

Health and Safety Policy

Tutor Doctor Richmond, Twickenham, Putney and Wandsworth (KTC Education Services Limited)

Statement of Intent

We are committed to ensuring the highest reasonably practicable standards of health and safety. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

Accordingly, we are committed to ensuring the health and safety of our employees, sub-contractors and members of the public who may be affected by our work as much as is reasonably practicable, and will assess and alter our work conditions, systems and equipment where necessary.

We genuinely care for our staff and others affected by our work, and we design our systems accordingly. In addition, we actively encourage all our staff and contractors to engage and cooperate on workplace matters, in particular health and safety.

Statement of general policy More particularly, we are committed to:



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Wandsworth**

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	Designated competent person	Arrangements
Managing health and safety risks and thereby preventing accidents and work-related ill health. In particular, we have conducted a risk assessment (including fire risk assessment) and will review it when we are required to work in a new location.	Bill Clark, Director Tutor Doctor RTPW	07848 116 896
Providing first aid where necessary and recording/reporting accidents when necessary.	Bill Clark	Incident reporting log in H&S folder
Communicating and providing training to employees on health and safety matters.	Bill Clark	Team Briefing
Engaging and consulting with employees on health and safety matters as appropriate.	Bill Clark	Team Briefing
Implementing emergency procedures and evacuation plans.	Bill Clark, Director Tutor Doctor RTPW	07848 116 896
Complete accident/incident recording and reporting procedures when appropriate, including the reporting of near misses.	Bill Clark, Director Tutor Doctor RTPW	Incident log
Maintaining safe and healthy working conditions, including exposure to hazardous substances and ensuring	Bill Clark, Director Tutor Doctor RTPW	07848 116 896



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reasonably safe manual handling procedures.		
In particular, ensuring work equipment is suitable, safe and maintained appropriately. The same person will be responsible for personal protective equipment.	Bill Clark, Director Tutor Doctor RTPW	07848 116 896
Ensuring adequate welfare facilities	Bill Clark, Director Tutor Doctor RTPW	Annual Review

Location of:

- Accident book/log: In Health & Safety Folder
- First aid box: On table in main office (under First Aid Poster)
- Health and safety law poster: On wall in main office
- Employers' liability insurance: On wall in main office
- Risk assessments: In Health & Safety Fold

Steps to Follow When Carrying Out a Risk Assessment:

Risk assessments are necessary to protect health and safety and to foster a culture of safety within our organisation. Here are the steps to follow to complete a risk assessment:

- **Identify Hazards**
 - Walk through the workplace or area where activities will be performed to observe any potential hazards.
 - Consider all aspects of the environment, equipment, materials, and tasks.
 - Consult with employees, as they may have insights into potential risks.
 - Review accident and near-miss records to identify past issues.
- **Determine Who Might Be Harmed and How**
 - Identify who might be at risk (e.g. students, tutors, others).
 - Consider specific groups who might be particularly vulnerable (e.g. young people, pregnant workers, people with disabilities).
 - Determine how these individuals might be harmed (e.g. slips, trips, falls, exposure to hazardous substances).
- **Evaluate the Risks and Decide on Precautions**
 - Assess the likelihood and severity of each hazard causing harm.
 - Use a risk matrix to categorize the level of risk (low, medium, high).
 - Decide on appropriate control measures to eliminate or reduce the risks.



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- o Apply the hierarchy of controls: eliminate the hazard, substitute it, implement engineering
- controls, apply administrative controls, and use personal protective equipment (PPE).
- 07702 907188 Meadow Garth, Mill Road, IP31 2NB tutordocor.co.uk/burytd
- **Record Your Findings and Implement Them**
 - Document all identified hazards, their associated risks, and the control measures decided upon.
 - Ensure the risk assessment is clear and detailed enough to inform employees about risks and safety measures.
 - Implement the control measures promptly and effectively.
 - Communicate the findings and safety measures to all relevant parties.

Subcontractors are taken through the relevant procedures. Subcontractors who are engaged for lengthy periods are taken through most of the same procedures as workers, however as they have more control over the way they work it is not always appropriate. For subcontractors who work for short periods, our procedures are modified appropriately.

Accidents and ill health at work reported under RIDDOR <http://www.hse.gov.uk/riddo>

Signed:



Bill Clark, Director

12 November 2024

To be reviewed – September 2025



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