

# Health and Safety Policy for Tuition Businesses

Adopted by Booth's Education Services & Tutoring Ltd.



## Policy Statement

The Company is committed to ensuring the health, safety, and welfare of tutors, students, and other stakeholders involved in the provision of tuition services. This policy is aligned with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and best practices within the tuition sector.

## Scope

This policy applies to all tuition activities, whether conducted:

1. On the Company's premises: Office 7, LGSS, Colchester Rd, Elmstead Market
2. At a student's home or in the community.
3. Online through virtual platforms.

## Responsibilities

### The Company: Booth's Education Services & Tutoring Ltd.

- Conduct risk assessments for all tuition settings to identify and mitigate health and safety risks.
- Provide necessary health and safety training to tutors and staff.
- Ensure that all tutors and clients are aware of health and safety procedures, including emergency protocols.

### Tutors

- Follow the Company's health and safety guidelines at all times.
- Ensure that any identified risks at a tuition location are promptly communicated to the Company.
- Report any health and safety incidents or near misses to the Company as soon as possible.

### Clients (Parents/Guardians/Students)

- Provide accurate and up-to-date information on any medical conditions, allergies, or medication requirements that may affect tuition sessions.
- Ensure a safe and appropriate environment for tuition where sessions occur at home.

## Competent Health & Safety Advice

Booth's Education Services & Tutoring Ltd ensures access to competent health and safety advice in accordance with the requirements of the **Health and Safety at Work etc. Act 1974** and the **Management of Health & Safety at Work Regulations 1999**. As defined by the HSE, a competent person must have "sufficient training, experience and knowledge" to identify hazards and implement appropriate control measures.

The organisation's competent H&S advice is provided by:

### a) Internal Competence (Director: Charlotte Booth)

Charlotte Booth has undertaken formal training in the following areas:

- **Health & Safety Awareness**
- **Fire Safety**
- **Manual Handling**
- **Working at Height Awareness**
- **COSHH (Control of Substances Hazardous to Health)**
- **RIDDOR Reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**
- **Risk Assessment Training**
- **Lone Working & Personal Safety**
- **First Aid Awareness**

This training enables the Director to act as the organisation's **competent person**, providing internal advice regarding hazard identification, risk control, accident prevention and emergency procedures.

### b) External Guidance Sources

To ensure the organisation remains compliant with current health & safety expectations, external advice and updates are obtained from:

- **Health and Safety Executive (HSE)** guidance and updates
- **Suffolk County Council** local safety and safeguarding requirements
- **The Tutors' Association** policy frameworks and H&S guidance documents
- **DfE and Local Authority updates** relating to educational settings
- **UKHSA/Public Health guidance** for infection prevention and COVID-secure arrangements

Where necessary, specialist external advice (e.g., fire safety, first aid, manual handling assessment) will be sought.

## Health and Safety Measures

### 1. General Safety Across All Settings

- Maintain an emergency contact list for all tutors and students.
- Ensure that all participants are aware of fire safety and evacuation procedures (where applicable).
- First aid kits must be available on the premises or carried by tutors when visiting students' homes.
- Tutors and students should ensure that personal belongings do not obstruct pathways or create tripping hazards.

### 2. In-Person Tuition at the Company's Premises

- Conduct regular health and safety risk assessments of the premises.
- Keep entrances and exits clear and maintain proper lighting and ventilation.
- Record and address any known allergies or medical conditions of students in advance of sessions.
- Prohibit any hazardous materials or unsafe equipment in tuition areas.
- Display fire safety instructions clearly and ensure access to fire extinguishers.

### 3. In-Person Tuition at a Student's Home

- Tutors must assess the home environment upon arrival for hazards such as pets, slippery surfaces, or poor lighting and address issues immediately.
- Parents or guardians must provide clear information about the student's allergies, medical conditions, and medication needs before sessions begin.
- A responsible adult should be present in the home for sessions involving minors.

### 4. Online Tuition

- Tutors must ensure that the online platform used is secure and reliable.
- Tutors and students should avoid distractions during sessions to maintain focus and reduce the risk of accidents in their immediate environment.
- In the case of technical issues, both tutors and students must have access to alternative communication methods (e.g., phone numbers)

## Prevention of Injury or Harm

- Gather medical and allergy information for all students during the onboarding process.
- Tutors must inform the Company and clients of any physical or environmental risks observed in any tuition setting.
- Take proactive measures to prevent foreseeable injuries, such as managing cords, heavy objects, and other hazards.

## Injury or Medical Emergency Procedure

### 1. Immediate Action

- Administer basic first aid, if qualified, and call emergency services (999) for life-threatening injuries or conditions.
- Ensure the area is safe to prevent further injury.

### 2. Notification

- Contact the student's emergency contact (parent/guardian for children) immediately.
- Inform the Company of the incident as soon as possible.

### 3. Recording the Incident

- Complete an incident report detailing the time, location, nature of the incident, actions taken, and individuals involved.
- Submit the report to the Company for review and record-keeping.

### 4. Follow-Up

- Review the incident to identify lessons learned and any necessary changes to health and safety measures.
- Provide support to affected individuals, including access to medical follow-ups if required.

## Monitoring and Review

H&S arrangements are reviewed:

- Annually
- After any significant incident or near-miss
- When legislation or guidance changes
- When adding new staff or expanding services

For questions or concerns about this policy, please contact the Booth's Education Services & Tutoring, Ltd.:  
charlotte@essexbest.com

#### Signed:

Charlotte Booth, Director and Principal Tutor

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