

Tutor Doctor Essex

HEALTH AND SAFETY POLICY

Version: July 2026

Review Date: July 2028

1. Policy Statement

Tutor Doctor Essex is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its staff, tutors, students and any other persons affected by its activities.

Tutor Doctor Essex aims to establish and maintain safe working practices for staff, tutors and students. We are committed to maintaining safe systems of work, promoting wellbeing, reducing risks.

This policy has been developed in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010 (where applicable)

This policy applies to all staff, tutors, contractors and representatives working on behalf of Tutor Doctor Essex.

2. Roles and Responsibilities

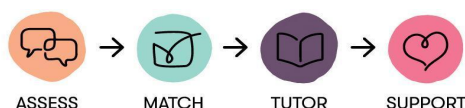
Tutor Doctor Essex is responsible for maintaining and reviewing this Health and Safety Policy and ensuring that appropriate arrangements are in place to manage health and safety risks.

In particular, Tutor Doctor Essex acknowledges its duties under the Health and Safety at Work Act 1974 and associated secondary legislation.

Staff and tutors have a duty to take reasonable care of students, acting with the same level of care that a prudent parent would exercise.

All staff and tutors are expected to:

- Be familiar with the Tutor Doctor Essex Safeguarding and Child Protection Policy
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Co-operate with schools, libraries, local authorities and other venues on health and safety matters as required
- Work in accordance with instructions, policies and risk assessments
- Report any work situation representing serious or immediate danger so that remedial action can be taken



- Understand emergency evacuation procedures when working on school or public premises
- Report accidents, incidents, safeguarding concerns or near misses promptly to Tutor Doctor Essex

3. Tutors

All tutors must:

- Hold an Enhanced DBS certificate
- Have completed Level 2 safeguarding training or higher
- Read, understand and agree to comply with the Tutor Doctor Essex Safeguarding and Child Protection Policy as part of safer recruitment procedures

Where tuition is arranged for local authority (LA) students, a Risk Assessment will be completed and agreed between the tutor, Education Consultant, parents/carers and the school (where applicable). Where additional needs or other significant risks are identified, the Risk Assessment will reflect these, and any additional control measures required.

Risk assessments are live documents and should be reviewed every half term throughout the duration of the tuition arrangement.

Risk assessments may include consideration of:

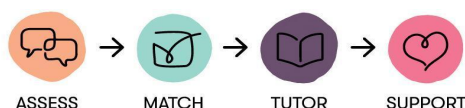
- Lone working arrangements
- Travel to and from tuition venues
- Home environment suitability
- Behavioural or medical risks
- Online safeguarding arrangements
- Venue safety and emergency procedures

4. Lone Working

Tutors frequently work alone in students' homes, libraries or community settings.

To reduce risks associated with lone working, tutors should:

- Inform a responsible person of their location and expected finish time
- Keep a charged mobile phone available during sessions
- Trust their judgement and leave any situation where they feel unsafe
- Report any concerns immediately to Tutor Doctor Essex



- Avoid entering a property if only the student is present unless this has been agreed with the school and following safeguarding procedures
- Follow any additional guidance identified within individual risk assessments

5. Online Tuition and E-Safety

For online tuition, the student's parent/carer, teacher or responsible adult should initially set up the video conference session where appropriate.

Online tuition should only take place using well-known and established platforms, ideally Lessonspace, Google Meet or Bramble.

Where possible, online platforms should include waiting room functionality so that only authorised participants can access sessions.

Unauthorised participants, including AI meeting assistants or recording bots, must not be admitted to online sessions unless prior consent has been obtained from all parties.

Tutors should ensure that:

- Their background is professional, appropriate and neutral
- Personal accounts are not shared with students
- Devices used for tuition have suitable privacy and security settings enabled
- Web filtering or monitoring is enabled where possible when using educational websites, games or interactive resources that may contain advertisements or external links

All online tuition should be conducted in accordance with safeguarding and data protection requirements.

6. Accident and Incident Reporting

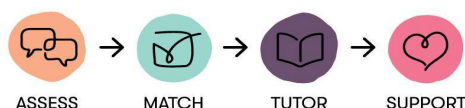
Any accidents, injuries, safeguarding concerns, near misses or health and safety incidents occurring during tuition sessions must be reported to Tutor Doctor Essex as soon as possible.

Where appropriate, incidents should be documented and reviewed to identify whether additional control measures or amendments to risk assessments are required.

Emergency services should be contacted immediately where there is a serious risk to health or safety.

6.1 RIDDOR Reporting

Tutor Doctor Essex will ensure that any reportable incidents falling within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are reported to the Health and Safety Executive (HSE) where there is a legal duty to do so. All accidents and incidents will be reviewed to determine whether statutory reporting requirements apply.



7. Fire and Emergency Procedures

Tutors working in schools, libraries or public venues should familiarise themselves with the venue's emergency evacuation and fire safety procedures.

In the event of an emergency, tutors should prioritise the safety and wellbeing of students and follow instructions issued by venue staff or emergency services.

7.1 First Aid

Tutors working within schools or community venues should familiarise themselves with local first aid arrangements.

Where an injury or medical emergency occurs, tutors should seek assistance from trained first aid personnel where available or contact the emergency services if required.

All first aid incidents occurring during tuition should be reported to Tutor Doctor Essex as soon as practicable.

8. Stress and Wellbeing

Tutor Doctor Essex is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress.

Staff and tutors are encouraged to raise any concerns relating to workload, wellbeing or stress with the office so that appropriate support can be considered.

9. Training

Tutor Doctor Essex will encourage appropriate training to support safe working practices.

Staff and tutors working with pupils with special educational needs and disabilities (SEND) should undertake additional training relevant to the needs of the student.

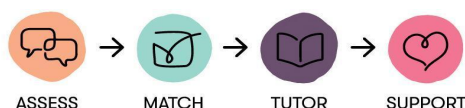
Additional training may include:

- Safeguarding and child protection
- SEND awareness
- Positive behaviour management
- Online safety and e-safety
- Risk assessment awareness
- Restrictive Physical Intervention (RPI), where appropriate

10. Pandemics and Infectious Illness

In the event of a pandemic or infectious disease outbreak, staff and tutors should follow the latest guidance issued by the UK Government and relevant public health authorities.

Further guidance may also be issued by Tutor Doctor Essex regarding in-home tuition arrangements, hygiene measures or alternative online provision.



Government guidance can be found at: www.gov.uk

11. Heat waves

In the event of a heatwave, staff and tutors should follow the latest guidance issued by the UK Department for Education in *Hot weather and heatwaves: guidance for schools and other educational settings*. Updates will be available at <https://educationhub.blog.gov.uk/>

Further guidance may also be issued by Tutor Doctor Essex.

12. Related Policies and Procedures

- Safeguarding and Child Protection Policy
- Data Protection and Confidentiality Policy
- Safer Recruitment Policy
- Equality and Diversity Policy
- Risk assessment procedure

13. Monitoring and Review

Tutor Doctor Essex monitors health and safety arrangements through:

- review of accidents and near misses;
- review of risk assessments;
- feedback from tutors and staff;
- monitoring safeguarding and health and safety incidents;
- periodic review of legislation and guidance.

This policy will be reviewed annually or sooner if significant changes occur.

Approval

Written and approved on behalf of Tutor Doctor Essex by:

Name: Laura Adams Health and Safety Single Point Of Contact

Signature: L Adams

Date: 1 July 2026

Policy Review Date: 1 July 2027

