



General Health and Safety Policy Statement

Date: June 2026

Review Date: June 2027

Approved by: Jennet Banfield

Prime Tutors Nottingham Ltd is committed to providing a safe, healthy, and supportive environment for all employees, learners, contractors, visitors, and any other persons who may be affected by our activities. We recognise our legal and moral responsibilities under the Health and Safety at Work etc. Act 1974, associated regulations, and relevant education and safeguarding legislation.

We will identify hazards, assess risks, and implement effective control measures to ensure that risks are reduced to a safe, acceptable, and tolerable level. Health and safety is integral to our safeguarding culture and to the quality of provision we offer.

Our Commitment

Prime Tutors Nottingham Ltd will meet its statutory duties and promote a culture of safety by:

Leadership and Governance

- Providing clear leadership, oversight, and accountability for health and safety across all sites and activities.
- Ensuring senior leaders and managers understand their responsibilities and take all reasonable steps to protect staff, learners, and others.
- Embedding health and safety within strategic planning, safeguarding, and operational decision-making.

Safe Environment and Premises

- Providing and maintaining safe, secure, and suitable buildings, equipment, and learning environments.
- Ensuring all premises are subject to regular checks, inspections, and maintenance.
- Ensuring all staff working with learners have appropriate DBS checks and safeguarding clearance.

Risk Assessment and Safe Systems of Work

- Completing robust risk assessments for all activities, including off-site learning, community-based work, and alternative provision placements.
- Implementing safe systems of work and ensuring staff understand and follow them.
- Reviewing risk assessments regularly and after any significant change or incident.

Employee Consultation and Communication

- Consulting with employees/contractors on matters affecting their health, safety, and welfare.
- Ensuring staff have clear channels to raise concerns and report hazards.
- Providing information in accessible formats, including for staff whose first language is not English.

Training, Competence and Supervision

- Providing appropriate induction, instruction, and ongoing training to ensure staff are competent and confident in their roles.
- Ensuring contractors and visitors are competent and aware of relevant safety requirements.
- Supervising activities appropriately, taking account of learner needs, vulnerabilities, and behaviours.

Safe Use of Equipment and Substances

- Ensuring equipment is safe, maintained, and used correctly.
- Managing hazardous substances safely in line with COSHH regulations.
- Providing staff with the necessary protective equipment and guidance.

Accident Prevention and Wellbeing

- Taking proactive steps to prevent accidents, incidents, and cases of work-related ill health.
- Recording, reporting, and investigating accidents and near misses in line with RIDDOR requirements.
- Promoting staff and learner wellbeing as part of our holistic safeguarding approach.

Off-Site and Community-Based Activities

- Carefully planning, assessing, and approving all off-site activities, including transport arrangements, community learning, and work placements.
- Ensuring staff understand their responsibilities and that learners are appropriately supervised.
- Working with commissioning schools and external partners to ensure shared responsibilities are clear.

Competent Advice

- Ensuring access to competent health and safety advice to support compliance and continuous improvement.

Continuous Improvement

- Monitoring health and safety performance through audits, inspections, and incident reviews.
- Review this policy annually or sooner if required by changes in legislation, guidance, or organisational practice.
- Allocating the necessary financial and staffing resources to ensure this policy is implemented effectively.

Employee/Contractor Responsibilities

All employees/contractors have a duty to:

- Take reasonable care of their own health and safety and that of others.
- Follow all safety procedures, training, and instructions.
- Report hazards, concerns, and incidents promptly.
- Co-operate with managers and colleagues to maintain a safe working environment.

These responsibilities are explained during induction and reinforced through our Safety Handbook, ongoing training, and supervision.

Working with Others

We recognise our duty to co-operate with other employers, contractors, commissioning schools, and professionals who work on or visit our premises. We will share relevant information, coordinate activities, and ensure that everyone understands their responsibilities to maintain a safe environment.

Policy Review

This policy, along with our detailed health and safety arrangements, will be reviewed annually by the Senior Leadership Team and updated as necessary to reflect changes in legislation, guidance, or operational practice.