

Health and Safety Policy

Policy Statement

This policy covers tutors, students and parents/carers. It aims to show how the Tutors and Co-Directors discharge their duties under the Health and Safety at Work Act 1974.

The Directors of Evermore Education are committed to ensuring the Health and Safety of everybody involved in the business. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of the students, parents/carers and tutors in their tuition location, for example the students' home.
- Establish and maintain safe working procedures for tutors and students.
- Develop safety awareness, by appropriate training, if necessary, amongst tutors, students and parents/carers.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Roles and Responsibilities

The **Directors** have ultimate control of Evermore Education. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure equipment and systems of work are safe.
- Ensure that the business provides adequate training, information, instruction, induction and supervision to enable everyone in the venue to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for tutors & students.
- Review and monitor the effectiveness of this policy.
- Promote a positive, open health and safety culture in sessions.
- Ensure that all tutors and students cooperate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure that any work that has health and safety implications is prioritised.

- Ensure that all work under their control is undertaken in a safe manner.
- Ensure that all tutors are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.

All Tutors will:

- Read the Health and Safety Policy.
- Comply with Evermore Education's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the students' working area in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise students and advise them on how to use equipment safely.
- Follow the accident reporting procedure (complete this form <https://forms.gle/CphtbheNh3TA9wT88>).
- Contribute to and highlight any gaps in Evermore Education's risk assessments.

In accordance with Evermore Education's rules and procedures on discipline, **Students** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of tutors, especially in an emergency.

Arrangements

Accidents and Incident Reporting

- Please report any health and safety concerns here:
<https://forms.gle/CphtbheNh3TA9wT88>

Administration of Medicines

- No over the counter or prescription medication must be given to a student by a tutor.
- No medication will be administered to students during lessons. If a student requires medication during their lesson, a parent / carer must give prior, or a parent must administer during with no assistance from the tutor.

- Asthma medication and 'EpiPens' (following discussion with parents) may be brought to sessions and used by tutors where appropriate.

Fire Safety & Evacuation of a student's home

- Tutor must know the exits of the house during the induction with student
- Ensure a parent/carer is always home.

First Aid Provision

- If a student has injured themselves, the tutor may support the parent in first aid where appropriate.
- If the injury is severe, please contact 999 and ask for an ambulance.
- Parents must always administer medication to students if a tutor is present.
- If the parent is not present, for example working in an external manned building, consent from parents must be given if a tutor needs to perform or assist in taking medication. The following must take place:
 - Tutors have instructions to the dosage that is to be given
 - Parents must inform tutor the last time medication was given
 - Tutors must document the day, time and amount given of medication
 - This document must be signed by tutors and parent
- Tutors must not take medication Infront or in the student's home. If medication needs to be taken, the tutor must go to a private location or step outside to take.

Risk Assessment

- Evermore Tutors will provide comprehensive risk assessments if a student and tutors lesson is outside of the student's home - a parent must also always be present.
- A short risk assessment and recce will be completed of the student's home during induction.

Sickness

- Evermore Tutors work with a lot of families, therefore informing them of any sickness is vital.
- If the child or someone in the household has sickness and/or diarrhoea, no tuition must take place with this student or in the household until 48 hours after the last bout.
- If the student or someone in the household has a cold, cough or feeling unwell, the family will take a Covid test prior to the tutor arriving.

- These measures are to ensure sickness is not passed onto families and tutors who may be or working with vulnerable people.

Supervision of Students

- Sensible, safe behaviour will be promoted to students by all tutors.
- Dangerous or risky behaviour displayed by students will be addressed and dealt within Evermore Education's rules.
- Tutors are only allowed into a student's home if there is a parent/carer present.

Training

- Health and Safety Training will be a part of the induction and enrolment of tutors.

This policy was last reviewed in July 2024.