Health and Safety Policy for Tuition Businesses

## **Policy Statement**

The Company is committed to ensuring the health, safety, and welfare of tutors, students, and other stakeholders involved in the provision of tuition services. This policy is aligned with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and best practices within the tuition sector.

## **Scope**

This policy applies to all tuition activities, whether conducted:

1. On the Company's premises.
2. At a student’s home.
3. Online through virtual platforms.

## **Responsibilities**

### **The Company**

* Conduct risk assessments for all tuition settings to identify and mitigate health and safety risks.
* Provide necessary health and safety training to tutors and staff.
* Ensure that all tutors and clients are aware of health and safety procedures, including emergency protocols.

### **Tutors**

* Follow the Company’s health and safety guidelines at all times.
* Ensure that any identified risks at a tuition location are promptly communicated to the Company.
* Report any health and safety incidents or near misses to the Company as soon as possible.

### **Clients (Parents/Guardians/Students)**

* Provide accurate and up-to-date information on any medical conditions, allergies, or medication requirements that may affect tuition sessions.
* Ensure a safe and appropriate environment for tuition where sessions occur at home.

## **Health and Safety Measures**

### **1. General Safety Across All Settings**

* Maintain an emergency contact list for all tutors and students.
* Ensure that all participants are aware of fire safety and evacuation procedures (where applicable).
* First aid kits must be available on the premises or carried by tutors when visiting students' homes.
* Tutors and students should ensure that personal belongings do not obstruct pathways or create tripping hazards.

### **2. In-Person Tuition at the Company’s Premises**

* Conduct regular health and safety risk assessments of the premises.
* Keep entrances and exits clear and maintain proper lighting and ventilation.
* Record and address any known allergies or medical conditions of students in advance of sessions.
* Prohibit any hazardous materials or unsafe equipment in tuition areas.
* Display fire safety instructions clearly and ensure access to fire extinguishers.

### **3. In-Person Tuition at a Student’s Home**

* Tutors must assess the home environment upon arrival for hazards such as pets, slippery surfaces, or poor lighting and address issues immediately.
* Parents or guardians must provide clear information about the student’s allergies, medical conditions, and medication needs before sessions begin.
* A responsible adult should be present in the home for sessions involving minors.

### **4. Online Tuition**

* Tutors must ensure that the online platform used is secure and reliable.
* Tutors and students should avoid distractions during sessions to maintain focus and reduce the risk of accidents in their immediate environment.
* In the case of technical issues, both tutors and students must have access to alternative communication methods (e.g., phone numbers).

## **Prevention of Injury or Harm**

* Gather medical and allergy information for all students during the onboarding process.
* Tutors must inform the Company and clients of any physical or environmental risks observed in any tuition setting.
* Take proactive measures to prevent foreseeable injuries, such as managing cords, heavy objects, and other hazards.

## **Injury or Medical Emergency Procedure**

### **1. Immediate Action**

* Administer basic first aid, if qualified, and call emergency services (999) for life-threatening injuries or conditions.
* Ensure the area is safe to prevent further injury.

### **2. Notification**

* Contact the student’s emergency contact (parent/guardian for children) immediately.
* Inform the Company of the incident as soon as possible.

### **3. Recording the Incident**

* Complete an incident report detailing the time, location, nature of the incident, actions taken, and individuals involved.
* Submit the report to the Company for review and record-keeping.

### **4. Follow-Up**

* Review the incident to identify lessons learned and any necessary changes to health and safety measures.
* Provide support to affected individuals, including access to medical follow-ups if required.

## **Monitoring and Review**

The Company will review this policy annually or sooner if there are significant changes to legislation, operations, or after a serious incident.

For questions or concerns about this policy, please contact the Company at [insert contact details].

**Signed:**

**Helen McCreaide**
17/06/25