

APTT – NATFHE – AUT

Health & Safety in the Teaching Environment

The Checklist

Version 1.00. Last revised October 2000

This checklist was developed as a collaborative venture by *The Association of Part-Time Tutors* (APTT), *The National Association of Teachers in Further and Higher Education* (NATFHE) and *The Association of University Teachers* (AUT). It responds to needs identified at the first annual 'Know Your Rights!' Day for part-time tutors/lecturers and sessional workers, held in Wallsend on 30th September 2000.

Whilst this is by no means an exhaustive guide to the current legal requirements of Health and Safety law, it is hoped teachers can use it as a preliminary assessment list for the venue at which they are teaching. In addition, this checklist conforms to the requirements of the FENTO Teaching Standards (1999) Key Area H2.

Any problems that this checklist raises should be **immediately** reported to the Health and Safety Representative of your local teaching trade union. You do not have to be a trade union member to do this (however, we highly recommend that all part-time teachers join an appropriate union: solidarity protects rights!).

Do you know how to contact your Trade Union Health & Safety Representative?

Have you received any Health & Safety Induction Training from your employer?

Do you know where the Accident Book is, and how to use it?

Do you know who your nominated First-Aider is?

Have you been told what the Fire Emergency procedures are at your teaching venue?

Do you know how to escape from your teaching venue in the event of an emergency?

Are emergency escape routes usable by students or teachers who have disabilities?

Do you have easy access to a telephone for emergency use when teaching?

Do you know how to contact a responsible person is, should you encounter an emergency (both in the daytime and evening)?

Has your employer completed a Risk Assessment of the venue at which you teach?

Have you seen a copy of your employer's written Policy with regard to Health & Safety in your Workplace?

Has the venue at which your are currently teaching been inspected for Health & Safety risks by a competent person within the last three months?

Other concerns:

Contacts for further advice and guidance:

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