

# Community Learning *and* Skills Service

## Health and safety information for learners

### 1. Fire alarm and drill

Please check the instructions in your classroom for the evacuation of your centre in the event of an incident. In the event of a fire drill or real evacuation please leave the building immediately. Your tutor will inform you when the centre checks its alarms.

### 2. First aid

First aid boxes are situated throughout the buildings and are in green boxes. The name of first aiders is marked on first aid notices in every room. Report any incident to your tutor.

### 3. Safeguarding adults and radicalisation

If you think someone is being abused or someone is abusing you, in Slough contact the council's community social work team on 01753 690444 (out of working hours call the 01344 786543). For Windsor and Maidenhead call 01628 683744 (out of working hours: 01344 786543). For non emergencies you can contact the police on 0845 8505 505 or call 999.

### 4. No smoking

Smoking is not allowed any centre including car parks and the front entrance to the buildings.

### 5. Personal property

Please keep your personal belongings with you are all times. Slough Borough Council and RBWM are not responsible for their loss.

### 6. Hearing loop

Some centres have a hearing loop system; they are situated in classrooms which display the hearing loop sign and also in the reception area.

### 7. Accidents

If you have an accident, injury or 'near miss' in the building inform your tutor or other member of staff straight away. They will help you and call for assistance if needed.

#### Slough:

Tel: 01753 476611

[www.slough.gov.uk/communitylearning](http://www.slough.gov.uk/communitylearning)

#### RBWM:

Tel: 01628 685647

[www.rbwm.gov.uk](http://www.rbwm.gov.uk) – search adult learning

The Royal Borough



Windsor & Maidenhead