
HEALTH & SAFETY POLICY

Purpose and Scope of this Policy Statement

Based upon Health and Safety at Work Act 1974

Tailored Tuition is committed to providing a safe environment for workers, children or any other visitors to our centre. The safety procedures in operation are for the protection of people who work at or visit the organisation's premises and compliance with these procedures is mandatory.

In addition to this policy statement, Tailored Tuition will be responsible for developing workplace risk assessments and specific health and safety procedures that are required for Tailored Tuition to undertake its day-to-day operational requirements.

1. Aims and Principles for the Health and Safety Policy

1.1 To ensure all reasonable practical steps are taken to secure the above and thereby adopt the following:

- Establish and maintain a safe and healthy environment throughout the service
- Establish and maintain safe working procedures for all staff and students
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks and to provide them with adequate training
- Maintain a safe and healthy place of work and safe access and exit from it
- Formulate effective procedures for use in case of fire, medical and other emergencies
- Lay down procedures to be followed in case of accident
- Review and revise this policy as necessary at regular intervals

1.2 Tailored Tuition's public and employee liability certificates are available on request

2. Health and Safety Risk Assessments and Responsibilities

Tailored Tuition will ensure that all staff, students and visitors are made aware of any related hazards, the measures to be taken to protect against them, and give adequate information on relevant hazards to any persons whose health and safety might be affected by them.

- 2.1 Tailored Tuition will carry out regular risk assessments of the centre
- 2.2 The findings of the risk assessments will be reported to the Manager, Rhian Taylor, who should take appropriate actions to rectify all faults
- 2.3 The manager will also:
 - 2.3.1 approve any action required to remove or control risk and ensuring that all actions are implemented
 - 2.3.2 to be the focal point for day-to-day references on health and safety and will provide advice or indicate sources of advice to both staff and students
 - 2.3.3 maintains contact with outside agencies able to offer expert advice
 - 2.3.4 to review weekly and termly the provision of first aid in the service
 - 2.3.5 inform all staff and volunteers of their responsibilities regarding Health and Safety through their induction
- 2.4 Risk assessments will be reviewed annually or when work activities change, whichever occurs first

- 2.5 Tailored Tuition will ensure that employee responsibilities regarding health and safety are properly received and understood
- 2.6 Health and safety issues will be included in the service improvement plan, if necessary

2. Provide and Maintain Adequate Welfare Facilities

Roles and Responsibilities of Tailored Tuition:

- 2.1 The organisation Tailored Tuition as the employer has a duty in respect of health and safety to ensure that premises and people are healthy and safe
- 2.2 To ensure that adequate first aid provision is available and kept up to date
- 2.3 The Manager of the facility, Rhian Taylor, will ensure the overall implementation of the policy and will provide the information, instruction, training and supervision at all levels necessary to ensure:
 - that staff and students are competent to supervise or undertake their work activities
 - that all staff, students and others are made aware of any related hazards
 - the measures to be taken to protect against them
 - that adequate information is given on relevant hazards to any persons whose health and safety might be affected by them
- 2.4 The day-to-day responsibilities for staff, students and others are as listed below:

3. Staff and Volunteers are expected to:

- 3.1 Know and apply the emergency procedures in respect of fire and first aid where required and in line with the premises they are working in
- 3.2 to always appropriately supervise students in a reasonable manner
- 3.3 Exercise effective supervision of the students, to know the emergency procedures, and to carry them out
- 3.4 Know the special safety measures to be adopted in their own teaching areas and to ensure they are applied
- 3.5 follow safe working procedures personally

4. Emergency Procedures

- 4.1 The manager is responsible for ensuring the Fire Risk Assessment or Annual Reviews are undertaken and any actions implemented.
- 4.2 Students are expected to observe all safety rules of Tailored Tuition and the instructions of all staff given in an emergency
- 4.3 Transport to Hospital:
 - If an ambulance is required, the emergency '999' service should be used
 - In all cases concerning students, the pupil's consent form must be available immediately. Parents / Guardians must be informed immediately
 - It may be appropriate to transport a student to an accident & emergency department without using the ambulance service, but it should be noted that this should always be on a voluntary basis. If a pupil refuses to attend A&E, parents / guardians must be informed immediately to decide the most appropriate course of action
 - No casualty should be allowed to travel to hospital unaccompanied.
- 4.4 In the event of an accident (however minor), incident or violent event, and involving employees, visitors or students, the reporting form must be completed using the appropriate form and translated to the accident book by the manager.

- 4.5 The affected person (or any person acting on behalf of the affected person) should complete and sign the appropriate form.
- 4.6 The original form must be retained in the accident file, and photocopies distributed as required.
- 4.7 All accidents should be reported and investigated for continuous learning opportunities and preventing further incidents or accidents occurring, and these investigations are in line with our Safeguarding Policy to ensure that we are fully compliant.

5. Fire and emergency procedures

- 5.1 To ensure that emergency evacuation procedures are in place and tested where needed
- 5.2 The manager is responsible for ensuring the Fire Risk Assessment or Annual Reviews are undertaken and any actions implemented
- 5.3 The manager is responsible for checking escape routes
- 5.4 The manager is responsible for checking fire extinguishers weekly
- 5.5 Annual servicing to the fire extinguishers will be carried out by the supplier
- 5.6 Fire Alarms and Emergency Lighting are tested regularly by the landlord.

6. Safe Handling, Storage and Use of Substances

- 6.1 Tailoured Tuition will be responsible for identifying all substances used at the centre which require a COSHH assessment (*Chemicals or Substances Hazardous to Health*), and carrying out those assessments
- 6.2 All purchasers will check that new substances can be used safely before they are purchased
- 6.3 Cleaning products will be stored in a cool environment, in a locked cupboard or shelf out of reach of children
- 6.4 Ink refills for products such as printers and pens will be stored out of direct sunlight, horizontally (if applicable), in a locked cupboard or out of reach of children
 - Tailored Tuition ensures that pen products, refillable and non, are suitable for use by children attending, and stored and maintained appropriately
- 6.5 Assessments will be reviewed annually or when work activities change, whichever is sooner

7. No Smoking Policy

- 7.1 Smoking, electronic cigarettes and vaping is forbidden anywhere on, or in close proximity to the premises
- 7.2 It is the responsibility of the manager to ensure that suitable signage is visible to the public, and staff are aware of the company policy

8. Reporting

- 8.1 Serious Health and Safety incidents or accidents must be written up in an Incident or Accident Report.
- 8.2 Electronic record forms should be used for reporting and shared with confidentiality