



Health and Safety Policy

Policy Statement It is the policy of Raise Tuition 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 etc. Act 1974 and all other related and relevant legislation as appropriate.

In addition to this policy statement, Raise Tuition will be responsible for developing workplace and external risk assessments and specific health and safety procedures that are required for Raise Tuition to undertake its day-to-day operational requirements. As a service that operates in a variety of locations at present rather than fixed premises, we have high expectations in relation to our individual tutors in implementing this policy.

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 accident.

Provide and maintain adequate welfare facilities.

Roles and Responsibilities Raise Tuition – The organisation Raise Tuition 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 'officer in charge'. The head of 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 include health and safety issues in the service improvement plan, if necessary.
- 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.
- Co-ordinates the implementation of the approved safety procedures in service.
- Maintains contact with outside agencies able to offer expert advice.
- Will make or arrange inspection of premises (which take place at least 3 times per year), places of work and working practices on a regular basis.
- To review weekly and termly the provision of first aid in the service
- Will recommend necessary changes and improvements in the service through day to day overview and management of all Health and Safety procedures
- 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 or their line manager. Staff Responsibilities
- All staff and volunteers will be informed of their responsibilities regarding Health and Safety through their induction.

They are expected to:

- 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 to 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. Visitors and Contractors Security

- Transport to hospital If an ambulance is required, the emergency "999" service should be used. In all cases the pupil's consent form must be available immediately. Parents / carers must be informed immediately.

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 hospital unaccompanied. Accident Reporting In the event of any accident (however minor), incident or violent event, and involving employees, visitors or students the reporting form must be completed using the appropriate form on drive, and translated to the accident book by the management team. The affected person (or any person acting on behalf of the affected person) should complete and sign the appropriate form. The original of the 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 preventing further incidents or accidents 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 raisetuition@outlook.co.uk.

Fire and Emergency Procedures

Raise Tuition are committed to consult 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 on 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, Raise Tuition will have in place a designated Health and Safety lead who will report to and work with the management on all aspects of Health and safety as well as ensuring that all staff are kept up to date with best practice in relation to Health and Safety and complying with all relevant legislation and authoritative guidance Induction training will cover matters of Health and Safety for all members of Raise Tuition 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 Tuition Extra Staff are dissatisfied with any aspect of the Tuition Extra Health and Safety policy, they are encouraged to communicate this to the head of service in the first instance.