



# Primary Tutoring Services



## HEALTH AND SAFETY POLICY

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# POLICY OVERVIEW

The purpose of this policy is to ensure the health and safety of both tutor (ABC Primary Tutoring) and children engaged in the provision. This can be achieved by ensuring risks are identified, assessed and managed and procedures are put in place to minimise risk for all.

The nature of the role of providing one-to-one tuition means the role comes with its associated risks; particularly when working with vulnerable individuals. Risks can be minimised by ensuring that all those involved in the care of a child are provided with as much information as possible in order to provide correct and appropriate support and be empowered with knowledge. Alternative provision will either take place in a public facility or in the child's home. If sessions are to take place within the home, a parent or guardian must be at the home for the duration of the sessions, with no exceptions.

## 1. Health and Safety

It is important that wherever the location of tuition sessions, a safe environment is established in which ABC Primary Tutoring and children engaging with the service can work together with confidence. Children and adults should be encouraged to keep themselves and one another safe and share any concerns they may have swiftly and appropriately. We are, however, aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming and supportive learning environment.

### Sessions within a public facility

Public buildings and facilities such as libraries have a responsibility for ensuring the health and safety of visitors to its service. ABC Primary Tutoring will complete an initial visit to the location to assess its suitability and engage with the persons responsible for health and safety to discuss any concerns and/or share location risk assessments. If ABC Primary Tutoring feels this is appropriate, we will identify any potential risks within our own risk assessment and share concerns with the person(s) responsible for health and safety at the location. We will also obtain information on fire and any evacuation procedures and, if age-appropriate, share these with the child with whom we are working at the location.

Public places and business should all have first aid facilities, and locations such as libraries are required by law (Health and Safety (First-Aid) Regulations 1981 – updated 2015) to have a qualified first aider on the premises. Emergency contacts are held for the children ABC Primary Tutoring work with and Joanna Leggett has an ICE (In Case of Emergency) contact listed on both business and personal phones. We ensure that equipment is used appropriately, and that children understand the risks of potentially dangerous equipment such as scissors. Children are aware that if equipment is not used safely and correctly, it will be withdrawn until a time when sufficient understanding and appropriate safety measures are proven.

### Sessions within the child's home

The child's parents or carers are responsible for child's health and safety in their own home, however ABC Primary Tutoring always carries the responsibility of safeguarding. If there are any immediate health and safety concerns within the home, these will be discussed with the parent/carer. As referred to in the lone working subsection, to ensure the safety of both tutor and child it is a requirement that a parent/carer is at home for the duration of all sessions

### Visits outside of usual session location

Pre-visits and risk assessments are completed for trips away from the session site. Within this risk assessment each potential risk is considered in turn, together with control measures identified and any further action required. Parents and the LA will receive copies of risk assessments completed for visits.

### Individual risk assessments

ABC Primary Tutoring aims to inform and educate those involved in the service of the ground rules and the purpose of these, in order to minimise incidents. As well as location of sessions, risk assessments will be completed as appropriate in order to manage any potential risks of a child's behaviour to themselves, others and the setting in which sessions take place. Details and/or prior risk assessments will be requested within the referral process and will be updated regularly as further observations are made. ABC Primary Tutoring will at point of referral will also frequent information of any existing health conditions, SEND information and allergies of the children and young people using the service. This then becomes the responsibility of ABC Primary Tutoring to ensure these risks are managed and minimised where possible.

### Reporting of incidents

Incidents of behaviour which are a hazard will be reported on an Incident Reporting Form. These incidents will be highlighted to the referrer at the end of each week or at the time of their occurrence.

## **2. Lone Working**

The Health and Safety Executive (HSE) defines lone working as "those who work by themselves without close or direct supervision."

From this it can be seen that lone working falls into three broad categories:

- Those who work alone on site
- Those who work away from base.
- Homeworkers.

Therefore for the purposes of ABC Primary Tutoring's role as a Complementary Education Provider, lone working encompasses all of the aforementioned categories.

### Lone Working Procedures

ABC Primary Tutoring has procedures in place to ensure safety when lone working. These procedures apply for all tuition, regardless of the location or circumstance:

- ABC Primary Tutoring has a business phone with an up to date ICE (In Case of Emergency) stored.
- Joanna Leggett also shares details of her timetable with her ICE contact to share session locations to ensure safety and operates a 'buddy' system, notifying the ICE contact of arrival and departure at location via a text message.

- In the event that the emergency contact does not hear from Joanna Leggett within 15 minutes of the start or end time of a session, they will make contact via an initial text message and subsequent phone calls.
- If Joanna Leggett remains unreachable, a final attempt to contact to a personal mobile phone will be made.
- If contact still cannot be made, the emergency contact will follow appropriate steps to alert the police of their concerns.

### 3. COVID-19 Protocol and Procedures

ABC Primary Tutoring takes the management of risk and prevention of the spread of COVID-19 very seriously and therefore carefully follows government guidance as set out at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

#### Identified Symptoms and Self-Isolation Requirements

If Joanna Leggett (ABC Primary Tutoring) or any of the children receiving tuition experience symptoms of COVID-19 (if tutoring in a public facility), parents will be called and face-to-face tuition will be withdrawn with immediate effect and where appropriate, revert to online provision for an isolation period of 7 days. Moreover if either Joanna Leggett or a child working with ABC Primary Tutoring lives with someone who shows these symptoms, the child will need to stay at home for 14 days from the day the first person in their home starting having symptoms. During this time, if practicable, tuition will revert to a virtual platform.

If tuition is being undertaken in the child's home with parents present, the above government isolation guidelines will also be adhered to.

The symptoms identified as being indicative of COVID-19 are:

- A high temperature – This means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- A new, continuous cough – This means coughing a lot for more than an hour, or experiencing 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- A loss or change to sense of taste or smell – This means that your taste and/or smell has changed or gone completely.

#### COVID-19 Procedures

- Social distancing of at least 1 metre 'plus' will be practised. Tutor and teacher will sit apart at tables and remain apart as far as possible, unless it becomes necessary for the safety of the child, tutor or other individuals in the vicinity to be in closer proximity.
- Resource sharing between tutor and child will be kept to a minimum. Where resources need to be passed between individuals, these will be cleaned with antibacterial spray wipes each time.
- Children will each given their own designated pack of necessary resources, tissues, hand sanitiser and antibacterial wipes to use for the duration of their sessions.
- Where possible, separate resources will be used for each child if sessions are on the same day. If this is not possible, resources will be thoroughly disinfected between clients and remain untouched as per the stated guidelines of number of hours for different surface types.

- Adults and children will practise and children will be educated in the importance of thorough and regular handwashing for at least 20 seconds. The 'happy birthday' song could be used to encourage and engage children in this routine.
- Work surfaces, tables, chairs used during sessions will be sanitised after use. Promotion of the 'Catch it, Bin it, Kill it' approach to good hygiene will encourage all individuals to use a tissue when coughing or sneezing, dispose of this immediately in a rubbish bin and then washing hands or using hand sanitiser. Similarly, we will encourage children to refrain from touching their face, nose and eyes.
- Tuition will take place in a well-ventilated area in a public facility and also in the home, where possible. This could be achieved by the opening of windows, seating placement near a door or positioned away from air conditioning units where air may not be circulating as efficiently as preferable.
- An attendance register will be taken for the purposes of maintaining good attendance and for the purposes of Track and Trace, if appropriate.

### COVID-19 and Emotional Wellbeing

The health and wellbeing of the children ABC Primary Tutoring tutor is our number one priority. Whilst the physical health of all adults and children during the Coronavirus pandemic is paramount, it is also of utmost importance to recognise and appreciate the emotional impact of the pandemic on a child's wellbeing also. Children need to be able to feel confident to ask questions and have a level of understanding about what is happening in the world around them, and know that steps are being taken to keep themselves and others safe. Support and explanations will be dealt with in an age-appropriate manner and children will be empowered in playing their own role in facilitating ABC Primary Tutoring's COVID-19 procedures as detailed above.



Location: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Hazard & Risk	Who may be affected?	Control Measure: List existing controls or note where the information may be found (e.g. information, instructions, training, systems or procedures)	Any Further Action: List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do so.
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*I have completed this risk assessment to the best of my knowledge and confirm the details are correct.*

*I will report any further potential risks/ hazards and serious health and safety concerns to the appropriate health and safety body.*

PRINT NAME	SIGNATURE	DATE