

Health and Safety Policy

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Amendment Register

Date Amended	
Amendments	

1. Policy Overview

It is the policy of SENSational Tutors Ltd. to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation as well as guidance from the Health & Safety Executive and to provide and maintain a healthy and safe working environment.

We are committed to ensuring the health and safety of all teachers / tutors and anyone affected by our business activities, and to providing a safe and suitable environment.

SENSational Tutors Ltd. will actively seek the co-operation of all teachers/ tutors to meet this commitment and thereby maintain safe working practices within the working environment where tuition is conducted.

However, whilst we will comply with our obligations under the Conduct of Employment Agencies and Employment Businesses Regulations 2003, it is important that our tutors recognise their self-employed status and take appropriate steps to ensure their own health and safety.

This policy applies to all teachers/tutors who have a legal duty to observe the correct standards of reasonable care for the health and safety of themselves, and any colleagues or other individuals have the opportunity to work alongside.

2. Statement of General Policy

Our statement of general policy is:

- To provide adequate control of health and safety risks arising from our work activities
- To consult with our teachers/tutors on matters within our remit affecting their health, safety and welfare
- To provide and maintain safe equipment, insofar as equipment is provided by the company
- To provide information, instruction, and guidance for teachers/tutors
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions (also see lone working policy at Schedule 5)
- To review and revise this policy as necessary at regular intervals

3. Responsibilities

The directors of SENSational Tutors Ltd have overall responsibility for the effective operation of this policy.

Where appropriate day-to-day responsibility for ensuring this policy is put into practice is delegated to the individual tutors and professionals who work through SENSational Tutors Ltd.

All teachers/ tutors/ professionals and employees have to co-operate with company policy on health and safety matters; not interfere with anything provided to safeguard their health and safety; and report all health and safety concerns to an appropriate person (Joanna Gibbs, Founder and Director).

Any questions you may have about the day-to-day application of this policy should be referred to Joanna Gibbs in the first instance. You must co-operate with Joanna Gibbs on health and safety matters, including the investigation of any incident / accident.

Teachers/ tutors will also need to have regard for any relevant Health and Safety policy for the organisation where tuition is taking place, e.g. the respective school or library where the tuition takes place. If teachers/tutors are unsure of where to locate the organisation's Health and Safety policy they should contact Joanna Gibbs and/or client.

SENSational Tutors reserves the right to terminate the registration of any teacher/tutor who violates safety rules or who fails to carry out his or her duties under this policy.

4. Safety Training, Information and Supervision

It is essential that every teacher/tutor is trained to perform his or her job effectively and safely.

All teachers/tutors are advised to seek information, advice and guidance on health and safety in relation to [Lone working](#) (also, for further information see lone working policy at Schedule 5):

4.1 Health and safety risks arising from Out of Office work activities

Risk assessments of the workplace where the tuition is to be conducted can be carried out by individual teachers/ tutors/ professionals/ individuals.

Action required to remove/control risks will be implemented by individual teachers/ tutors and/or clients.

4.2 Serious Incidents

SENsational Tutors Ltd. recognise the difficulties some students face in controlling their behaviour, but do not condone violence or aggression at any time.

Teachers/ tutors must never put themselves at risk when managing disruptive or violent incidents. Service users, commissioners, parents/carers/guardians and any other persons in charge of students should provide a peaceful, safe and secure environment. Incidents must not escalate needlessly. The teacher/ tutor/ professional is responsible for completing an incident report within 24 hours of the incident, which should be shared with their client, SENsational Tutors Ltd and other parties as we deem necessary.

Teachers/ tutors will deal professionally with difficult situations.

4.3 Lone Working

Lone workers are those who work by themselves without close or direct supervision.

It is the teachers/ tutor's duty to assess the risks to lone workers and take steps to avoid or control the identified risks where necessary.

There is no general legal prohibition on working alone, therefore the broad duties of the Health and Safety at Work Act, and Management of Health and Safety at Work Regulations apply. These require the identification of the hazards related to the work, assessing the risks involved, and putting measures in place to avoid or control these risks.

Teachers/Tutors are responsible for risk assessing activities relating to tutoring, mentoring and support work to ensure their own safety and the safety of the young person at all times. Control measures may include instruction, training, supervision, protective equipment etc. Protective equipment may be in the form of security measures such as mobile phones, personal alarms, or protective clothing.

Given the nature of their working environment, it is the teacher/tutor's responsibility to make and manage all arrangements and agreements regarding Health and Safety matters. It is the teacher/tutor's responsibility to check that the control procedures and protective equipment is being properly maintained and used. They must also review the risk assessments from time to time to ensure that the safety measures are still adequate.

When a risk assessment shows that it is not possible for a teacher/tutor to work alone, then control measures or arrangements for providing help or back up should be put in place, which may involve contacting the client. Teachers/Tutors must record all significant findings of the Risk Assessment and share that information with all those who may be affected.

SENsational Tutors refers all teachers/tutors to its Lone Working Policy.

4.4 Work Equipment

Teachers/ tutors will endeavour to ensure that all equipment provided is safe and suitable for the purpose for which it is used and that it meets safety standards. All work equipment will be maintained in good working order and repair.

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to Joanna Gibbs.

No teacher / tutor should attempt to repair equipment unless trained to do so.

4.5 Emergencies

Fire and Evacuation: All Teachers/Tutors need to ensure that they are aware of Fire Exits and evacuation procedures for the location they are working in. It is their responsibility to ask the Client, parent/carer, commissioner or persons in charge of care for the student directly to ensure that this is covered in the first session briefing at a new location.

If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and leave the building.

If you hear a fire alarm, leave the building you are in immediately by the nearest fire exit. Do not stop to collect belongings or use any lifts.

4.6 Accidents

All Teachers/Tutors must report any accidents and incidents (however minor) immediately or within 24 hours to both their clients and SENsational Tutors Ltd.

Joanna Gibbs is responsible for investigating any injuries that occur on our premises or to our employees, ensuring that accident records are kept, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR)

Self-employed tutors are responsible for ensuring that accident records are kept, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR) in relation to any accidents which happen outside of our business premises.

4.7 National Health Alerts

In the event of an epidemic or pandemic alert SENSational Tutors Ltd will organise our business operations in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to Joanna Gibbs. It is important for the health and safety of all our teachers / tutors that you comply with advice issued in these circumstances.

4.8 Computers and Display Screen Equipment

If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work, you should try to organise your activity so that you take frequent short breaks from looking at the screen.