



More than words Tuiton

Health and Safety Policy

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By: Maeve Ryan (Director)

1. Policy Statement

More than words Tuition Ltd. is committed to ensuring, so far as is reasonably practicable, the **health, safety, and welfare** of all employees, tutors, learners, and parents.

We recognise our duty to comply with the **Health and Safety at Work Act 1974**, associated regulations, and any other relevant legislation.

Our aim is to:

- Provide a **safe and healthy environment** for teaching, learning, and working.
- Prevent accidents and work-related ill health.
- Identify, assess, and control risks that could cause injury or illness.
- Promote a culture of safety awareness and personal responsibility across all operations, including online tuition.

2. Scope

This policy applies to:

- All employees, self-employed tutors, volunteers, and contractors.
- All tuition sessions, whether conducted in **students' homes, in schools, or online**.

3. Responsibilities

3.1 Management

The Director is responsible for:

- Implementing this policy and ensuring compliance with statutory requirements.
- Providing appropriate **training, information, and supervision** to staff and tutors.
- Conducting **risk assessments** for premises and online environments.

- Ensuring that tutors working off-site (e.g., in students' homes) understand and follow company safety procedures.
- Reviewing health and safety arrangements annually or following any significant change.

3.2 Designated Health and Safety Officer

The company will appoint a **Health and Safety Officer** (this may be the same person as the Designated Safeguarding Lead).

Their responsibilities include:

- Monitoring implementation of this policy.
- Recording and investigating any accidents or incidents.
- Ensuring risk assessments are reviewed and updated.
- Acting as the point of contact for all health and safety queries.

3.3 Tutors and Staff

All staff, including tutors, must:

- Take reasonable care for their own health and safety and that of others.
- Follow company procedures and safe working practices.
- Report accidents, incidents, or hazards immediately to management.
- Use equipment and resources responsibly.
- Maintain professional boundaries and ensure safe working conditions in all settings.

3.4 Students and Parents

Learners and parents are expected to:

- Cooperate with the company's safety arrangements.
- Follow reasonable instructions provided by staff or tutors.
- Report any concerns or unsafe conditions promptly.

4. Risk Assessment

Risk assessments will be carried out for all operational areas, including:

- **School designated rooms** (e.g., fire safety, electrical safety, trip hazards).
- **Off-site sessions** (e.g., home tuition environments, travel safety).
- **Online tuition** (e.g., data security, safeguarding, appropriate workspace).

Identified risks will be managed through suitable control measures. Risk assessments will be reviewed **annually** or after any significant change.

5. Safe Working Practices

5.1 Premises and Equipment

- Fire exits must remain clear.
- Tutors must check that their teaching environment (whether home or hired space) is safe and suitable for learners.

5.2 Online Safety

- Tutors and learners should use secure, approved platforms for online tuition.
- Personal data must be protected in line with the company's **Data Protection Policy**.
- Tutors should ensure their online environment is professional, quiet, and free from hazards.
- Tutors should never share personal contact details outside of approved communication channels.

5.3 Lone Working / Home Visits

When conducting home tuition:

- Tutors must ensure that another responsible adult is present in the home whenever possible.

- The company should know the tutor's schedule and location.
- Tutors should not enter homes where they feel unsafe.
- Emergency contact procedures must be in place.

6. Incident Reporting and First Aid

- All accidents, injuries, or near-misses must be reported to the **Health and Safety Officer** as soon as possible.
- An **Accident Report Form** must be completed and retained securely.
- First aid equipment will be available on-site or carried by tutors where appropriate.
- In serious cases, emergency services (999) must be contacted immediately.

7. Fire Safety

- Staff should familiarise themselves on fire procedures and evacuation routes when tutoring in schools.
- Tutors working in other venues must familiarise themselves with the local fire procedures before sessions begin.

8. Training and Communication

All staff and tutors will receive induction training covering:

- Health and safety responsibilities.
- Emergency and accident reporting procedures.
- Risk management for in-person and online teaching.
- Safe use of equipment and technology.

Refresher training will be provided annually or as needed.

9. Monitoring and Review

- The Health and Safety Officer will monitor compliance and investigate incidents.
- This policy will be reviewed **annually** or following significant incidents, changes in legislation, or company operations.
- Any updates will be communicated to all staff, tutors, and contractors.

10. Related Policies

This policy should be read in conjunction with:

- **Safeguarding and Child Protection Policy**
- **Data Protection and Online Safety Policy**
- **Code of Conduct**
- **Risk Assessment Procedure**