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1. Overview

1.1. At Tutor Train Ltd, we are committed to providing a safe and healthy environment for our students and Tutors. This Health and Safety policy covers lessons that are conducted in-person and online with a focus on well-being and safety. It also aims to establish a framework for addressing potential risks and concerns associated with online teaching.

2. Responsibilities

2.1. Tutor Train Ltd recognises that it is not possible to prepare, in written form, every possible safety rule as circumstances may vary depending upon the location of the work. Tutor Train Ltd.'s Health and Safety risk assessment identifies the most likely risks when conducting online and in-person tuition and should be used when conducting a session.

2.2. If a Tutor identifies additional risks, they must notify Praema Stelling, Director, who will update the Health and Safety Risk assessment.

2.3. The Health and Safety Officer at the Tutor Train is Praema Stelling, 07500 862722, hello@tutortrain.co.uk, who is responsible for overseeing the implementation of the policy.

2.4. The Health and safety officer will:

2.4.1. Ensure this policy is reviewed annually or before if there are any changes in circumstances.

2.4.2. Ensure that the tutor's responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.

2.4.3. Identify possible likely hazards and record this in the Health and Safety Risk assessment; however, the overall responsibility of assessing risks lies with the Tutor themselves.

2.5. The responsibilities placed on the self-employed Tutors within this Policy are intended to comply with legal requirements and reduce the likelihood of unsafe acts or unsafe conditions occurring.

Therefore, all Tutors will:

2.5.1. Fully conform to all written or verbal instructions given to them or contained in any relevant risk assessment to ensure their personal safety and the safety of others.

2.5.2. Conduct themselves in an orderly and professional manner when they are conducting lessons.

2.5.3. Avoid any improvisations of any form which could create an unnecessary risk to personal safety or the safety of others.

- 2.5.4. Maintain all equipment in good condition.
 - 2.5.5. Report all accidents to Praema Stelling (business owner), whether an injury is sustained or not.
 - 2.6. In addition to the above responsibilities, the Health and Safety at Work Act, 1974, places legal duties on all employees:
 - 2.6.1. Section 7 of the Act requires all tutors are to take all reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work;
 - 2.6.2. Section 8 of the Act requires that no person shall intentionally or recklessly interfere with or misuse any item provided in the interests of Health, Safety and Welfare.
 - 2.7. It is the client's responsibility to inform the Tutor of any potential hazards that the Tutor needs to be aware of when coming to their property. This is done during the consultation before tuition commences, and the Health and Safety risk assessment shall be updated and shared the updated version with all Tutors via Tutorcruncher.
 - 2.8. It is the client's responsibility to update the Tutor and Tutor Train Ltd if there are any changes to the home setting (where tuition takes place) which may cause a health and safety concern.
- 3. School Tuition**
- 3.1. All Tutors teaching in school should familiarise themselves with the individual school Health and Safety Policy when commencing work.
4. Core understanding:
- 4.1.1. Ensure your surrounding area is safe and free from trip hazards.
 - 4.1.2. If you identify a hazard, report to the school office and/or resolve the hazard if possible (e.g. picking up a fallen chair).
 - 4.1.3. Conduct yourself in a way that is safe to yourself and others.
 - 4.1.4. Inform a senior member if a hazard cannot be resolved safely by yourself. Praema Stelling must also be notified if this occurs.