

## Health and Safety Policy

### Aims

- To ensure that teaching and learning can take place in a safe environment for staff and pupils.
- To ensure risk is considered, reduced and managed as appropriate.
- To ensure that robust procedures are in place in case of emergencies.

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

Reflective School Support follows national guidance published by Public Health England when responding to infection control issues.

### Roles and Responsibilities

Reflective School Support tutoring activities will normally occur in a pupil's own home or in a public building such as a local library. Therefore, this policy relates to measures which can reasonably be taken by staff to ensure that the health and safety of tutors and pupils is given the highest priority within those factors for which Reflective School Support representatives can reasonably be expected to control.

Deborah Barnes of Reflective School support will be the person responsible for ensuring that tutors working on behalf of the organisation will;

- have appropriate training regarding their own personal safety.
- receive induction including receiving a copy of this policy and other relevant policies (see below)
- ensure relevant information regarding pupils will be passed on to tutors to enable them to complete risk assessments for pupils and places they are working.
- ensure appropriate supervision or support is in place to manage any stress related to work carried out.

Risk assessments for pupils and places will be produced at induction and copies stored centrally with access for tutors involved with a pupil. Risk assessments should be reviewed at least termly or more frequently if circumstances change.

Tutors will be having their own Public Liability and Professional Indemnity Insurance as they are commissioned on a freelance basis and are not employed by Reflective School Support which is acting as an Agency.

Reflective School Support has Public Liability and Professional Indemnity Insurance and Employee Insurance.

Tutors must report any health concerns including infectious conditions on their part or of the pupil or any other known members of the household to Deborah Barnes to ensure any risk to the pupil and tutor is considered and acted upon.

### First Aid or Emergency Procedures

Tutors will not carry out teaching in a pupil's home without a parent or other responsible adult being present. If First Aid is required it should be carried out by this responsible adult except in exceptional circumstances such as the collapse of a parent. Reflective School Support tutors are required to carry out First Aid training at the point at which they take up their first contract with RSS and then at least every 3 years.

The logo for Reflective School Support features the word "Reflective" in a large, blue, cursive font, with "School Support" in a smaller, blue, sans-serif font directly beneath it.

In an emergency, tutors should dial 999 to receive help from the Police, Fire or Ambulance Service.

Pupil Risk Assessments will contain details of agreed emergency procedures such as related to a pupil's medical condition and emergency contact details.

If an incident or accident takes place that constitutes a risk to health and safety of the pupil or tutor this must be reported to Deborah Barnes immediately and a written record made and retained by Deborah Barnes. Risk Assessments will be reviewed and updated following any incidents.

### Equipment

It is the responsibility of Tutors to ensure any electrical equipment such as laptops is in a safe condition to use.

Equipment such as scissors, chemicals, food should be used under supervision and tutors must ensure they do not leave behind any equipment they have brought to a session.

Cameras should not be used to take photos of pupils.

All tutors must keep a mobile phone with them and ensure that their whereabouts is known by Reflective School Support.

Contact details of Tutors should not be shared with pupils or their families, communication should be via Reflective School Support.

Tutors must not transport pupils in their car.

### Abuse Aggression and Violence Code

Reflective School Support Limited will not tolerate violence, aggression or abuse towards tutors whether this is physical or verbal. Tuition will be withdrawn in these circumstances and further action may be taken in response to incidents and to protect staff wellbeing.

### Bullying, Harassment, Victimisation and Discrimination on the grounds of age, Disability, gender or gender identity, race, religion or belief, or sexuality-policy statement.

Reflective School Support Limited has responsibilities under the Equality Act 2010 to protect individuals from any discrimination or harassment due to a protected characteristic. We take this responsibility seriously and expect tutors/ pupils/ parents to report any concerns of this nature to Directors which will then be investigated and effective action taken to resolve concerns. The Whistle Blowing policy can be instigated if necessary.

### Extreme weather

When planning outdoor activities tutors should monitor weather forecasts and always make sure shade is available and pupils are aware of the risk of sunburn.

Pupils should be advised to dress appropriately for any extreme weather conditions, water should be available and pupils given regular breaks.

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School Support

Where a pupil's home is either regularly too hot or too cold to be comfortable for tutors then this should be reported to Directors to potentially negotiate a different venue for tuition.

### Manual handling

Tutors are not expected to lift or carry heavy equipment as part of their tuition work or take any other unnecessary risks such as standing on chairs. Any actions of this nature are taken at their own risk.

### Display Screen Equipment

Reflective School Support Tutors should take due regard of the need to use laptops with regard to the potential for this to result in neck, shoulder, back or arm pain, as well as with fatigue, stress and eyestrain. Most of these conditions do not indicate any serious ill health, but it makes sense to avoid them as far as possible. Where possible, tutors should work at tables and are not expected to use laptops for any lengthy periods of times – the use of ICT is at their own discretion. Lessons are rarely beyond 2 hours length but tutors should ensure that they use other teaching resources if they begin to experience symptoms and discuss any concerns with Directors.

### Linked Policies/ Documents

- Lone working
- Risk assessment Pupil
- Risk assessment Place
- Individual Learning Plan
- Behaviour Policy
- Safeguarding Policy
- Internet Safety Policy
- COVID 19 Business Planning Policy



Deborah L Barnes

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