

---

**West Berkshire Council  
Health and Safety Policy  
Community Learning Service**



# Responsibilities of West Berkshire Council, the Community Learning Service and its Sub-Contractors

---

- This policy relates to the West Berkshire Council (WBC) Community Learning Service subcontractors and providers.
- WBC has an overarching [health and safety policy](#) that provides full and in-depth guidance and procedures for all staff. The Council recognises and accepts its responsibilities to provide a safe and healthy environment for all its employees, service users, contractors and members of the public.
- WBC will comply with its duties under the Health and Safety at Work Act and subordinate regulations. We will have a responsible and thorough approach to health and safety, striving to provide a safe environment where people enjoy living and working and we all have the opportunity to develop and play a part in the continued improvement of our community.
- We recognise that our staff are our greatest asset and we are confident that together through involvement, support, communication and co-operation, we can continue to develop a positive safety culture and deliver services we are proud of. Underpinning this, we shall provide the necessary information, training, instruction and resources to ensure we have safe places and systems of work.
- We believe that real progress can only be achieved by having a continual commitment to maintaining and improving health and safety standards in the day-to-day conduct of the Council for the benefit of our employees, service users, sub-contractors and members of the public. We encourage you to safeguard your own and others health and safety by evaluating the risks that you encounter and adopting sensible precautions to minimise risks to both yourself and others.

This Policy applies to:

- All non-school based employees working for the Council, including those working from home or at non-Council locations (for school employees go to [schools model policy](#))
- Other persons including Elected Members, Consultants, Agency staff and Contractors working for the Council, external organisations working with the Council, whilst engaged on Council business;
- All sub-contractors commissioned to deliver West Berkshire Council funded Community Learning.
- It is the responsibility of each employee and other person mentioned above to familiarise themselves with and adhere to this Policy and any other related policy, procedure, guidance or information etc.

**West Berkshire Council's Community Learning Service Health and Safety Policy requires:**

- All Community Learning Service contracted providers to have an updated Health and Safety Policy in place. Updated policy copies should be sent to the Community Learning team as part of the annual due diligence.
- All Community Learning contracted providers are expected to carry out an appropriate risk assessment on all courses to include the venue and, where relevant, the course content/resources.
- All Community Learning contracted providers **MUST** report any health and safety incidents and/or concerns that occur on West Berkshire Council Community Learning Service funded courses to the Team at the contact address below. This information will be recorded in the Community Learning Incident Log and the West Berkshire Council's Crest Health and Safety system.
- Adherence to this Policy is a condition of working for or on behalf of the council.
- The West Berkshire Council Policy has had consultation with Heads of Service and Trade Unions and has been ratified by the Council's Corporate Board.

Contact: Community Learning Service, West Berkshire Council, Market Street, Newbury RG14 5LD

**Email:** [aclteam@westberks.gov.uk](mailto:aclteam@westberks.gov.uk)

**Tel:** 01635 519060