

Health & Safety Policy

Introduction

It is the policy of **Willerby Education Limited** trading as **Tutor Doctor West Hull** to ensure, so far as reasonably practicable, the health and safety of all staff, whether full-time, part-time, or independent contractors, all students attending our programmes, and all others who may be affected by their undertakings and to comply with the Health and Safety at work etc. Act 1974 and all other relevant legislation as appropriate.

In addition to this policy statement, **Willerby Education Limited** trading as **Tutor Doctor West Hull** will be responsible for developing and undertaking risk assessments and safety procedures that are required to undertake its day to day operational requirements.

As a service that operates in a variety of in-home and in-school locations, rather than in a fixed premises, we have high expectations in relation to our individual tutors in relation to implementing this policy

Principle Policy Aims

The principle aims of this statement is to ensure practical steps are taken to secure the above and adopt the following:

- Establish and maintain a safe and healthy environment
- Establish and maintain safe working procedures
- Ensure the provision of sufficient information, instruction, and supervision
- Maintain a safe and healthy place of work and safe access and exit from it
- Formulate effective procedures for us in case of fires, medical and other emergencies

Roles and Responsibilities

Willerby Education Limited trading as **Tutor Doctor West Hull** has a duty to ensure that premises and people are healthy and safe. The Health and Safety Officer has the day to day responsibility for all those involved in accessing and delivering our services.

The Health and Safety Officer is **Ian Frankish**, 07868136507, ifrankish@tutordocor.co.uk

The Health and Safety Officer will ensure the overall implementation of this policy and will provide the information, instruction, training, and supervision at all levels necessary to ensure that staff and students are competent to undertake their work activities and that all staff, students, and others are made aware of any related hazards and the measures to be taken to protect against them and given adequate information on relevant hazards to any persons whose health and safety might be affected by them.

Health & Safety Officer Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances
- To ensure that employee responsibilities regarding health and safety are understood.
- To include health and safety issues in the service improvement plan, if necessary.
- To carry out regular health and safety inspections at working locations before the commencement of activity and take remedial action as appropriate.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices.
- To ensure that emergency evacuation procedures are in place and tested where needed.
- To ensure that adequate first aid provision is available and kept up to date.
- To monitor and review all health and safety policies and procedures.
- To be the focal point for day-to-day references on health and safety and will provide advice or indicate sources of advice to both staff and students.
- Co-ordinates the implementation of the approved safety procedures in service.
- Maintains contact with outside agencies able to offer expert advice.
- Will make or arrange inspection of premises (which take place at least 3 times per year), places of work and working practices on a regular basis.
- To review weekly and termly the provision of first aid in the service
- Will recommend necessary changes and improvements in the service through day to day overview and management of all Health and Safety procedures
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by us.
- Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied

Staff Responsibilities

- All staff, tutors, volunteers, and contractors will be informed of their responsibilities regarding Health and Safety through their induction.
- If working within a partner school, they are expected to sign in and out by using the system in place at the school, and inform our office in advance of a change of working day, time, or location.
- Know and apply the emergency procedures in respect of fire and first aid where required and in line with the premises they are working in
- To always supervise students
- To ensure that they are using appropriate ID, and should they be using their own vehicle for the purposes of business, that this is risk assessed and they have the appropriate class of insurance.

Tutors Responsibilities

In addition to the above, tutors are also expected to:

- Exercise effective supervision of the students and to know the emergency procedures and to carry them out.
- Know the special safety measures to be adopted in their own teaching areas and to ensure they are applied.
- Give clear instructions and warnings as often as necessary.
- Follow safe working procedures personally.

When working in a partner school/location, tutors are expected to be fully aware of all relevant health and safety protocols in place within the location they are working. This includes but is not limited to protocols for fire and first aid. The Health and Safety Officer will work with the school to ensure tutors are fully informed prior to the start of any activity.

Student Responsibilities

- Observe all safety rules of the service and the instructions of all staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitor Responsibilities

- Any person visiting our activity, for whatever reason, is required sign in and out as per the protocol in place at the working location, and to be accompanied at all times by a person knowledgeable adequately trained in the health and safety protocols in place at the location.

Activities

The Health and Safety Officer will ensure that risk assessments are undertaken and cover all aspects of internal and external activities that take place. Significant findings of all risk assessments will be reported, and appropriate actions taken to all relevant staff, contractors and visitors who may be affected. All risk assessments will be reviewed on an annual basis or at such time that this is deemed necessary.

Medication

The responsibility for students taking medicines and medication as part of a course of treatment remains with the parents. Any requirements for medication and agreed protocols for administering any medication must be agreed and stated on the risk assessment completed prior to the start of a particular activity. Staff, tutors, or contractors are not permitted to administer medication to students. Staff, tutors, or contractors must follow the agreed procedure on the student's risk assessment related to all aspects of medication and its administration. Any and all queries related to medication should be referred to the Health and Safety Officer, Ian Frankish, 07868136507, ifrankish@tutordocor.co.uk.

First Aid

Our tutoring service takes place within the home, school, or partner environment for short, defined, periods of time. When working in the home environment we request that a parent or guardian remains on site at all times our tutors are present and supporting the student. In the event that a student becomes ill or suffers an accident within the home, the tutor should inform the parent or guardian in the first instance. First Aid should not be administered by the staff or tutor unless they have completed training and are certified to administer first aid.

Should a student fall ill or have an accident when working in a school or partner location, the tutor should follow the specific protocols in place at the location within which they are working.

All accidents or incidents must be reported to the Health and Safety Officer immediately. The Health and Safety Officer will support the tutor and liaise with the parents/guardians and all relevant stakeholders as required.

All accidents, incidents and near misses, no matter how slight, must also be reported and recorded on the online incident log. [Access the INCIDENT LOG by clicking here](#)

Fire and Emergency Procedures

Our tutoring service takes place within the home, school, or partner environment for short, defined, periods of time. It is essential that tutors familiarise themselves with the fire and emergency policies of the location in which they are working. The Health and Safety Officer will ensure that these are made available prior to the start of each programme. If a tutor is working within a home environment and perceives a potential risk in relation to fire and evacuation they should inform the Health and Safety Officer immediately. The risk assessment will be reviewed and reassessed as necessary, with appropriate actions being taken.

Accident Reporting

Any and all accidents, incidents, or near misses, no matter how minor, involving staff, tutors, contractors, students, visitors, or any other person involved in our activities must be reported and recorded.

Any such incidents must be reported in the first instance at the time of occurrence to the Health and Safety Officer by phone. All such incidents or near misses must then be recorded on the incident log. The affected person (or any person acting on behalf of the affected person) should complete the online incident log, which can be accessed by [clicking here](#).

Consultation with Employees


Willerby Education Limited trading as **Tutor Doctor West Hull** is committed to consult with staff members on all aspects of Health and Safety and will undertake the following:

- Consulting with and involving our staff and students in matters relating to their own Health and Safety .and ensuring reasonable adjustments are in place as necessary
- Ensuring that Health & Safety information is provided as part of the induction process
- Ensuring that staff are fully aware of control measures and emergency procedures that are in place; effective; properly used; monitored and maintained.

Induction training will cover matters of Health and Safety and training for individual staff members will be identified, arranged and monitored by Health and Safety Officer. All staff should however take responsibility for drawing to the attention of the management team any additional training needs they may have in relation to Health and Safety matters.

Complaints about this policy

If anyone involved in the delivery of our service is dissatisfied with any aspect of this Health and Safety policy, they are encouraged to communicate this to Director in the first instance.



To be reviewed 01 September 2023