familiarise yourself with the emergency exits and guidance on what to do and where to go in the event of an emergency evacuation.

Student Support and Medical Conditions

- At the point of enrolment, you will have been asked to declare any medical conditions and student support requirements that may need to be taken into account when learning with us. Please inform your tutor or our team at the ACRES' office if your needs have changed since enrolment or if you would now like to share more information in relation to your support requirements / medical conditions.

Allergies and Vaccinations

- Ensure your tutor, support staff, and fellow students are aware if you have a nut allergy or any other life-threatening allergy. If we are aware of any such allergies, we will do all we can to prevent the risk of an allergic reaction, including restricting the use of fragrances which are nut-based, for example, and any snacks permitted in the classroom or available at break time.
- If you are engaging in any **gardening/outdoor** activities or participating in **ceramics** courses, we advise you to ensure your tetanus vaccination status is current.
- If you are engaging in **beekeeping courses**, please consider if you are/may be allergic to bee stings. If unsure, it is advisable to have a bee sting allergy test before attending our practical beekeeping sessions. If you are allergic, you **MUST** advise the tutor (if you have not already told us at enrolment) so we are aware and can respond accordingly should a sting occur.
- If you have any other allergies you need us to be aware of that you have not disclosed at enrolment and that may be relevant to the activity, please let your tutor know immediately so that we can make any necessary adjustments.

Safe Practice in the Classroom and Surrounding Areas

- Ensure all bags and coats, outer garments etc. are stowed away safely where they will not cause a trip hazard to yourself and others.
- Where hot/cold drinks are permitted, please ensure these are in sealed containers with lids to reduce the risk of spillages, burns or damage to equipment/ resources.

- If something is spilt on the floor or work area, clean it up straight away. If this is not possible, alert your tutor, who will make the area safe and protect it from further incidents such as slips/trips.
- If you hurt yourself, seek assistance immediately. Always wear appropriate clothing and any required safety equipment relative to your activity and surrounding environment.

Safeguarding, Equality and Diversity and Fundamental British Values

- We each have a duty of care to ourselves and others within the learning environment to keep one another safe from harm or damage. This includes health and safety responsibilities and how we treat one another in the classroom, showing respect at all times to ensure a supportive and nurturing learning environment.
- Please refer to the ACRES' [website](#) for more information on these aspects, particularly how we will safeguard our students, how you can safeguard yourself and others, what you can expect from us and our expectations of you as described within our Student Charter.

Shared Responsibility

- We each have a responsibility for the environment and culture we create in our learning spaces. ACRES will do all that is reasonable to ensure the learning environment provides a safe and appropriate learning space. It is imperative that all students listen/read and adhere to any general/specific Health and Safety guidance/instruction at all times to keep themselves and others safe.

Practical Courses

If you are participating in a course of a more practical nature, there will be further health and safety measures, in addition to the generic ones above, which you may need to follow depending on your activity.

All students participating in courses of a practical nature must read and comply with the relevant guidelines below in the interest of their own and others' safety.

Hazardous Materials and Hygiene - Substances, Cleaning Fluids and Chemicals

- Follow the correct controls in place when handling hazardous materials. Your tutor will inform you of known hazards and associated handling and cleaning advice. This might include, but is not limited to, clay, paint, glazes etc.
- Always wash your hands after handling hazardous substances and after taking toilet breaks.
- Clean surfaces while substances are damp.
- NO food or drink must be consumed whilst in the same environment as any hazardous materials.

Inhalation of Dust and Fumes

- Ensure regular **wet** cleaning of surfaces and floor areas to limit dust, ensuring areas are dry and safe before resuming activities. Do not blow dust to clean it away
- Ensure good ventilation at all times, particularly when using hazardous substances, aerosol substances etc. and consider using outdoor spaces if appropriate to reduce fume/dust inhalation. **ALWAYS** consult with your tutor before starting an activity where you may consider leaving the indoor space and proceeding outside.

Protective Clothing Equipment

- Appropriate clothing, footwear and relevant equipment must always be worn/used in line with the specific activity being undertaken.
- Long hair must be tied back, where appropriate.
- Any jewellery/accessory should be removed prior to the activity if it will pose a risk to safety (e.g. long necklace, lanyard, necktie to be removed if operating machinery or undertaking physical activity where movement could pose a risk of entangling etc.).

Beekeeping Practical Sessions

- All students must wear a full-length boiler-type beekeeping suit which includes a veil and wellington boots, together with beekeeping gloves that cover hands and forearms to the elbow as basic safety equipment.
- Please avoid using strongly perfumed products when attending the practical sessions.
- Please ensure the tutor is made aware of any sting-related allergic reactions you are aware of prior to the first (or any subsequent) practical session as appropriate.

Machinery and Small Implements

- **ALWAYS** ask for advice/instruction from your tutor if you do not know how to use a particular piece of equipment.
- Do **NOT** use wet hands when operating or plugging in/unplugging electrical appliances.
- Do **NOT** use electrical appliances near a sink or water.
- Do **NOT** use an appliance if it appears broken or damaged. Alert your tutor to the damaged/broken equipment immediately.
- **ALWAYS** ensure pan handles are not protruding out from the hob or any surface over the floor space. Pan handles should always be turned in and not over-hanging.

Safe use of Sharp Blades - Knives etc.

- Avoid carrying knives around the learning environment, but if you must, then **always** make sure the blade is pointing downwards.
- If you pass a knife to someone else, **always** pass it 'handle first'.
- Always cut away from yourself and within your own workspace
- If you accidentally drop a knife, DO NOT try and catch it; whilst it may be an instinctive reaction, it is usually safer to let it drop.
- Always ensure you put knives down with the blade pointing down and away from the surface edge.
- Always seek immediate help in the event of a cut. Cuts should be covered with a blue plaster to identify them easily.
- Where an activity requires sharp tools, ALWAYS follow tutor guidance, maintain concentration at all times and cut away from the body when using such items.
- Ensure safe storage of all sharp items and adhere to any instruction from the tutor in relation to the collection and return of such items.

Hygiene

- If you wear an apron, always remove it when you leave the classroom and place it back on when you re-enter the workspace as required.
- ALWAYS wash your hands before starting cooking/preparing food, in between handling raw and cooked foods / mixed raw food groups (such as poultry and vegetables) and when you return to the classroom having left for any reason.
- If you cough or sneeze, turn away from your own and others' cooking. Applying 'Catch It, Bin It, Kill It', ensure you cover your mouth and nose when coughing, sneezing and blowing your nose. Dispose of tissues carefully and promptly, and ALWAYS wash your hands before resuming your cooking or food preparation.
- Use only clean spoons or forks when sampling other students' work. DO NOT share spoons or forks with others.
- Keep raw meat away from areas where you handle/prepare other ingredients. ALWAYS ensure you use separate chopping boards and knives/other utensils.

Heat and Steam

- Use oven gloves when handling hot items, such as pans or dishes. Be aware of steam, hot vessels, handles, tools, equipment, surfaces, etc.

Health and Safety / Safeguarding Concerns

If you have any concerns/questions in relation to Health and Safety / Safeguarding within your learning environment, please alert your tutor in the first instance. If you have further concerns or wish to speak to another member of staff, please contact the ACRES' office and ask to speak with the ACRES' Safeguarding / Health and Safety Officer.