

health & safety guidelines for classroom-based courses

The Health and Safety in Employment Act 1992 places duties on a number of people (and particularly employers) to manage health and safety. This checklist ensures that as an employer, contractor or sub-contractor you have taken 'all practicable steps' to ensure that any individual is not harmed while carrying out work funded by the LTSA through the CRSP.

Risks

1. An emergency that requires evacuation of the building.
2. An immobile participant is unable to leave building unaided.
3. An accident or sudden illness of a person on site.
4. A participant or facilitator is injured during the course or workshop.

Controls

1. Explain emergency and evacuation procedures at the start of the course.
2. Identify people who will need help (e.g. mobility difficulties, etc.) and nominate a person to assist if an emergency evacuation is needed.
3. Ensure all equipment is secure and there are no loose cords (tape over cords where they are in an area where people walk).
4. Keep access ways and exits free of clutter.
5. Ensure food is prepared using recommended food handling guidelines.
6. Ensure a cell phone or landline available to call emergency services.