THE ACADEMY OF SCIENCE TUTORING

Health & Safety Policy

A Health and Safety policy is a legal requirement under the Health and Safety at Work Act 1974. It ensures that all reasonable steps are taken to protect the welfare of tutors, students, and visitors.

1. Key Policy Objectives

- **Safe Environment:** Establish and maintain a healthy learning environment, whether in a dedicated centre, a student's home, or online.

- **Risk Management:** Conduct regular risk assessments to identify hazards and implement control measures.

- **Emergency Procedures:** Define clear protocols for fire, medical emergencies, and accidents.

2. Core Responsibilities

- **The Agency:** Responsible for providing adequate H&S training, identifying risks, and maintaining any equipment provided.

- **Tutors:** Must take reasonable care of their own safety, follow the agency's lone working procedures, and report any hazards immediately.

- **Parents/Clients:** Responsible for ensuring the student's home environment is suitable and safe for tutoring sessions.

3. Physical Safety Measures

- **Environment:** The teaching area must be free of trip hazards like trailing wires and have adequate lighting and ventilation.

- **Equipment:** All electrical equipment (e.g., laptops, tablets) should be safe, well-maintained, and used according to instructions.

- **First Aid:** Tutors should be aware of the location of first aid kits and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for serious incidents.

4. Lone Working and Home Safety

- **Verification:** Tutors must never enter a home if a student is alone; an <u>accompanying adult</u> must be present for the duration of the session.

- **Safety Protocol:** Tutors should keep their mobile phones switched on and ensure someone knows their location and expected return time.

- **Trusting Instincts:** Tutors are supported in <u>terminating a session</u> and leaving immediately if they feel uncomfortable or threatened for any reason.

5. Online Health and Safety

- **Platform Security:** Use secure, agency-approved online platforms with encrypted communication and privacy settings.

- **Display Screen Equipment (DSE):** Tutors and students should be aware of safe screen use to avoid eye strain or ergonomic issues.