

## IMPORTANT HEALTH & SAFETY INFORMATION

In addition to this information please read the Health and Safety A to Z Guidelines, displayed in every classroom and available on Moodle in the Health & Safety folder.



### EMERGENCY PROCEDURES & EVACUATION

- Your meeting point is on the corner of Britton Street, opposite the Best-one Off Licence.
- Please use the nearest exit.
- Ensure all have left your area and take the register with you
- If you have a learner who will require assistance to evacuate, please complete the **Personal Emergency Evacuation Plan** in your register and hand it to Michelle Hone.
- Emergency Call Points are located at each exit.
- Please report to the Duty Officer when your class has vacated the building.



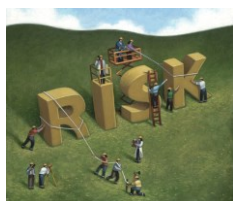
A list of trained staff is available on the notice board in the classroom, if you are not trained. There are signs around the building indicating the nearest first aid box. Please ensure that an accident form is completed - available from the general office.



### MEDICATION PROCEDURE

The staff of Medway Adult Education will on no account administer medication for any learner, visitor or colleague unless agreed and risk assessed by prior arrangement.

Please familiarise yourself with the procedure on Moodle.



### RISK ASSESSMENT

Please ensure you personalise your risk assessment and share it with your learners at their first session.