



Home-School Tutoring Twickenham & East Berkshire

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Home-School Tutoring UK Health and Safety Policy **To be read in conjunction with our Safeguarding Policy**

➤ **Statement of Intent:** Home-School Tutoring is committed to supporting all tutors to uphold practices that keep the risk of harm (to any staff, student, visitor or member of the public or to themselves as tutor) to the lowest possible level. The health, safety and welfare of tutors and pupils is of fundamental importance to Home-School Tutoring UK.

➤ **Key Principles:** In an education context, children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage risks that are a normal part of life. Common sense should be used in assessing and managing risks of any activity. Tutors should focus on keeping themselves and children safe and managing risks effectively.

➤ **Health and Safety and Safeguarding:** Health and Safety links closely with safeguarding and therefore, as a starting point for Health and Safety and Safeguarding, we recommend that all tutors read 'Guidance for Safer Working Practice for those working with children and young people in education settings' February 2022. This document is an excellent summary of the professional conduct required by tutors and all education professionals. It talks about safeguarding yourself as well as safeguarding children:

[Guidance for safer working practice for those working with children and young people in education settings](#)

Health and Safety for Tutors working in variable work locations. Tutors rarely work in the same place or in the same schools. Health and Safety should always be a key consideration and there must not be an assumption that risk levels or procedures are the same in differing tutoring locations. Tutors should carry out a dynamic risk assessment for each new venue. (N.B. A dynamic risk assessment is not a written risk assessment. It is a quick observational risk assessment by each tutor taking into account all visible factors. Dynamic risk assessment is the term used by the police when assessing a situation. Being alert is a core part of effective Health and Safety.)

In Appendix 1 (page 5) of this policy we cover Health and Safety procedures and policy when tutors work in another organisation e.g. a school, hospital School, PRU, theatre or

Local Authority. Tutors must abide by the Health and Safety policy of any institution that they are working in and should request a Health and Safety briefing which would highlight anything unique to that organisation or site and anything that needs attention for a specific organisation. Home-School Tutoring has provided a Health and Safety briefing checklist which tutors. This can be useful to give to a school or organisation if they do not offer you a Health and Safety briefing. It is for each organisation to decide how they communicate their Health and Safety policy and procedures. However, the proforma can be a useful prompt if none is given.

There are aspects of working as a peripatetic tutor that have their own Health and Safety considerations. In Appendix 2 (page 8) we cover Health and Safety procedures and policy for tutors working in private homes.

Health and Safety Responsibilities for tutors in all teaching venues

Tutor responsibilities towards students and others

Everyone is responsible for health and safety arrangements in relation to students as well as other tutors, teachers or visitors to any site (e.g. a school). Everyone must monitor their own work activities and take reasonable steps to:

- ❖ Exercise effective supervision over all those for whom they are teaching/tutoring;
- ❖ Be aware of, and implement, safe working practices and set a good example;
- ❖ Identify actual and potential hazards and introduce procedures to minimise the possibility of a mishap;
- ❖ Ensure that any equipment or tools used are appropriate for use and meet accepted safety standards.

In relation to health and safety tutors must:

- ❖ Take reasonable care for the health and safety of themselves and of any person who might be affected by their actions at work;
- ❖ Make themselves aware of any safety rules, procedures and safe working practice applicable to the location in which they are working;
- ❖ Ensure that any tools and equipment used are in good condition;
- ❖ Use protective clothing and safety equipment as required/instructed and ensure that these are kept in good condition;

- ❖ Ensure that classrooms/offices/workspaces are kept tidy;
- ❖ Ensure that any accidents or incidents, whether or not an injury occurs, are reported to the appropriate person with responsibility for Health and Safety in any organisation where tutoring is being carried out.
- ❖ Ensure that effective risk assessments are carried out for all necessary activities.

Looking after you own health and safety:

- ❖ No organisation should tolerate violence, threatening behaviour or abuse directed at their staff or members of their organisation. If tutors experience any incidents of this nature, they must report it to the appropriate person in the organisation in which you are tutoring. They should also consult the Home-School Tutoring Area Advisor. In this case of an incident of this nature occurring in a private home, the tutor is empowered to leave that home.
- ❖ Tutors are advised to avoid working at height (e.g. when putting up a display). They are reminded to take responsibility for their own safety and manage risks carefully. Tutors are advised to avoid lifting or moving heavy objects.
- ❖ Tutors are advised to avoid lone working, particularly when working with vulnerable students.
- ❖ Tutors are advised to wipe up spills and remove objects that may cause slips or trips.

First aid and work related ill health:

Tutors should make themselves aware of who the first aider is in any organisation in which they are working and who to contact if a pupil falls or is unwell. For private tuition in homes, parents/carers retain responsibility for any medical emergency, accident or incident.

Manual Handling

Accidents involving manual handling account for almost a third of all 3-day injuries reported to the HSE. Tutors must:

- ❖ Wherever reasonably practicable avoid handling large or bulky objects
- ❖ Always assess the risk of any manual handling task
- ❖ Take steps to minimise any risk presented by manual handling

- ❖ Ensure they are familiar with guidelines for safe manual handling techniques
- ❖ Avoid any manual handling task in circumstances of increased risk e.g. ill health, pregnancy. Tutors should familiarise themselves with the HSE advice on assessing and minimising the risk of manual handling. This can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/>

Trips and falls

Accidents involving slips, trips or falls are the single most common cause of injury at work. All organisations in which you work have a responsibility, as far as is reasonably practicable, to minimise the risk of such accidents. Tutors/staff and pupils must:

- ❖ Report any unsafe or dangerous floors immediately;
- ❖ Observe standards of dress consistent with safety e.g. appropriate footwear;
- ❖ Ensure that thoroughfares are kept free of any equipment that may obstruct it;
- ❖ Avoid any activity which increases the likelihood of a fall e.g. climbing, overreaching.

You can read HSE advice on avoiding slips, trips and falls on the Health and Safety Executive website: <http://www.hse.gov.uk/>

Stress

Advice on the management of stress in the workplace can be found on the Health and Safety Executive website: <http://www.hse.gov.uk>

Appendix 1: Health and Safety when carrying out tuition on behalf of other organisations (Schools, Hospital Schools, Theatres PRUs and Local Authorities)

When working as a tutor for a school, Hospital School, PRU, theatre or Local Authority each of these institutions will have their own Health and Safety Policy and the organisation has a responsibility, in law, for Health and Safety on its own premises.

It is important that each tutor follows the Health and Safety policy and procedures for each organisation that do tutoring for. In many cases, organisations will give tutors a copy of their own Health and Safety policy or will provide a Health and Safety Induction meeting. Each organisation will have their own way of ensuring that key health and safety messages are communicated and followed by staff, visitors and contractors.

Core health and safety principles outlined in the main body of this policy remain the same across all organisations working with children. However, local arrangements differ and therefore it is important that tutors know any specific requirements or risk factors when working with a new organisation. e.g. in many Hospital Schools (especially mental health units) there are often more pupils who may self-harm and therefore it is quite usual for local health and safety procedures to state that all staff/tutors must be vigilant about sharp instruments (e.g. scissors and pencil sharpeners) and count them in and out and the start and end of a lesson. E.g. "vigilant over the use of scissors, pencil sharpeners and any other sharp instruments which students may potentially use to self-harm. A close eye is kept on students using scissors etc. and they are counted in after use." (This extract is taken from the Health and Safety policy of The Pilgrim PRU, a medical PRU, based in Cambridge.)

On page 6, is a 'Health and Safety Induction Checklist for Tutors.' This can be used by tutors in the event of them not having been given key information about health and safety. Or, it can be a useful document for organisations to adopt. As mentioned above, in most cases organisations will either supply a Health and Safety Policy to tutors or ensure that there has been some form of Health and Safety briefing. However, tutors should also take responsibility for asking for this information in the event that it is not given. Health and Safety is everyone's responsibility and it is about keeping ourselves and others safe. The communication of key health and safety messages is essential.

Home-School Tutoring Health and Safety Induction Checklist for Tutors

Home-School Tutoring tutors are committed to the safeguarding and to health and safety. We do not require that this form is completed. Organisations (schools/Hospital Schools/PRUs/Local Authorities) may give their own verbal Health and Safety Briefing or may provide the tutor with a copy of their own Health and Safety Policy. Tutors do have a responsibility for asking for this information and ensuring that they follow the information given as well as general health and safety principles covered in the Home-School Tutoring Health and Safety Policy. This form is a prompt to highlight the importance of Health and Safety for all tutoring assignments.

Health and Safety issues (notes can be written on the back of this sheet)	 when complete or N/A if Not Applicable
Named contact for Health and Safety	
Security: How is the site accessed? What arrangements are there for gaining access?	
Signing in: What are the signing in arrangements?	
ID: What ID/name badges are required? Will a visitor badge be issued or a more permanent name badge?	
Location of toilets?	
Location of kitchen/access to drinking water?	
Fire and evacuations: • Weekly tests? • Which day and time? • Sound of alarm? • Procedures when an alarm sounds? • Where is the fire muster point? • Where are the procedures for fire and other emergency evacuation displayed?	
Accident and Incident reporting arrangements?	

First Aid arrangements (for when there is a fall, or someone is unwell)?	
Spillages and clearing up: location of mops/paper towels and yellow incident signs or who to contact?	
Local Health and Safety arrangements that are specific to this organisation: • Are there any areas of risk relating to pupils or to anything else that the tutor needs to be aware of? • Are there any specific health and safety procedures, relevant to the tutors' role, that they need to be aware of specific to your organisation? e.g. registration or attendance recording arrangements or adult to child ratios? • Parent always being present in home if tutoring is for a PRU in the home? Etc.	
Pupil specific information: Allergies or other information that is relevant to pupils being taught?	

Name of person providing the information:

Tutor signature:

Date:

Appendix 2: Health and Safety considerations when tutoring in private homes (being paid for by parents/carers)

We have a risk assessment for Home Tutoring which tutors should familiarise themselves with (see below). This covers the key health and safety aspects of tutoring in homes. There is a Parent/carer health and safety form available to Home-School Tutoring tutors for use with private clients should tutors choose to use it. Tutors should also read the rest of this Health and Safety policy carefully.

Ref No	Risk or activity	Potential hazards	Home School Tutoring UK: Risk Assessment for Tutoring in Homes Control Measures In Place Already	Are any further control measures required to control the risk? Yes/No
1	Animals / pets	Animal bites/flea bites	Parents can be asked to sign a health and safety agreement to say that all animals (particularly dogs) are their responsibility and ideally out of the room where tutoring occurs. This request can also be made verbally. Animals discussed with parents on the initial visit. Concerns about any pets discussed then as part of the dynamic risk assessment.	No
2	Cigarette / cigar smoke	Secondary smoking	Smoking is discussed with parents/carers who are asked to sign that the home will be a smoke-free zone an hour before tuition commences as part of the parent/carer health and safety agreement or this is agreed verbally. Tutors asked to report back if there are any compliance issues.	No
3	Trip hazards	Toys, electric leads or other floor items	Trip hazards discussed with parents at the initial visit. Parents sign the health and safety agreement which covers trip hazards	No

			or this is discussed verbally. Tutors are vigilant of trip hazards when in homes and know about dynamic risk assessments	
4	Fire emergency	Fire in home	Tutors are advised to be aware of how to exit a home in the case of emergency	No
5	Visitors	Verbal abuse from visitors	Unlikely; but parents sign to take responsibility of the behaviour of any visitors through the parents/carer health and safety agreement or this is discussed verbally	No
6	Behaviour of pupil	Dangerous behaviour by a pupil; being hit by a pupil or being hit by equipment being thrown by a pupil	In a 1:1 teaching/support situation behaviour is generally excellent (passivity if often the behaviour issue rather than dangerous behaviour). Tutors should avoid confrontation. Parents are asked to sign that they will support staff with any behaviour issues of the pupils in the home through the parent/carer health and safety agreement. If there are pupils with particular behaviour or medical issues that may pose a risk to tutors a risk assessment can be undertaken before tuition takes place (if appropriate). Either the parent or a commissioning body (school or Local Authority) have the responsibility to alert HST to any known behaviour concerns so that the tutor can tailor their teaching approach accordingly.	No

7	Medical emergencies	Pupil has a medical emergency	Parents retain responsibility for pupils at all time and sign a health and safety statement to say they will take responsibility for any medical emergencies (or this is covered verbally.)	No
8	No adult present	Allegations of inappropriate behaviour	Tutors must NOT step foot in home or stay for tuition if an appropriate adult (generally parent/carer) is not present. They should wait outside, without access to the pupil, and wait for a limited period of time or call parent/carer. This should be discussed verbally with parents at the start of tuition.	No
9	Other risks	Any unforeseen risk/event	Tutors are empowered to put their safety first. If they ever feel unsafe or uneasy in a home situation. They are encouraged to leave the home and contact their Area Advisor as soon as possible to discuss the situation.	No

Tutors should always be vigilant to health and safety in every setting. If any new risks or issues arise, then they should discuss these with their Area Advisor.

Tutoring is generally a low risk occupation and scenario. There have been few issues that have ever arisen, to date. However, this does not negate the need to be vigilant. Vigilance is part of managing risks well and reduces the likelihood of there being an incident or accident.