# Health & Safety Policy

**A Health and Safety policy is a legal requirement under the Health and Safety at Work Act 1974. It ensures that all reasonable steps are taken to protect the welfare of tutors, students, and visitors.**

## Key Policy Objectives

- Safe Environment: Establish and maintain a healthy learning environment, whether in a dedicated centre, a student's home, or online.
- Risk Management: Conduct regular risk assessments to identify hazards and implement control measures.
- Emergency Procedures: Define clear protocols for fire, medical emergencies, and accidents.

## Core Responsibilities

- The Agency: Responsible for providing adequate H&S training, identifying risks, and maintaining any equipment provided.
- Tutors: Must take reasonable care of their own safety, follow the agency's lone working procedures, and report any hazards immediately.
- Parents/Clients: Responsible for ensuring the student's home environment is suitable and safe for tutoring sessions.

## Physical Safety Measures

- Environment: The teaching area must be free of trip hazards like trailing wires and have adequate lighting and ventilation.
- Equipment: All electrical equipment (e.g., laptops, tablets) should be safe, well-maintained, and used according to instructions.
- First Aid: Tutors should be aware of the location of first aid kits and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for serious incidents.

## Lone Working and Home Safety

- Verification: Tutors must never enter a home if a student is alone; an accompanying adult must be present for the duration of the session.
- Safety Protocol: Tutors should keep their mobile phones switched on and ensure someone knows their location and expected return time.
- Trusting Instincts: Tutors are supported in terminating a session and leaving immediately if they feel uncomfortable or threatened for any reason.

## Online Health and Safety

- Platform Security: Use secure, agency-approved online platforms with encrypted communication and privacy settings.
- Display Screen Equipment (DSE): Tutors and students should be aware of safe screen use to avoid eye strain or ergonomic issues.