

**Health and Safety Policy**

**Corryn’s SEN Tutor Services**

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**1. Policy Statement**

Corryn SEN Tutor is committed to providing a safe, healthy, and supportive environment for all students, parents, carers, and staff. I recognise my responsibility to comply with the Health and Safety at Work Act 1974 and all related regulations.

I will:

* Promote the health, safety, and welfare of all staff and pupils.
* Identify, assess, and manage risks appropriately.
* Provide clear fire safety and emergency procedures.
* Regularly review and update safety practices.

**2. Responsibilities**

* Tutor (Corryn Sinclair): Overall responsibility for health and safety, risk assessments, and ensuring compliance.
* Tutors/Staff (if in place): Follow all safety procedures, report hazards, and act responsibly in emergencies.
* Parents/Carers: Ensure they share relevant health, medical, or accessibility needs of their child.
* Students: Encouraged to follow safety guidance appropriate to their age and ability.

**3. General Health and Safety Measures**

* Environment: Learning spaces (home, library, community centres, etc.) will be checked before/during sessions for hazards (slips, trips, sharp objects, electrical safety, etc.).
* First Aid: A first aid kit will always be available. In case of serious injury, emergency services will be contacted immediately. First aid kit is always fully stocked and stored in the car.
* Medical Needs: Information on student allergies, medication, or health conditions will be obtained and considered when planning sessions and completing risk assessments.
* Equipment: All teaching and electronic equipment will be maintained in safe working order.
* COVID-19/Illness Prevention: Hygiene measures (handwashing, cleaning resources) will be implemented when necessary.
* Use of equipment: Students will be supervised when using equipment that may pose risk such as knives when cooking and hot glue guns when crafting and activities will be risk assessed.

**4. Fire Safety**

**Fire Risk Assessment**

Potential fire hazards include:

* Electrical equipment (laptops, chargers, extension leads).
* Paper, books, and teaching resources.
* Portable heating sources (if in use at a student’s home/community setting).
* Kitchen appliances

Control measures:

* Regular checks of electrical equipment for damage.
* Avoiding overloading plug sockets.
* Ensuring exits are clear and accessible.
* No smoking or open flames permitted during sessions.
* Students supervised where there are potential fire hazards (e.g. when cooking)

**Fire Prevention Procedures**

* Tutor will identify fire exits and evacuation points before starting a session in any location.
* Flammable materials will be kept away from heat sources.
* Electrical equipment will be switched off when not in use.

**Fire Evacuation Procedure**

In the event of a fire:

1. Tutor will instruct all present to leave immediately via the nearest safe exit.
2. Do not stop to collect belongings.
3. Gather at a safe assembly point outside the building.
4. Tutor will check that all students and others present are accounted for.
5. Emergency services will be called by dialling 999.
6. Re-entry to the building will only be permitted when declared safe by the fire service.

**5. Accident and Incident Reporting**

* All accidents, near misses, and incidents will be recorded in an Incident Log.
* Serious incidents will be reported to parents/carers immediately.
* Where applicable, relevant authorities (e.g., Local Authority) will be notified.

**6. Review and Training**

* This policy will be reviewed annually or following a significant incident.
* Staff will receive training on health and safety, fire safety, and first aid procedures.
* Updates will be communicated to all relevant parties.

Policy owner: Corryn Sinclair

Last reviewed: July 2025

Next review due: July 2026