

The London Tutors Ltd

Health and Safety Policy Statement

It is the policy of The London Tutors to ensure, so far as reasonably practicable, the health and safety of its employees whilst they are at work, its students whilst studying and others such who may be affected by their undertakings and to comply with the Health and Safety at work Act 1974 and all other related and relevant legislation as appropriate.

Aims and principles for the Health and Safety policy

The aim of this statement is to ensure all reasonably 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.
- Ensure the provision of sufficient information, instruction and supervision.
- 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 an accident.
- Provide and maintain adequate welfare facilities.

Roles and Responsibilities

The organisation The London Tutors as the employer has a duty in respect of health and safety to ensure that premises and people are healthy and safe. The responsibility is devolved to the Health and Safety Officer, who has day to day responsibility for staff, students and others as 'the officer in charge'. The head of the service 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 and that all staff, students and others are made aware of any related hazards and the measures to be taken to protect against them and given adequate information on relevant hazards to any persons whose health and safety might be affected by them.

Health and Safety Officer Responsibilities:

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.
- To carry out regular health and safety inspections (at least twice times a year) and take remedial action as appropriate.
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance.

- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices.
- To ensure that emergency evacuation procedures are in place and tested where needed.
- To ensure that adequate first aid provision is available and kept up to date.
- To monitor and review all health and safety policies and procedures.
- 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.
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by us.
- Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- Have a duty to report all health and safety concerns to the Health and Safety lead.
- All staff and volunteers will be informed of their responsibilities regarding Health and Safety through their induction.
- 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
- To always Supervise students
- Exercise effective supervision of the students and to know the emergency procedures and to carry them out.
- Know the special safety measures to be adopted in their own teaching areas and ensure they are applied.
- Give clear instructions and warnings as often as necessary.
- Follow safe working procedures personally.

Students are expected to; Observe all safety rules of the service and the instructions of all staff given in an emergency. Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Activities The Head of Service and management team will ensure that risk assessments are undertaken and cover all aspects of external activities that take place. This is applicable to examination and assessments as well, and this is detailed in separate policies. Significant findings of all risk assessments will be reported, and appropriate actions taken to all relevant staff who may be affected. The Head of Service or delegated responsible person will check that the implemented actions have removed/reduced the risks.

All The London Tutors risk assessments will be reviewed on an annual basis or at such time that this is deemed necessary.

Medication

At this time, the responsibility for students taking medicines as part of a course of treatment remains with the parents. The student must however self-administer. Staff are not permitted to administer medication to students.

First Aid

Tutors should endeavour to carry a suitable first aid kit with them when tutoring in schools. Each box contains only first aid equipment and a list of contents. First aid items and boxes are replenished as necessary and audited on a monthly basis. Staff should raise any equipment needs to DK Patel. If anyone should become ill or suffer injury because of an accident the procedures below should be followed.

Following an accident, however slight, the accident book must be completed. The accident book is kept in the London Tutors' office. Accident and incident report forms are to be emailed to the group email info@thelondontutors.co.uk

First Aid Procedure

First aid should be rendered, but only as far as knowledge and skill permit. The casualty should be given all possible reassurances, and if necessary, removed from danger. Only authorised, trained First Aiders/Appointed Persons should administer any First Aid. That being said, at this time, first aid should not be administered unless you have shown the management team evidence of your training.

Transport to hospital If an ambulance is required, the emergency "999" service should be used. In all cases, a parent or guardian must provide permission before a student is allowed to travel to the nearest hospital. Parents/carers must be informed immediately if tuition is not taking place in the school. It may be appropriate to transport a pupil to a casualty 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 casualty, parents/carers must be informed immediately to decide the most appropriate course of action. No casualty should be allowed to travel to the hospital unaccompanied.

Accident Reporting

In the event of an accident (however minor), incident or violent event, and involving employees, visitors or students the reporting form must be completed. The affected person (or any person acting on behalf of the affected person) should complete and sign the appropriate form. The original form must be retained in the accident file, and photocopies distributed as required. All accidents should be reported and investigated for continuous learning opportunities and to prevent further incidents or accidents from occurring, and these investigations are in line with our safeguarding practices to ensure that we are fully compliant. Accident and incident report forms are to be emailed to the group email info@thelondontutors.co.uk

Fire and Emergency Procedures

When working off-site, please ensure that you are familiar with the policies of the location you are working in. If you are in a school and you perceive that there is a potential fire risk or risk in relation to evacuation, please ensure this is passed on to the health and safety lead or head of the service so that it can be appropriately risk assessed. It is the responsibility of all members of staff to be familiar with this procedure and carry it out when necessary.

The London Tutors are committed to consulting with staff members on all aspects of Health and Safety and will undertake the following:

- Consulting with and involving our staff and students in matters relating to their own Health and Safety
- Ensuring that Health & Safety is a standing agenda item at all staff meetings.
- Ensuring that staff are fully aware of control measures and emergency procedures that are in place; effective; properly used; monitored and maintained.

Whilst Health and Safety is everyone's responsibility, The London Tutors will have in place a designated Health and Safety lead who will ensure that all staff are kept up to date with best practices in relation to Health and Safety and comply with all relevant legislation and authoritative guidance. Induction training will cover matters of Health and Safety for all members of The London Tutors staff and training for individual staff members will be identified, arranged and monitored by Health and Safety lead. All staff should however take responsibility for drawing to the attention of the management team any additional training needs they may have in relation to Health and Safety matters. Complaints about this policy. If any or if staff are dissatisfied with any aspect of The London Tutors Health and Safety policy, they are encouraged to communicate this to the head of the service in the first instance.