Health and Safety Policy

Health and Safety Policy for Prime Tutors

Policy Statement and Commitment

Prime Tutors is absolutely committed to providing a **safe and healthy learning and working environment** for everyone involved: all staff, tutors, pupils, contractors, and visitors.

We recognize our legal duty under the **Health and Safety at Work etc. Act 1974** to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees and any other individuals affected by our activities.

We expect every individual involved with Prime Tutors to take **reasonable care** of their own health and safety, and that of others, by following safe practices and promptly reporting concerns.

Scope and Purpose

This policy applies to **all individuals** involved with Prime Tutors, including students, teaching staff, support staff, volunteers, parents, and external partners.

The purpose of this document is to:

- Promote a strong **culture of safety and well-being**.
- Outline clear processes for **identifying and managing potential risks**.
- Ensure full **compliance** with all relevant health and safety regulations.
- Establish a robust **monitoring and review system** to adapt to changing needs and risks.

Responsibilities

Role	Key Health & Safety Responsibility
Management Team	Overall governance, ensuring **resources are available** for risk management, and **regularly reviewing** risk assessments.
Health and Safety Officer (or Designated Staff Member)	**Overseeing implementation** of the risk management system, conducting audits, and maintaining all safety records.
Teaching and Support Staff	Implementing risk control measures daily, **reporting hazards and incidents immediately**, and supporting students' individual safety needs.
All Employees	**Co-operating** with managers, taking **reasonable care** of personal safety, and **reporting all concerns** to an appropriate person.

Students	Following established safety rules, **reporting observed hazards**, and participating in safety initiatives.
Parents and Carers	Engaging in risk management processes, **sharing relevant health information**, and participating in safety education where appropriate.

Monitoring and Risk Management

Monitoring risk is a critical, ongoing process involving the identification, assessment, and review of potential hazards across all activities.

RISK MATRIX
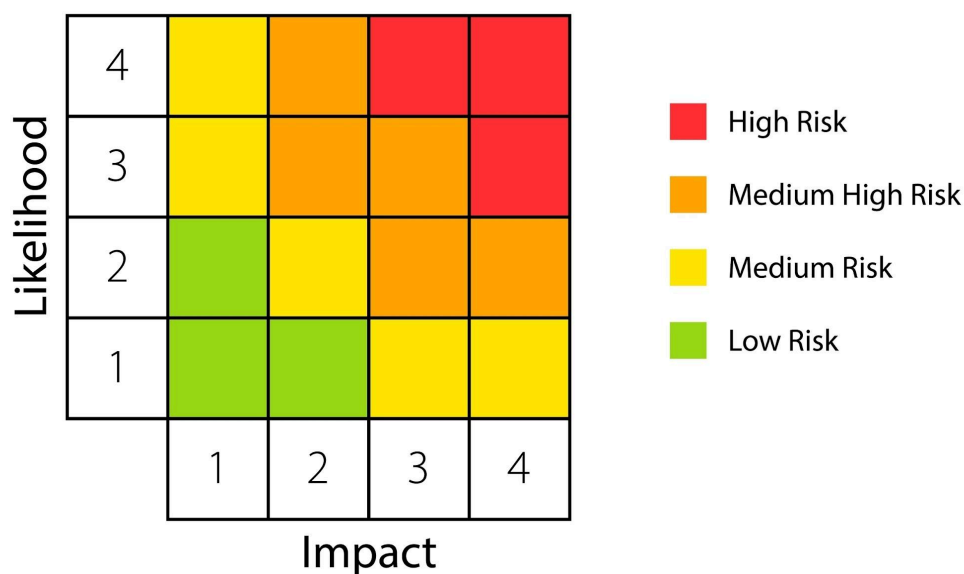
Risk Identification

1. **Initial Risk Assessment:** Conducted before any new activities, evaluating risks related to physical environments, equipment, student behavior, and specific health conditions.
2. **Dynamic Risk Assessment:** Staff continuously observe and assess emerging risks throughout the year related to behavior, incidents, and environmental changes.
3. **Individual Risk Assessments:** Tailored assessments developed for students with specific needs (e.g., mental health issues, physical disabilities, previous trauma) that present higher levels of risk.

Risk Assessment Process

- **Hazard Identification:** Monitoring for physical risks (slips, trips), **behavioral risks** (aggression, disruption), and **psychological risks** (stress, bullying).
- **Risk Evaluation:** Assessing the **severity (impact)** and **likelihood (probability)** of each hazard and prioritizing actions on a scale (low, medium, high).
- **Control Measures:** Implementing appropriate controls, such as changes to the environment, additional

supervision, behavior management strategies, or specialist support.

Risk Management Strategies

- **Preventative Measures:** Staff training in **de-escalation techniques**, first aid, and emergency procedures. Includes regular drills for emergency evacuations and lockdowns.
- **Communication:** Keeping all staff informed about risks in their areas and providing tools and training to mitigate them.
- **Behavioral Risk Management:** Training staff to manage behavior positively to prevent incidents from escalating.
- **Physical Environment Monitoring:** Regular inspection of teaching locations, equipment, and materials to ensure they are safe and appropriate.

Health and Safety Procedures

Accident, Incident, and Near Miss Reporting

- All events must be reported to the designated **Health & Safety Lead within 24 hours**.
- Records are kept in the **Accident Log** (including date, details, action, and follow-up).
- **Serious incidents** will be reported to relevant authorities (e.g., RIDDOR, safeguarding bodies).

First Aid

- At least **one trained first aider** must be available at all teaching sites.
- First aid kits will be checked and replenished regularly.
- Learners and staff must be made aware of the **first aid contact** in each setting.

Fire Safety and Emergency Evacuation

- Fire evacuation procedures are **displayed** in each premises used.
- Tutors must familiarize themselves and learners with **escape routes** at the start of sessions.
- Fire drills will be practiced (where sessions occur in fixed premises).
- **Emergency contacts** will be held securely for all learners.

Risk Assessment (Specific Activities)

Risk assessments will be carried out **before** the following activities:

- Using a **new teaching location**.
- **Off-site activities** (e.g., trips, community-based learning).
- **Home tuition arrangements** (which identify hazards, evaluate risks, and record control measures).

Lone Working and Home Visits (See also Lone Working Policy)

- Tutors visiting homes must **sign in and out** via WhatsApp messages with their line manager.
- Staff should **remain in communal areas** where possible and never put themselves in unsafe situations.
- Mobile phones must be **fully charged and accessible** during visits.

Safeguarding and Wellbeing

- All tutors must follow the **Safeguarding Policy** and report concerns to the **Designated Safeguarding Lead (DSL)**.
- Any health, emotional, or behavioural concerns affecting a learner's safety will be **logged and escalated**.

Infection Control

- Staff and learners **should not attend** sessions if unwell with a contagious illness.
- **Hygiene protocols** (handwashing, cleaning shared resources) are strictly followed.
- Guidance on infectious diseases (e.g., COVID-19) will be **updated in line with government advice**.

Equipment and Learning Materials Safety

- Tutors are responsible for ensuring all equipment used is **safe and appropriate**.
- Electrical items will be **PAT tested** where required.

- Any damaged or unsafe equipment must be **taken out of use immediately**.

Mental Health and Stress Management

- Staff have access to **support and supervision**.
- Learners' **wellbeing** will be considered in lesson planning.
- Concerns about stress, bullying, or mental health will be **addressed promptly**.

Training and Policy Review

Training and Awareness

- **Staff Training:** All staff will undergo initial and ongoing training in H&S practices, including risk assessment, emergency procedures, and risks specific to the alternative education environment.
- **Student Awareness:** Students will be educated about safety as part of their curriculum (recognizing hazards, safe behavior).
- **Parental Involvement:** Parents will be encouraged to share relevant information that may impact their child's health and safety.

Monitoring and Policy Review

This Health and Safety Policy will be **reviewed annually**, or more frequently if required, to ensure it remains compliant with legislation and reflects best practice. Feedback from staff, learners, and parents will be incorporated, and any changes will be communicated to all stakeholders.