

Health & Safety Policy

Clever Clogs Academy is committed to ensuring the health, safety, and welfare of tutors, students, and visitors. 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 **The Tutors' Association Code of Practice**.

This policy applies to all tuition activities, whether conducted:

- On the Company's premises (41 Turnham Close).
- At a student's home.
- Online through virtual platforms.

1. Responsibilities

The Company

- Conduct regular risk assessments for the tuition setting.
- Ensure fire safety equipment (alarms/fire blankets) is maintained and tested.
- Ensure First Aid kits are stocked and available.
- Monitor compliance with this policy.

Tutors

- Follow health and safety guidelines at all times.
- Conduct dynamic risk assessments when visiting a student's home (e.g. checking for aggressive pets or trip hazards).
- Report any accidents, near misses or hazards immediately.

Clients (Parents/Guardians)

- Provide accurate, up-to-date information on medical conditions, allergies, and emergency contacts.
- Ensure a responsible adult is present/contactable during tuition sessions.
- Do not bring children to the setting if they are unwell (specifically, 48 hours clear of sickness/diarrhoea).

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2. General Safety Measures

- First Aid:** A fully stocked First Aid kit is available on the premises. Tutors carrying out home visits will carry a portable kit.
- Emergency Contacts:** We maintain details for two emergency contacts per student.
- Arrival/Departure:** We have strict procedures to ensure children do not leave the premises unaccompanied or with unauthorised adults. (See Attendance & Collection Procedure).

3. Fire Safety

- Alarms:** Smoke detectors are fitted on all floors and tested weekly. A Carbon Monoxide detector is fitted and tested regularly.
- Exits:** All escape routes and exits are kept clear of obstruction.
- Drills:** New students are briefed on the emergency evacuation procedure and assembly point during their first session.
- Prevention:** Smoking and Vaping are strictly prohibited on the premises.

4. Medical & Allergies

- Nut-Aware:** We operate a "Nut-Aware" policy. Parents are asked not to send nuts/nut products with their children.
- Medication:** If medication is required to be administered at the Academy, a specific Medical Care Plan must be created and agreed upon between all parties prior to tuition commencing.
- Storage:** Emergency medication (e.g. Inhalers/EpiPens) must be clearly labelled and accessible.

5. In-Person Tuition (Company Premises)

- Environment:** The learning space is kept clean, well-lit and ventilated.
- Equipment:** All electrical equipment is visually checked regularly.
- Lone Working:** Where a tutor is working alone in the building, they will ensure the main door is secured to prevent unauthorised access, while ensuring the learning space remains accessible/visible.

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6. In-Person Tuition (Student's Home)

- Assessment:** Tutors will assess the environment upon arrival. If they feel unsafe (e.g. structurally unsafe, aggressive animals, parents under the influence), they will terminate the session immediately.
- Supervision:** A responsible adult must remain in the home for the duration of the session.

7. Online Tuition

- Platform Security:** We use secure platforms (e.g. Zoom/Teams).
- Environment:** Tutors ensure their background is professional and cables/equipment are managed to prevent tripping or fire hazards.
- Wellbeing:** Regular screen breaks are encouraged to prevent eye strain.

8. Accident Reporting & RIDDOR

- Recording:** All accidents, incidents, or near misses must be recorded on an Accident Report Form.
- Notification:** Parents will be notified of any injury (especially head injuries) upon collection.
- RIDDOR:** In the event of a serious workplace injury, disease, or dangerous occurrence, the Academy will report to the Health and Safety Executive (HSE) in accordance with RIDDOR regulations.

9. Monitoring and Review

Clever Clogs Academy will review this policy annually or sooner if there are significant changes to legislation or after a serious incident.

Signed: _____ Date: October 2025

Name: Mathew McArthur

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