

IMPORTANT HEALTH & SAFETY INFORMATION

In addition to this information please read the A to Z available on Moodle in the Health & Safety folder.



EMERGENCY PROCEDURES & EVACUATION

Please refer to your Venue risk assessment and ensure you are aware of the emergency evacuation procedures at the venue.

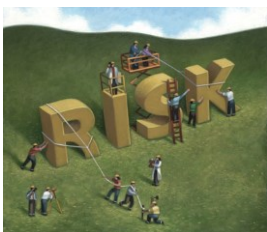
Please refer to the Supplement to Emergency Procedures document if marking registers electronically.



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.