



Trafford Tuition

Health and Safety & First Aid Policy

Purpose

The safety, health, and well-being of all students and tutors at Trafford Tuition are our highest priorities. This policy outlines clear procedures and responsibilities to maintain a secure environment during our summer school and group sessions.

Scope

This policy applies to all Trafford Tuition tutors, staff, volunteers, and students in Years 3, 4, 5, and 6 participating in any Trafford Tuition activities.

Health and Safety Responsibilities

- All tutors must read, understand, and sign this policy document before teaching.
- Tutors must actively maintain a safe environment, checking rooms and equipment before each session.
- Any hazards or potential risks must be reported immediately to the Lead First Aid Trainer.
- Emergency exits, assembly points, and first aid kits must be pointed out to students at the start of a programme.
- Fire drills and evacuation procedures will be conducted as necessary.

First Aid Procedures

- Tom Silver NPQH, the Lead First Aid Trainer (tom@trafford-tuition.co.uk), is responsible for overseeing all first aid provision.
- A qualified First Aider will be present at all times during sessions.
- Minor injuries (e.g., cuts, bruises) will be treated promptly and documented.
- In cases of serious injury or medical emergency, tutors must call emergency services immediately and then inform Tom Silver.
- Parents or guardians will be contacted without delay.
- An incident form must be completed on the same day as the injury or incident.

Medical Information

- Comprehensive medical information for each student must be collected before attendance.
- Tutors must review any allergies, ongoing conditions, or medication requirements

before sessions begin.

- Any child requiring medication during sessions must have written parental permission and clear instructions.

Infection Control

- Good hygiene must be promoted at all times.
- Hand washing/sanitising routines must be built into daily schedules.
- Any child showing symptoms of contagious illnesses (e.g., fever, vomiting, rash) must not attend sessions until fully recovered.

Safeguarding and Supervision

- Students must be supervised at all times.
- Tutors must never leave a child alone or unsupervised within the premises.
- Trafford Tuition safeguarding procedures must be strictly followed alongside this policy.

Accident and Emergency Contacts

- Emergency contact details for every student will be securely stored and readily accessible.
- Tutors must know the procedure for contacting emergency services.
- In an emergency, Tom Silver NPQH must be notified immediately after securing student safety.

Incident Reporting to Parents and Management

All injuries, illnesses, and significant behavioural incidents must be reported as follows:

- Parents or guardians must be informed of any incident involving their child as soon as possible, ideally at the end of the session.
- A written record must be made immediately after the incident in the official Trafford Tuition Log Book.
- Tom Silver NPQH (Lead First Aid Trainer) must be informed via email (tom@trafford-tuition.co.uk) with a brief description of the incident.
- All incident records must be clear, factual, and securely stored in accordance with Trafford Tuition's data protection policies.
- Incident records must be retained for a minimum of three years.
- At the Summer School, all incidents must be reported the same day to Tom Silver and entered into the Summer School Central Log.

Tutor Declaration

I have read and understood Trafford Tuition's Health and Safety & First Aid Policy. I agree to comply with its requirements and to prioritise the safety and well-being of all students in my care.

Signature: _____

Name: _____

Date: _____

Legal and Regulatory Framework

Trafford Tuition adheres to the following key health and safety and first aid legislation:

- Health and Safety at Work Act 1974: We are committed to providing a safe working and learning environment for all tutors, students, and visitors.
- Children Act 1989 and 2004: Trafford Tuition recognises its duty to safeguard and promote the welfare of children at all times.
- The Education (Independent School Standards) Regulations 2014: Relevant sections regarding the welfare, health, and safety of pupils are applied to all summer school and group session activities.
- First Aid at Work Regulations 1981: Trafford Tuition ensures that adequate first aid equipment, facilities, and trained personnel are provided.
- Keeping Children Safe in Education (KCSIE) 2024: All tutors must comply with safeguarding guidelines to protect students from harm.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013: Serious incidents and injuries will be recorded and reported as required.