



# Health and Safety Policy and Procedures

## General Policy Statement

Next Steps Education Ltd believe that the health and safety of persons within a home tutoring environment are paramount and we aim to prevent accidents and occupational ill health and, where possible, eliminate hazards in the workplace.

It is the intent of the Directors (Sarah Logan and Liz Fancourt) to ensure that a safe and healthy workplace is provided and maintained for all our employees and sub-contractors. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

Sarah Logan will ensure that others who are affected by our activities are not subjected to unacceptable risks to their health and safety including pupils, visitors, parents and volunteers. These responsibilities will be achieved by the establishment of an effective health and safety management system within the agency. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

We believe that health and safety standards will be maintained only with the co-operation of all staff, parents, carers and pupils involved in the tutoring process. We expect all staff to co-operate fully with this policy.

In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe. The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that all with health and safety responsibilities are carrying out their duties.

The policy will be reviewed annually and revised where necessary.



## Arrangements for Health and Safety

Sarah Logan will ensure, so far as is reasonably practicable, the health and safety at work of employees and others in accordance with Section 2,3 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, Sarah Logan will:

- ensure that procedures are kept up-to-date and that arrangements are in place to ensure that all staff and students are aware of and comply with them;
- ensure that the policy contains comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments) and reactive monitoring (accident/incident investigation).
- ensure appropriate performance management processes are maintained to enable all staff to discharge the duties and arrangements set out through this policy
- consider information, statistics and reports relating to health, safety and welfare matters
- consider and make recommendations regarding individual health and safety issues which have not been resolved at management level
- implement where appropriate, recommendations made by regulatory bodies e.g. OfSTED and the Health and Safety Executive.

## All Tutors

Each tutor is responsible for their own health and safety and that of other persons in the Agency by the proper observation of Next Steps Tutor's procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8: 'It shall be the duty of every employee while at work

a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,

b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'



'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'

All staff shall:

- attend and act in accordance with any relevant health and safety training identified to discharge their duties
- ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with our procedures
- follow safe working procedures;
- be familiar with the general, emergency and particular safety rules that apply to their area of work;
- undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is tested.

## **Directors of Next Steps Education Ltd**

The Directors of Next Steps Education Ltd have overall responsibility for safety policy, organisation and arrangements and will:

provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authorities, Department for Education (DfE) and the Health and Safety Executive (HSE) with regard to safety aspects;

budget for safety and health matters;

review the Safety Policy annually and when significant changes occur within the organisation of the school, and communicate these to all tutors;

develop, introduce, maintain and review safety management procedures to ensure the Next Steps Education Ltd complies with legislative requirements and good industry practice;

identify staff training requirements to allow the Next Steps Education Ltd to comply with legislative and good industry practice that relate to or affect health, safety and welfare.



instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within our Policies, Codes of Practice or health and safety legislation.

communicate and publicise safety matters as appropriate to staff, contractors, Students and parents (as appropriate)

ensure that all staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), any restricted tasks and activities; and an introduction to the Health and Safety Policy.

## Tutors

Tutors are responsible to the Directors for the immediate safety of their students. It is their responsibility to ensure that any equipment used is maintained to a high standard with respect to health and safety issues.

Additionally, each tutor will:

- provide safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required;
- ensure that special working procedures, protective clothing and equipment are provided where necessary and are appropriate for use.
- ensure that clear instructions and warnings are given to students verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the students (i.e. taking special educational needs (SEN) into account);
- ensure they have attended any specific curriculum based/ health and safety training relevant to their role– especially science, DT/Technology and PE teachers.

Tutors are NOT responsible for:

- attending to and monitoring student or visitor illness/injury and referring pupils to their own GP/doctor or hospital as appropriate;
- administering pupil medication.



## Students

- each student is responsible for their personal safety and that of their peers by proper observation of policies and procedures. In particular, each student will:
- observe standards of dress and behaviour appropriate to the working situation.
- heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- not willfully misuse, neglect or damage things provided for safety.

## Smoking and Vaping

We have a specific legal duty to protect staff, students and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, smoking is not allowed by any tutors on any student's home premises.

Whilst the use of electronic or e-cigarettes, is not covered by the Health Act 2006, the manufacture of these devices is not regulated and there is evidence that the nicotine they contain can also include small quantities of toxic substances, some of which are carcinogenic. Trace amounts of other hazardous compounds and toxic metals have also been found in the vapour produced by these devices.

In view of this, and the fact that more research is needed before the long-term health effects of e-cigarettes is known, the council considers it is prudent, as part of its general duty to protect the health and wellbeing of its employees, to adopt the same approach to ecigarettes as it does to the smoking of conventional cigarettes and other tobacco products. Therefore Vaping is not allowed on any student's home premises by the tutor.

## Alcohol and Drug Abuse

Tutors attending work while under the influence of alcohol or drugs creates an unprofessional image of Next Steps Education Ltd and increases the risk of accidents both to themselves and to students. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgement is impaired will be excluded from work and may not be allowed to continue working for Next Steps Education Ltd.



Some drugs prescribed for medical reasons are likely to impair judgement, induce fatigue and/or lower concentration. If tutors feel they are affected when on medication, they need to inform Liz Fancourt or Sarah Logan who will implement additional arrangements that safeguard both the individual and the staff/students they work with.

## **Staff Wellbeing**

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing.

Next Steps Education Ltd consider staff wellbeing by ensuring staff are signposted accordingly if they disclose information to the Directors. Additional support and risk assessments are put in place dependent on the individual needs of the members of staff.

## **New and Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Many women work while they are pregnant and many return to work while they are still breast feeding.

The following procedure is in place: Female staff are asked to inform the Directors as soon as possible and in writing when pregnancy has been confirmed. Liz Fancourt will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.

## **Infection Control**

From time to time infectious diseases will occur amongst pupils and tutors. Good personal and general hygiene precautions are crucial to prevent the spread of infections and handwashing is the most important intervention in cross-infection.



Please refer to our sickness and absence policy and bodily fluids risk assessment for further information.

## **Risk Assessment**

Risk assessment is a key part of safety management arrangements and hazard control. Sarah Logan must ensure risk assessments are undertaken and information on identified controls are brought to the attention of tutors and others who need to know.

## **Electrical Equipment**

All tutors are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.

Health and Safety legislation requires that employers take reasonable steps to ensure the safety of electrical appliances in the workplace.

## **Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. It is the responsibility of the tutor to ensure that their teaching areas have clear traffic routes and that exit routes are kept clear. This should be communicated to the parent, carer or school if this is not the case. It is the duty of all staff to be vigilant and aware of possible hazards.

## **Fire and emergency evacuation**

In the event of a fire or other event requiring evacuation, tutors must ensure that they reach safety through the main front doors if possible or exiting the property they are in through a back or side entrance. Tutors should ensure the safety of their students but must not put their own personal safety at risk to do so. Once the tutor is safely outside of the property, they should immediately contact the fire brigade, police, ambulance or any other agency that needs



to be contacted. They should contact Sarah Logan or Liz Fancourt as soon as reasonably possible so that she can document any health and safety incidents.

## **Hazardous Substances**

Tutors are advised to move away from any hazardous substances or spillages and report these to the child's carer. It should also be reported to Sarah Logan who may take notes of the incident.

## **Safety Policy Review**

Next Steps Education Ltd acknowledge that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The Directors will monitor and update the Policy as appropriate and will undertake a formal review on an annual basis.

Last reviewed: 17/12/24

Next review: December 2025