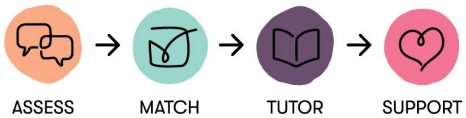
YORKSHIRE EDUCATION LTD t/a TUTOR DOCTOR YORK

HEALTH AND SAFETY POLICY



Introduction

Tutor Doctor York is committed to providing a safe and healthy environment for staff, tutors, students, and visitors. This policy ensures compliance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Local Authority guidance for schools and education providers
- Safeguarding requirements under Keeping Children Safe in Education (2026)

The policy applies to all Tutor Doctor York staff, tutors, contractors, and students across in-home, online, local hub and school-based tutoring sessions.

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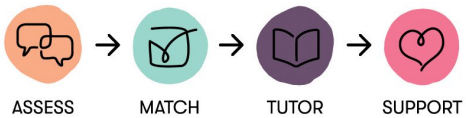
2. **Policy Aims**

Tutor Doctor York aims to:

1. Maintain a safe and healthy environment for all staff, tutors, and students.
2. Ensure compliance with statutory and local authority health & safety guidance.
3. Integrate safeguarding, e-safety, and risk management into all operations.
4. Promote staff wellbeing, reduce stress, and provide access to support.
5. Ensure ongoing monitoring, review, and continuous improvement of health and safety practices.

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3. Roles and Responsibilities



3.1 Tutor Doctor York

- Maintain and communicate this Health & Safety policy.
- Ensure all staff and tutors are aware of statutory obligations and safe working procedures.
- Conduct risk assessments for in-home and online tutoring sessions.
- Ensure staff and tutors receive induction, training, and refresher courses on health, safety, safeguarding, and SEN provision.

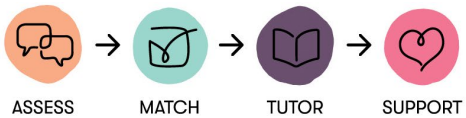
3.2 **Staff and Tutors**

All staff and tutors are required to:

- Familiarise themselves with this Health & Safety policy and the Safeguarding and Child Protection Policy.
- Take reasonable care of their own health and safety and that of students and colleagues.
- Cooperate with schools, clients, and Tutor Doctor management on health and safety matters.
- Work in accordance with instructions, risk assessments, and emergency procedures.
- Report any hazards, incidents, or risks to the Tutor Doctor office or on-site staff immediately.
- Ensure student supervision follows the “prudent parent” principle.

3.3 **Tutors Specific Duties**

- All tutors must have an Enhanced DBS check.
- Tutors must complete Level 1 or higher safeguarding training and any additional SEN training as required.



- Tutors must review the Safeguarding Policy and relevant risk assessments with their Education Consultant prior to starting tutoring.

- Tutors must comply with online tuition procedures and data protection requirements.

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4. **Risk Assessment**

Tutor Doctor York will undertake risk assessments for:

1. In-person sessions – including travel, environment hazards, and emergency access.

2. Online sessions – including platform security, student identity verification, and e-safety protocols.

3. Special educational needs students – to ensure additional support or adaptations are considered.

4. COVID-19 or pandemic conditions – including PPE, social distancing, and hygiene protocols.

Risk assessment procedures:

- All sessions are evaluated prior to commencement.

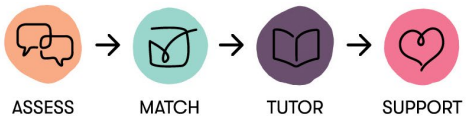
- Staff and tutors report any new or unforeseen risks immediately.

- Risk assessment records are maintained centrally and reviewed annually or after any incident.

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5. **Online Tuition & E-Safety**

- Only established video conferencing platforms with waiting rooms may be used.



- Tutor Doctor York must initially set up the session.

- Tutors must verify student identity before starting a session.

- Sessions may be recorded with parental/guardian consent, stored securely, and shared only with the student's caregiver.

- Tutors must follow data protection guidance (GDPR) and Tutor Doctor IT security procedures.

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5. Incident Reporting and Investigation

- All accidents, near misses, hazards, or health & safety concerns must be reported immediately to the Tutor Doctor office.

- Tutors and staff have the right to escalate concerns to the Director if unresolved.

- All incidents are recorded, investigated, and corrective actions implemented.

- In cases involving criminal activity, the Director or investigating officer will liaise with the police.

- Reports include: date, time, individuals involved, description of incident, immediate actions, and follow-up measures.

- The Director's will record any injuries, diseases, deaths, dangerous occurrences including near misses that take place at work or in connection with work and where appropriate will report these in accordance with the RIDDOR Regulations 2013.

RIDDOR Reporting

To submit a RIDDOR report of an accident or incident to HSE, follow this link:
https://www.hse.gov.uk/riddor/

7. **Health, Wellbeing, and Stress Management**

- Tutor Doctor York promotes wellbeing and encourages staff to access support for stress or workload issues.
- Staff working with SEN students must receive additional training to manage workload and student needs safely.
- Tutors should notify the office of any personal health issues that may impact tutoring safety.

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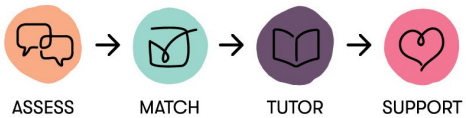
8. **Training and Competence**

- All staff and tutors receive induction training on health & safety, safeguarding, online tuition, and emergency procedures.
- Refresher training occurs at least annually or when policies are updated.
- Training records are maintained centrally for audit and inspection purposes.

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9. **Pandemic and Emergency Procedures**

- Tutor Doctor York follows guidance from www.gov.uk and local authority updates during pandemics or public health emergencies.
- The office communicates specific protocols for in-home and online tuition.
- Staff and tutors are required to comply with all updated guidance and safety measures.



10. Monitoring, Review, and Continuous Improvement

- Tutor Doctor York monitors compliance through:
    - Regular session reports and client feedback
    - Audits of staff and tutor training and DBS status
    - Risk assessment updates and incident reviews
- The Director is responsible for reviewing this policy annually or after a significant incident.
- Records of all monitoring, incidents, and corrective actions are maintained centrally for inspection by local authorities.

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11. **Approval**

Approved by:
Mia O'Malley, Director, Tutor Doctor York

Signature: Mia O'Malley

Date: September 2026