



Health & Safety Policy

Kernow Tuition
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Nansledan
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6th March 2024

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Health and Safety Policy Statement

It is the policy of Kernow Tuition to:

- So far as is reasonably practicable, prevent accidents and work-related ill health arising from our work activities and promote the health, safety, and welfare of our employees.
- Comply with the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant health and safety legislation.

Policy Objectives:

- Kernow Tuition acknowledges that health and safety is an integral part of its management function.
- Kernow Tuition views these as a primary responsibility and key to good business practice in adopting appropriate health and safety standards.

This health and safety policy calls for continuous improvement in Kernow Tuition health and safety management activities and business will be conducted according to the following principles.

Kernow Tuition will:

- Assess the health and safety risk to employees for which they are exposed whilst at work and provide adequate control of those risks.
- Assess the health and safety risk to persons not in the employment of the company arising from or in connection with our undertakings.
- Provide and maintain safe and healthy working conditions, provide safe plant, equipment and systems of work taking account of any relevant statutory requirements.
- Provide adequate first aid and welfare facilities, where required.
- Provide a safe place of work including adequate access and egress to the workplace.
- Provide adequate information, instruction, training, and supervision for employees to enable them to perform their work safely.
- Ensure the safe use, handling, storage and transportation of articles and substances.
- To consult with our employees and staff on all matters affecting their health, safety, or welfare whilst at work.

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy, and the way in which it has operated will be reviewed on an annual basis.

Employees and contractors have duties under the Health and Safety at Work etc. Act 1974 and are expected to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. All employees and contractors are expected to co-operate with the company on all matters relating to Health and Safety and in ensuring the objectives of this policy are met.

Signed:

Date: 21st February 2024

Fay Morris - Owner

1.0 Purpose

Kernow Tuition recognises and accepts our responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of our employees and of other persons who may be affected by our activities. The management of health and safety is an integral part of our business and is given the highest priority.

The aims of this policy are to:

- Ensure the prevention of personal injury, damage to health and damage to property and equipment.
- Ensure the prevention of and protection from foreseeable work hazards for everyone, including clients, customers, students, contractors, visitors to our premises and members of the public in so far as they come into contact with us or our products and services.
- Ensure that all equipment is safe and that we provide personal protective equipment (PPE) where appropriate and necessary.
- Provide appropriate training and information about any hazards or dangerous substances related to individual roles.
- Display clear and prominent safety notices throughout the workplace.

2.0 Scope

Kernow Tuition takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy intends to help achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This policy may be amended at any time by Kernow Tuition in its absolute discretion. We will review this policy at regular intervals to ensure that it is achieving its aims effectively.

This policy can only work with the full co-operation and understanding of all our tutors and staff and therefore applies to everyone.

Any neglect of health and safety requirements will be regarded as a serious disciplinary matter. Where an action or neglect is so dangerous as to constitute gross misconduct, the employee concerned will be liable to summary dismissal and even prosecution.

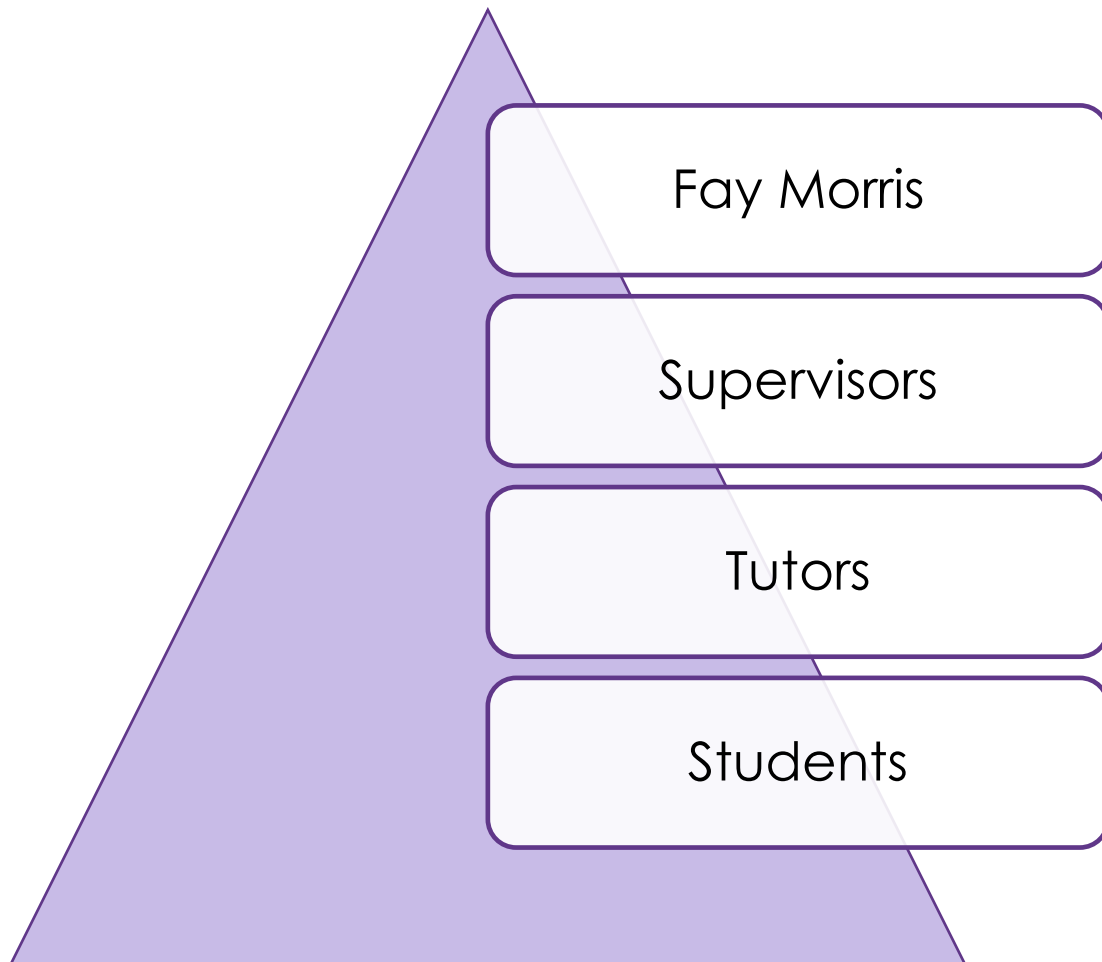
3.0 Responsibilities

Achieving a healthy and safe workplace is a collective task shared between Kernow Tuition, its tutors, and staff.

This policy and the rules contained in it apply to all staff of Kernow Tuition, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants, and contractors, casual or agency staff, trainees, homeworkers, and fixed-term staff.

Specific responsibilities of staff are set out below.

Hierarchy for the Management of Health and Safety at Kernow Tuition



Employer Duties

Kernow Tuition will:

- Provide and maintain safe and health working conditions which meet the standards laid down by legislation.
- Take reasonable steps to safeguard the health and safety of tutors and staff, people affected by its business activities and of people visiting its centres.
- Identify health and safety risks and find ways to manage or overcome them.
- Provide training, instructions and information to employees which enable employees to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
- Provide and maintain safe working areas, equipment, systems and, where necessary, appropriate protective clothing and giving instruction in their use.
- Provide a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
- Provide suitable and adequate first aid facilities.
- Adopt a proactive approach towards the prevention of health and safety risks.
- Maintain equipment in good working order and ensuring that statutory inspections are carried out.
- Maintain records of accidents and dangerous occurrences as required by law and investigate the causes of these.

- Ensure that managers and supervisors are aware of their roles and responsibilities in health and safety matters and that they lead by example in terms of compliance with all health and safety procedures.
- Ensure that each new employee is given induction training which covers the precautions and procedures appropriate to their specific job and familiarises them with this policy and any safety rules and procedures and equipment.
- Advise all tutors and staff, agency workers and contractors of the health and safety rules on commencement.
- Consult with employees on an individual basis or through our Team Meetings and inform them of any changes to working practices, amendments to health and safety procedures or changes in legislation.
- Provide safe arrangements for the use, handling, storage and transport of articles and substances.
- Ensure any health and safety representatives receive appropriate training to carry out their functions effectively.
- Provide a health and safety induction, appropriate CPD and safety training to each role through our training platform, which may include:
 - Manual handling.
 - Lone working.
 - Fire Safety.
 - Display Screen Equipment (DSE).
 - Control of substances hazardous to health (COSHH).
 - Electrical safety.
- Promote effective communication and consultation between the tutors and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
- If an epidemic or pandemic alert is issued, provide instructions, arrangements, and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection.
- Regularly monitor and review the management of health and safety at work, make any necessary changes, and bring those to the attention of all staff.
- Fay Morris has overall responsibility for health and safety and the day-to-day responsibility for health and safety matters; and serves as the Health and Safety Co-ordinator.
- Any concerns about health and safety matters should be notified to the Health and Safety Co-ordinator.

Employees' Responsibilities

All employees have a legal duty to co-operate with Kernow Tuiton to achieve the aims of this policy by:

- Ensuring they are aware of all their responsibilities regarding health and safety; taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Following safe working practices and not removing or altering any safety devices on equipment; complying with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Ensuring that they are fully trained in the use of all equipment that is relevant to their job.
- Recording all accidents or injuries or 'near misses' that occur in the workplace, using the accident report form, and seeking first aid treatment where appropriate; also reporting any accidents or injuries to them which occur at any school, event, or students home to the appropriate authority on those premises.
- Keeping health and safety issues in the front of their minds and informing their line-manager of any serious or imminent danger and reporting any shortcomings that they see in the safety arrangements, including any potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem.
- Seeking guidance from their line-manager if they are in any doubt concerning any health and safety issue.
- Following Kernow Tuiton safety rules and maintain a good system of housekeeping, including keeping workspaces tidy and hazard-free.
- Informing any visitors or students with whom they are meeting of any health and safety risks and precautions they must take.
- Co-operate in the investigation of any incident or accident which either has led to injury or which could have led to injury.
- Co-operating with Kernow Tuiton generally to enable compliance with health and safety duties and requirements.

4.0 Consultation

Effective safety performance at Kernow Tuiton will only be achieved by enthusiasm and interest at all levels within our business. We will consult with staff on an individual basis, and via our regular Team Meetings where health and safety are a permanent agenda item.

All tutors and staff are encouraged to raise any issues regarding health and safety with their line-manager.

5.0 Risk Assessments

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. Kernow Tuition will assess any risks and consider measures to best minimise any risk. Kernow Tuition will conduct general workplace risk assessments when required or as reasonably requested by tutors and staff. Managers and supervisors must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented. The Health and Safety Co-Ordinator is responsible for workplace risk assessments and any measures to control risks.

Any significant hazards and risks identified are assessed and the findings are recorded in writing.

Copies of our risk assessments and COSHH assessments are kept by the Health and Safety Co-Ordinator and will be supplied to the relevant individuals as appropriate. Copies of any COSHH data sheets are kept by the Health and Safety Co-Ordinator. The products used at Kernow Tuition do not present significant risk to individuals.

Our risk assessments are regularly reviewed to check whether any new hazards have been introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice. Additional individual assessments of risk will be undertaken for pregnant employees, young workers and any disabled employees or workers and updated when necessary. Where employees work from their home, an individual risk assessment will be carried out for their home working activities by their manager.

6.0 Safety Information and Insurance

The Health and Safety at Work poster is displayed on the wall in the kitchenette area.

Kernow Tuition will provide and display relevant safety warning signs throughout our premises to highlight any hazards and control measures.

Kernow Tuition fire rules and evacuation procedures are available in the Health and Safety Folder in the kitchenette area. All tutors and staff are instructed to read these carefully and to know what to do in the event of a fire. Details of our fire wardens are circulated to all employees and available in the Health and Safety Folder in the kitchenette area for the benefit of all tutors and staff.

The names and contact details of our first aiders are available in the Health and Safety Folder in the kitchenette area for the benefit of all tutors and staff.

A copy of our current employers' liability insurance is available in the Health and Safety Folder in the kitchenette area. Copies of certificates and of our insurance details will be kept for 40 years.

7.0 Fire Safety

We have a legal duty to ensure that adequate precautions are taken against fire. Maintenance and control of fire precautions are managed by the Health and Safety Co-Ordinator.

Fire risk assessments will identify the fire hazards on and around our premises and we will put in place any control measures needed to reduce fire risks to as low as reasonably practicable.

Whilst present at the centre tutors and staff will serve as fire wardens and will be appropriately instructed and trained to carry out their designated fire safety tasks. Details of our fire wardens will be available in the Health and Safety Folder in the kitchenette area for the benefit of all tutors and staff.

Evacuation drills will be held on a regular basis and recorded in the fire logbook. Any remedial action required to improve the effectiveness of evacuation drills will be carried out where practicable. All inspections, maintenance and safety checks are managed internally; these are recorded in the fire logbook, maintained by the Health and Safety Co-Ordinator. This includes keeping escape routes free from obstruction, regular fire drills, appropriate and regular servicing of fire alarms and extinguishers, fire resistant furniture and fittings, fire notices.

The procedures in the event of a fire or emergency evacuation are issued separately as part of Kernow Tuition induction procedure. These include details of any fire wardens. All tutors and staff are instructed to read these carefully and to know what to do in the event of a fire. Any changes in the evacuation plan or fire risk assessment will be immediately circulated to all tutors and staff.

Appropriate fire safety training will be provided, as necessary.

Staff Responsibilities Relating to Emergency Evacuation and Fire

All staff must:

- Familiarise themselves with the instructions about what to do if there is a fire which is available in the Health and Safety Folder in the kitchenette area.
- Ensure they are aware of the location of fire extinguishers, fire exits, and alternative ways of leaving the building in an emergency.
- Comply with the instructions of fire wardens if there is a fire, suspected fire, or fire alarm (or a practice drill).
- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months.
- Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the Health and Safety Co-Ordinator immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Co-Ordinator to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

On discovering a fire, all staff must:

- Immediately trigger the nearest fire alarm.
- Do not attempt to tackle the fire, follow the evacuation procedure immediately.
- Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm, all staff must:

- Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- Leave without stopping to collect personal belongings.
- Keep out of the building until notified by a fire warden that it is safe to re-enter.

The Health and Safety Co-Ordinator is responsible for ensuring fire risk assessments take place and changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage, and emergency lighting.

8.0 First Aid and Procedure in The Event of An Accident

We have trained first aiders and appointed persons and first aid kits available. The names and contact details of our first aiders are available in the Health and Safety Folder in the kitchenette area. The location of first aid kit is in the kitchenette area. The contents of individual first aid boxes are checked regularly to ensure that they are complete and that contents are within their recommended shelf-life.

In the event of an accident or need to use the first aid equipment, a first aider or the appointed person should be advised immediately. Employees should use their discretion in the event of an accident, using whatever equipment/means to assist the injured person as required.

The Health and Safety Co-ordinator and First aiders are the appointed persons responsible for recording details of any accidents occurring within the business in the Accident Book and for checking there is an adequate supply of first aid equipment. Users are requested to inform the Health and Safety Co-ordinator if any replacement items are needed.

Employees are requested to inform any first aider or appointed person of any pre-existing medical conditions they have which the first aider, appointed person or emergency services may need to be made aware of in the event of an accident or injury. Such information will be kept in confidence.

Staff Responsibilities Relating to Accidents and First Aid

All staff must:

- Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Co-Ordinator so that details can be recorded in the Accident Book and cooperate in any associated investigation.
- Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed (on the notice board in Office).
- If an accident occurs, ask for the first aider, giving name, location, and brief details of the problem.

The Health and Safety Co-Ordinator is responsible for investigating any injuries or work-related disease, preparing, and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

9.0 Hazard and Accident Reporting

All tutors and staff must report any potential hazard or unsafe working practice to their manager. If the hazard or unsafe working practice presents an immediate danger, it should be reported to the most senior person present at the time. This person has the authority to take immediate action to alleviate the danger, including the stopping of any work until further action is taken.

Any damaged or defective equipment should be reported to the appropriate manager immediately.

All accidents must be reported in the Accident Book which is kept on the wall in the office. No personal information will be kept in this book; once an entry has been made the completed entry will be removed, reviewed, then kept in a separate secure location away from the Accident Book for future reference.

All reported accidents and incidents will be investigated by the nominated person and the findings passed onto the Health and Safety Co-Ordinator.

10.0 Display Screen Equipment (DSE) Users

DSE users are defined under the Display Screen Equipment (DSE) Regulations as those who regularly use a computer or other visual display screen equipment as a significant part of their normal work. Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen but may request a workstation assessment and/or an eye test by an optician by contacting the Health and Safety Co-Ordinator.

The Health and Safety Co-Ordinator will then provide you with more details and make any arrangements if you would like to proceed. Guidance on the use of display screen equipment can also be obtained from the Health and Safety Co-Ordinator.

Regular risk assessments will be carried out for those who use display screen equipment (such as desktop computers, laptops, or tablets) on a regular basis and reasonable measures taken to reduce the risk of injury. An assessment of each workstation will be undertaken and reviewed whenever new equipment is introduced or a workstation relocated. In addition, training will be provided to the users on the safe use of the equipment.

Users who are experiencing visual difficulties must request an appropriate eye and eyesight test. This test should take account of the nature of the work undertaken, including the distance at which the screen is viewed. The test is not a substitute for other regular and more comprehensive tests that may be carried out through an optician.

We will pay for the test and, if special corrective glasses or lenses are prescribed for work with display screens, we will contribute to the cost of the appropriate prescription glasses or lenses, provided they are solely to be used for work with DSE.

Users who are experiencing visual difficulties before their next test is due must speak with their line-manager in the first instance. The user is personally responsible for the safekeeping of any glasses or lenses that are supplied.

Employees who use laptops for prolonged periods of time can request equipment to allow their laptop to be set up flexibly, at the appropriate height and distance.

11.0 Personal Safety and Security

The safety of our people is our priority, and we will do everything in our power to protect them from assault and to prevent unauthorised entry onto our premises.

All visitors will be required to report to reception on entering our premises. All visitors must be informed of the relevant health and safety rules and procedures to be followed whilst on our premises.

Students being dropped off are to be accompanied by their parents or an adult in charge of them (carer) and must be supervised at all times until supervision is placed by tutors and staff. The reverse will apply at the end of the session.

When working in the home of a student, a parent or carer must be present within the building at all times.

Access to any potentially hazardous areas is limited to authorised persons. When leaving work at the end of a shift, tutors and staff are responsible for locking away confidential documents or valuable items.

12.0 Personal Protective Equipment (PPE)

Where appropriate, employees will be provided with suitable and appropriate personal protective equipment (PPE). This will be provided free of charge where employees and workers are exposed to risks.

Where PPE is provided, employees must wear this as and when instructed to do so and always keep it clean and tidy.

A register is maintained of all PPE issued to employees.

13.0 Electrical Safety

All electrical equipment will be maintained to ensure it is safe for its intended use and does not present additional risks.

All portable electrical appliances, plant and portable equipment are inspected, maintained, and tested by competent engineers who have been trained and certificated as competent, as required. A register of portable electrical equipment testing is maintained.

New equipment is deemed the suppliers' responsibility for the initial electrical safety of the new equipment. It is not necessary to inspect or test the new equipment when it is placed in service. However, it is the responsibility of the line-manager to ensure that the item is tagged indicating the next test date.

No-one is permitted to carry out maintenance on electrical equipment or plugs without prior training and permission.

14.0 Housekeeping

A high standard of housekeeping is essential to ensure personal safety as well as good working conditions and presentation. Particular attention should be paid to the following points:

- Regular cleaning of equipment and the removal of waste from the local work area.
- Cleaning floors and placing refuse in the bins provided, ensuring that these are emptied frequently.
- Removing any obstructions to passages, walkways, and doors.
- Returning tools and equipment to their designated location.
- The facilities in the kitchen are there for the use of all employees. It is the responsibility of every employee to keep the kitchen area as clean as possible. Particular attention should be paid to spillages on the floor, which must be cleaned up immediately to avoid accidents.

15.0 Smoking, including Electronic Cigarettes

Smoking is not permitted anywhere on Kernow Tuition premises or in any of our vehicles or when using a private car if a client, customer, or a fellow employee is present as a passenger.

Smoking is not permitted in vehicles belonging to tutors and staff if ever used to carry other employees whilst carrying out the duties in their capacity as employee. They are not allowed to smoke in the vehicle. Having the window open to smoke is in contravention of the law.

Smokers must smoke outside the building. This prohibition applies to all employees and to all contractors, visitors, and any other people entering or using any of our premises, vehicles, or facilities.

We also ban the smoking of electronic cigarettes (e-cigarettes and vapes) within our premises or vehicles, and these therefore should only be used as outlined above. Electronic cigarettes may not be charged in the workplace.

16.0 Alcohol, Drugs, And Substance Abuse

Alcohol, unlawful drugs, or any substances such as 'legal highs' are not allowed on our premises.

Any employee who is found with any unlawful drugs or substances or whose ability to work is impaired due to their use may be suspended and subject to disciplinary action that could lead to their dismissal.

Any employee who has an addiction should speak in confidence initially to their manager who will assess the situation and provide relevant guidance and referral to professional assistance.

17.0 Driving on Business

Kernow Tuition is committed to promoting safe driving and other good road safety habits at all times in accordance with the road safety laws when driving.

While driving vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions while driving vehicles for work purposes will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or under the influence of drugs while driving.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after a crash.
- Demerit points suspension.
- Any actions which warrant suspension of a licence.

Responsibilities as an Employee:

Staff who are driving their own vehicles for work purposes will:

- Ensure they hold a current driver licence for the class of vehicle they are driving.
- Immediately notify their manager if their driving licence is suspended, or cancelled, or has had limitations placed upon it.
- Be responsible and accountable for their actions when driving vehicles.
- Display the highest level of professional conduct when driving vehicles.
- Assess hazards while driving.
- Comply with all traffic legislation when driving a vehicle.
- Ensure the vehicle they are driving is registered, and fully insured for business use.
- Provide their manager with current driver's license, registration, and insurance details whenever details change.

In addition, all drivers must:

- Take regular and adequate rest breaks.
- Stop when tired.
- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments.
- Take breaks from driving every two hours when on long journeys.
- Use daytime running lights on the open road.

18.0 Pregnant Women and Those of Child-Bearing Age

When we are informed that an employee is pregnant or breast-feeding, a specific risk assessment will be undertaken by their manager.

All necessary steps will be taken to reduce any risk to the employee or her unborn child.

19.0 Young Workers

Specific risk assessments will be carried out before employing a young person (any person who has not attained the age of 18), and for any work experience placements. These will consider the inexperience, lack of awareness or risks and immaturity of young persons; the fitting-out and layout of the workplace and workstations; the nature, degree, and duration of exposure to physical, biological, and chemical agents; the form, range and use of work equipment and the way it is used; the organisation of processes and activities; the required training as regards health and safety and other specified risks.

In addition, we will provide the parent and/or school/college with relevant information on any risks to health and safety identified by the assessment and the preventative and protective measures taken.

20.0 Manual Handling

Kernow Tuition will try to minimise or avoid the need for manual handling where there is a risk of injury; all reasonable effort will be made to limit the need for manual handling. However, where necessary, any employee who is at risk from manual handling activities will be provided with information and training on safe handling to prevent potential injuries.

Arrangements and procedures for manual handling operations:

- Work areas will be kept in good condition, free from slipping and tripping hazards with clear access to the load.
- Wherever straightforward, loads will be split into smaller loads to reduce the likelihood of injury.
- The distance loads must be carried must be reduced to the minimum, including taking the work activity, e.g., unpacking, to the load if necessary.
- Where distances are excessive, manual handling must be used and the activity cannot be taken to the load, e.g., heavy materials moved between machining operations, resting areas will be designated to allow the handlers to pause and rest. Wherever reasonably practicable, manual handling tasks will be automated or mechanised.
- Loads must not be stacked above chest level by hand. A suitable, stable platform must be used to stand on. Loads of more than half the weight of the person lifting it may cause the individual to lose balance and will only be lifted with assistance.
- Employees who are engaged in manual handling operations will be trained in the correct techniques, including team lifting and kinetic handling, and any additional techniques for special loads.
- Employees who are not employed for manual handling operations will not be allowed to carry them out without suitable and sufficient training.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Co-Ordinator.

21.0 COSHH Regulations

The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Kernow Tuition only uses products of household domestic grade for their cleaning activities.

Training on the control of substances hazardous to health (COSHH) will be provided where required. Kernow Tuition will maintain an inventory of hazardous substances and will undertake the relevant risk assessments for any substances that are hazardous to health and put in place any appropriate control measures.

In line with the COSHH Regulations, and to minimise risks, the least hazardous type of substance are purchased and used. Products will always be kept in their original containers with the caps secured and in a suitable storage area.

Copies of COSHH data sheets and assessments are kept by the Health and Safety Co-Ordinator.

22.0 Lone Working

Working alone can mean simply being out of sight and sound of any other person. It is not unusual for a tutor and staff member to work alone but if we ask an individual to work under these conditions it will be subject to a risk assessment, and they must be made aware of the potential dangers inherent in working alone.

It will be the responsibility of tutors and staff members to be aware of and adhere to the Lone Working Policy and risk assessments in place when they are working with students off site or working alone in the centre.

It is recognised that on occasion tutors and staff might be alone in the Kernow Tuition centre. These staff should take note Of the following:

- Ensure someone knows Where you will be working and What time you Will finish.
- Make sure all doors and Windows are locked.
- Always prior to opening up the main door, request to see the appropriate identification before opening the door to anyone you are unfamiliar with.
- If lone working is in the centre, staff must always send a WhatsApp voice recording to let the main contact know when you are leaving.
- Be aware of Health and Safety, do not take unnecessary risks. For example, avoid potential hazards such as working at height.
- When opening and closing sites try to arrange the times so that you are on site just before others arrive and close sites just after the last person has gone, to keep the time that you are on your own to a minimum.
- Keep a charged mobile phone with you as you move round if in the centre on your own.
- Staff must only undertake activities for which they have received training.
- Any staff wishing to work outside normal working hours must have prior agreement or permission from their manager.

It is the employee's responsibility to check that:

- Before working out of hours they check with their manager that it is permitted.
- What they are doing can be done safely by one person.
- They know how to get help quickly if they need it.
- They know what to do in the event of an emergency (such as fire) and make sure there is a safe exit.
- If they are working in the centre well out of office hours that somebody (such as the Health & Safety Coordinator or another employee or a family member) knows where they are and when they intend to finish work.
- If they think that there are any medical reasons why they should not work alone then they must inform the Health & Safety Coordinator.

23.0 Medical Checks and Health Surveillance

If any medical tests are necessary prior to commencement of employment this will be set out in the offer documentation. It is a term and condition in all employment contracts that employees should undergo a medical examination at any time should we have concerns about their health or safety and feel this to be necessary.

24.0 Medication

The responsibility for students taking medicines and medication as part of a course of treatment remains with the parents. Tutors and staff are not permitted to administer medication of any description to students at any time. All queries related to medication should be referred to the Health & Safety Coordinator.

Should a student fall ill whilst at the centre, a school or other location, the tutor should follow the specific protocols in place at the location within which they are working.

All incidents must be reported to the Health and Safety Co-Ordinator immediately. The Health and Safety Co-Ordinator will support the tutor and liaise with the parents/carers/guardians and all relevant stakeholders as required.

25.0 Stress at Work

We take the health of our staff seriously, including their mental well-being. Kernow Tuition will do all we can to reduce work-related stress and to offer support to any employees who may be affected by this. We view stress as an adverse reaction to excessive pressure and not a disease or weakness.

An employee who feels that the demands of their job are causing them pressure or stress, either temporarily or permanently, should discuss this with their manager who will recommend appropriate guidance and assistance.

We also appreciate that on occasions, situations may arise outside of work which can result in additional pressure on the individual.

Kernow Tuition will aim to react appropriately to any circumstances we are made aware of.

26.0 Asbestos

No asbestos containing materials are likely to be present in the Kernow Tuition premises or equipment used.

Where a survey shows that asbestos containing materials are, or are likely to be present, Kernow Tuition will take all reasonable steps to reduce exposure to asbestos airborne fibres to the lowest level practicable and to ensure that no person is knowingly exposed to airborne asbestos fibres more than prescribed exposure standards.

These actions will be brought to the attention of all employees in the event of this occurring.

27.0 Non-Compliance With Health and Safety Rules

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Kernow Tuition disciplinary policy, up to and including immediate dismissal.

27.0 Further Information

Any queries or comments about this policy should be addressed to your manager.

28.0 Policy Owner

This policy is owned by Fay Morris as management appointee for Health & Safety at Kernow Tuition.

29.0 Policy Review Date

Date last reviewed: 6th March 2024 (Creation Date)

Next Review: 5th March 2025