

Health and Safety Policy for Step Up Tutoring

Effective Date: 22nd October 2024

Last Reviewed: 24th February 2025

1. Introduction

At Step Up Tutoring (“we”, “us”, or “our”), the health, safety, and well-being of our contracted tutors, students, and any individuals involved in our services are of paramount importance. We are committed to creating and maintaining safe environments in all locations where tutoring takes place, whether in-person or online. This policy outlines our approach to managing health and safety risks, ensuring compliance with relevant UK legislation, including the Health and Safety at Work Act 1974.

2. Purpose

The purpose of this Health and Safety Policy is to ensure that all contractors, tutors, and students:

- Understand their responsibilities in maintaining a safe working and learning environment.
 - Are aware of the procedures in place to identify, assess, and manage potential health and safety risks.
 - Are informed of how accidents, incidents, and near misses are reported and investigated.
 - Receive clear guidance on managing health and safety in different tutoring environments, including students' homes and online sessions.
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3. Scope

This policy applies to all contracted tutors working with us, as well as students and parents/guardians where applicable. It covers health and safety practices related to:

- In-person tutoring sessions held in students' homes, libraries, or other third-party venues.
 - Online tutoring sessions conducted through digital platforms.
 - The safe use of materials and equipment during tutoring sessions.
 - The reporting and management of accidents and incident
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4. Responsibilities

4.1. Management Responsibilities

As a tutoring company with contracted tutors, Step Up Tutoring is responsible for:

- Ensuring compliance with UK health and safety legislation.
- Providing contracted tutors with clear information on health and safety best practices.
- Assessing potential health and safety risks related to tutoring activities, both in-person and online.
- Encouraging open communication between tutors and management to report any health and safety concerns.
- Reviewing and updating this policy regularly to ensure it remains effective.

4.2. Tutor Responsibilities

All contracted tutors have a duty to:

- Take reasonable care of their own health and safety, as well as the health and safety of others during tutoring sessions.
- Familiarise themselves with any health and safety requirements relevant to the location in which they are tutoring, including the student's home.
- Ensure that their tutoring environment (whether in-person or online) is safe and free from hazards.
- Report any health and safety concerns, hazards, or incidents to Step Up Tutoring as soon as possible.
- Ensure that any equipment used in the delivery of tutoring sessions is in safe working order.
- For online sessions, maintain a safe and ergonomic setup to minimise the risk of strain or injury.

4.3. Student and Parent/Guardian Responsibilities

Parents/guardians and students also play a role in supporting health and safety. They should:

- Ensure that the location where in-person tutoring takes place (e.g., the student's home) is safe and free from hazards.
 - Inform the tutor of any relevant health conditions or special needs that may affect the tutoring session.
 - Follow any health and safety instructions provided by the tutor during the session.
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5. Risk Assessment

Given the diverse nature of tutoring environments, Step Up Tutoring will:

- Require contracted tutors to perform a basic risk assessment prior to in-person sessions, considering factors such as the safety of the location and the presence of any potential hazards.
 - Provide tutors with general guidance on assessing the safety of students' homes or other tutoring venues.
 - Ensure that tutors are aware of safety considerations for online tutoring, including the safe use of technology and maintaining a professional digital workspace.
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6. First Aid and Emergency Procedures

As a tutoring company with contracted tutors working independently, Step Up Tutoring expects tutors to:

- Familiarise themselves with emergency procedures, particularly when tutoring in unfamiliar environments, such as students' homes.
 - In the case of accidents or health emergencies during in-person sessions, take appropriate first aid actions as necessary, with parental consent.
 - Ensure that emergency contact information is readily accessible, especially during home visits.
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7. Online Safety and Safeguarding

Health and safety also apply to online tutoring sessions:

- Tutors must ensure that their digital environment is secure and that students are safe when participating in online sessions.
 - Online platforms should be carefully chosen to provide a secure, reliable tutoring environment.
 - Tutors should adhere to our safeguarding policy and ensure appropriate boundaries and professional conduct during online sessions.
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8. Accident and Incident Reporting

Any accidents, incidents, or near-miss situations that occur during tutoring sessions must be reported to the Managing Director immediately. This includes:

- Injuries to the tutor, student, or others involved in the tutoring session.
- Any incidents involving property damage or unsafe conditions.
- Near-miss incidents where no one was harmed, but where a risk to health and safety was present.

We will investigate all reported incidents and take appropriate action to prevent recurrence.

9. Training and Communication

Although contracted tutors may work independently, we are committed to:

- Providing tutors with relevant health and safety information.
 - Offering guidance on how to manage health and safety risks in different tutoring settings.
 - Ensuring that tutors know how to report health and safety concerns and understand their role in maintaining safe working conditions.
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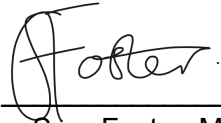
10. Monitoring and Review

This Health and Safety Policy will be reviewed annually or sooner if changes in legislation or incidents warrant a review. We will actively monitor health and safety performance and ensure that all tutors remain informed of their responsibilities.

11. Contact Information

For any questions or concerns regarding health and safety, contractors should contact the Managing Director at Step Up Tutoring via MD@stepuptutoring.co.

Signed:

A handwritten signature in black ink, appearing to read "Foster", written over a horizontal line.

Sam Foster, Managing Director