

Health and Safety Policy

Policy Statement

Anna Miller Education is committed to ensuring the health, safety, and welfare of students, and other stakeholders involved in the provision of tuition services. This policy is aligned with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and best practices within the tuition sector.

Please read this policy in conjunction with the Safeguarding and Child Protection Policy and the Risk Assessment for the community setting.

This policy applies to all tuition activities, whether conducted:

1. In a community setting
2. At a student's home.
3. Online through virtual platforms.

Responsibilities

The Tutor will:

- Conduct risk assessments for all tuition settings to identify and mitigate health and safety risks.
- Ensure that all clients and learners are aware of health and safety procedures, including emergency protocols
- Follow health and safety guidelines at all times.
- Ensure that any identified risks at a tuition location are promptly communicated to the community setting or Client.
- Report any health and safety incidents or near misses as soon as possible.

Clients (Parents/Guardians/Students) will:

- Provide accurate and up-to-date information on any medical conditions, allergies, or medication requirements that may affect tuition sessions.
- Ensure a safe and appropriate environment for tuition where sessions occur at home.

Health and Safety Measures

1. The Tutor will:

- Maintain an emergency contact list for all tutors and students.
- Ensure that all participants are aware of fire safety and evacuation procedures (where applicable).

- Carry a first aid kit to all face-to-face tuition sessions.
- Ensure that personal belongings do not obstruct pathways or create tripping hazards.

2. In-Person Tuition at a community setting

The Tutor will:

- Conduct regular health and safety risk assessments of the premises. The risk assessment for any community setting can be accessed via the website: AnnaMillerEducation.co.uk under Policies.
- Keep entrances and exits clear and maintain proper lighting and ventilation.
- Monitor the temperature within the setting. The lesson may be cancelled or moved online if the Tutor deems the setting unsafe due to red or amber heat warnings. The lesson may also be cancelled due to heavy snowfall, making travel dangerous.
- Record any known allergies or medical conditions of students in advance of sessions. Learners may bring a drink to the session but no food due to the potential risk of allergens. Any snack the Tutor provides will not contain known allergens.
- Prohibit any hazardous materials or unsafe equipment in tuition areas.
- Display fire safety instructions clearly and ensure access to fire exits, fire extinguishers and fire blankets.
- Ensure that all participants are aware of fire safety and evacuation procedures.
- Have access to a complete first aid kit.

Maintain an emergency contact list for all tutors and students and have a mobile phone available at all times in case there is a need to make an emergency call.

3. In-Person Tuition at a Student's Home

The Tutor will:

- Assess the home environment upon arrival for hazards such as pets, slippery surfaces, or poor lighting and address issues immediately.

Clients (Parents/Guardians/Students) will:

- Provide accurate and up-to-date information on any medical conditions, allergies, or medication requirements that may affect tuition sessions.
- Ensure a safe and appropriate environment for tuition where sessions occur at home.
- Ensure a responsible adult is present in the home for sessions involving learners under 18.

4. Online Tuition

The Tutor will:

- Ensure that the online platform used is secure and reliable.
- Tutors and learners should avoid distractions during sessions to maintain focus and reduce the risk of accidents in their immediate environment.
- In the case of technical issues, both Tutors and learners must have access to alternative communication methods (e.g., phone numbers).

Prevention of Injury or Harm

The Tutor will:

- Gather medical and allergy information for all students during the onboarding process.
- Inform the manager of the community setting and clients of any physical or environmental risks observed in any tuition setting.
- Take proactive measures to prevent foreseeable injuries, such as managing cables, heavy objects, and other hazards.

Injury or Medical Emergency Procedure

The Tutor will:

1. Immediate Action

- Administer basic first aid and call emergency services (999) for life-threatening injuries or conditions.
- Ensure the area is safe to prevent further injury.

2. Notification

- Contact the learner's emergency contact (parent/guardian for children) immediately.
- If in a community setting, inform the manager of any accident or injury as soon as possible.

3. Recording the Incident

- Complete an incident report detailing the time, location, nature of the incident, actions taken, and individuals involved.
- Submit the report to the manager of the community setting if the injury/accident happened on the premises.

4. Follow-Up

- Review the incident to identify lessons learned and any necessary changes to health and safety measures.
- Provide support to affected individuals and families.

Monitoring and Review

Anna Miller Education will review this policy annually or sooner if there are significant changes to legislation, operations, or after a serious incident.

Policy written: 26.06.26

Review date: 26.06.27

For questions or concerns about this policy, please contact the Company at: AnnaMillerEducation.co.uk

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