

1. Statement of General Policy

We recognise our legal obligation, and as an organisation are committed to the following in line with the Health & Safety at work act 1974:

- Ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.
- Preventing accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- Reviewing all health and safety policies annually, or sooner where new equipment or practices are introduced.
- Providing clear instructions and information, adequate training, and where necessary, PPE, to ensure employees are competent and able to carry out their work in a safe manner.
- Engaging and consulting with employees on day-to-day health and safety conditions.

2. Child Welfare, Safeguarding and Health & Safety

Winchmore Tutors recognises that safeguarding and health and safety are intrinsically linked. The welfare of the child is paramount in all decisions, activities and risk assessments undertaken by the organisation.

We are committed to providing environments that are physically, emotionally and psychologically safe for all children and young people.

Many learners accessing Alternative Provision may have experienced trauma, adverse childhood experiences, exclusion, disrupted education, mental health difficulties, or additional vulnerabilities associated with SEND. Staff will adopt a trauma-informed approach which seeks to understand and respond to need, promote emotional safety and reduce barriers to engagement and learning.

3. Legislative and Statutory Framework

This policy has been developed with reference to:

- Keeping Children Safe in Education (KCSIE).
- Department for Education Guidance for Schools and Alternative Provision.
- Equality Act 2010.
- SEND Code of Practice (0-25 years).
- Health and Safety at Work etc. Act 1974.
- First Aid Regulations 1981.
- Winchmore Tutors Safeguarding and Child Protection Policies.
- Winchmore Tutors Lone Working Policy.
- Winchmore Tutors Online Safety Policy.

This policy should be read alongside all Winchmore Tutors safeguarding and child protection procedures.

4. Responsibilities for Health & Safety Matters

The Compliance Manager is the nominated employee responsible for co-ordinating day to day effective health and safety policies and controls across the organisation.

The nominated employee will ensure that this policy is reviewed annually. Recommendations for any amendments are reported.

The nominated employee is responsible for:

- The production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- The application of the policy
- Monitoring and reporting on the effectiveness of the policy;
- The identification of health and safety training needs.

5. Designated Safeguarding Lead (DSL)

DSL

Craig Varney

Director & Designated Safeguarding Lead

Email: craigv@winchmoretutors.com

Deputy DSL

Dan Stagg

Compliance Manager & Deputy Designated Safeguarding Lead

Email: dan@winchmoretutors.com

The Winchmore Tutor's Child Protection Number is : 01372 940 808

Responsibilities of the DSL

The DSL is responsible for:

- Receiving and managing safeguarding concerns.
- Advising staff on safeguarding matters.
- Reviewing incidents involving children and young people.
- Liaising with schools, local authorities and safeguarding agencies.
- Determining whether incidents meet safeguarding thresholds.
- Supporting risk assessment processes.
- Monitoring health, safety and welfare concerns that may indicate safeguarding risks.
- Making referrals to Children's Social Care where appropriate.

6. Your Responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager.

You must co-operate with the nominated employee on health and safety matters, including the investigation of any incident.

It shall be the responsibility of the nominated employee to bring to the attention of all members of staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

7. Accidents

- The health & safety law poster can be found on the back of the office door in both Epsom & Marlow offices
- The first aid box can be found in the stationary cupboard in both Epsom & Marlow offices
- The accident book can be found in the nominated employee's office
- All accidents and injuries at work, however minor, should be reported to the nominated employee and recorded in the Accident Book.

8. Incident Reporting & Escalation

All employees, tutors, contractors, and volunteers must immediately report any of the following:

- Accidents and injuries, regardless of severity.
- Near misses or dangerous occurrences.
- Unsafe conditions, equipment defects, or hazards.
- Cases of illness believed to be related to work activities.
- Incidents involving students, parents, visitors, or members of the public.
- Fire, security, or emergency incidents.
- Any event that has the potential to cause harm or disruption to Company operations.

Reports should be made to the Health & Safety Coordinator, or another designated responsible person as soon as reasonably practicable and no later than the end of the working day on which the incident occurred.

Immediate Response

Upon becoming aware of an incident, staff must:

1. Ensure the immediate safety of all persons involved.
2. Obtain first aid or emergency medical assistance where required.
3. Remove or isolate any ongoing hazard where it is safe to do so.
4. Notify the responsible manager without delay.
5. Preserve relevant information and evidence where appropriate.

Incident Recording

All incidents, accidents, near misses, and hazards shall be recorded in the Company's Accident and Incident Register. Records should include:

- Date, time, and location of the incident.
- Names of persons involved and witnesses.
- Description of the incident.
- Injuries sustained or damage caused.
- Immediate actions taken.
- Recommendations for preventing recurrence.

Safeguarding Incident Reporting

Health and safety concerns involving children should always be considered through a safeguarding lens.

Concerns may include:

- Repeated injuries.
- Neglect.
- Unsafe home environments.
- Emotional or behavioural changes.
- Unmet medical needs.
- Unsafe transport arrangements.
- Concerns relating to exploitation, abuse or harm.

Any safeguarding concern must be reported to the DSL immediately and recorded in accordance with safeguarding procedures.

Escalation Procedure

Incidents shall be escalated according to their severity:

Level 1 – Minor Incidents

Examples include minor injuries requiring basic first aid or minor hazards with no significant risk.

- Report to the Compliance Manager.
- Record in the Accident and Incident Register.
- Implement corrective actions where necessary.

Level 2 – Significant Incidents

Examples include injuries requiring medical treatment, significant property damage, repeated near misses, or incidents with the potential for serious harm.

- Immediate notification to the Compliance Manager.
- Formal investigation conducted.
- Corrective and preventive actions identified and implemented.

- Parents or guardians informed where students are involved.

Level 3 – Serious or Critical Incidents

Examples include serious injury, hospitalisation, fire, major security incidents, dangerous occurrences, or any incident likely to attract regulatory or media attention.

- Immediate notification to Senior Management and Directors.
- Emergency services contacted where necessary.
- Relevant regulatory reporting requirements considered, including RIDDOR where applicable.
- Full incident investigation undertaken.
- Corrective actions monitored and reviewed by senior management.

Safeguarding Escalation Thresholds

Level 1 – Welfare Concern

Examples:

- Minor injuries.
- Emerging wellbeing concerns.
- Attendance concerns.
- Low-level environmental concerns.

Action:

- Record concern.
- Monitor.
- Discuss with line manager where appropriate.

Level 2 – Safeguarding Concern

Examples:

- Repeated injuries.
- Consistent neglect indicators.
- Poor supervision.
- Significant emotional distress.
- Unsafe living conditions.

Action:

- Report to DSL immediately.
- Complete safeguarding record.
- DSL reviews and determines next steps.

Level 3 – Risk of Significant Harm

Examples:

- Serious injuries.
- Disclosure of abuse.
- Immediate danger.
- Serious medical neglect.
- Violent incidents.

Action:

- Contact emergency services if required.
- Notify DSL immediately.
- Referral to Children's Services or Police.

The welfare of the child will always take precedence over operational considerations.

9. Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

The Company is committed to complying with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and ensuring that all reportable incidents are properly recorded and reported to the relevant enforcing authority.

Responsibilities

The Directors, Health & Safety Coordinator, or designated responsible person shall determine whether an incident is reportable under RIDDOR and ensure that reports are submitted within the required timescales.

All employees & tutors must immediately report any accident, injury, occupational illness, dangerous occurrence, or near miss to management.

Reportable Incidents

The Company will report incidents to the HSE where required by RIDDOR, including but not limited to:

- Work-related fatalities.
- Specified injuries to employees or self-employed persons working on behalf of the Company.
- Injuries resulting in an employee being unable to perform their normal work duties for more than seven consecutive days.
- Diagnosed occupational diseases linked to work activities.
- Dangerous occurrences as defined by RIDDOR.
- Injuries to students, visitors, parents, or other members of the public arising from the Company's work activities where the person is taken directly to hospital for treatment.

Recording and Investigation

All accidents, incidents, and near misses will be recorded in the Company's accident reporting system or accident book. Reportable incidents will be investigated to identify root causes and appropriate corrective actions.

Records of RIDDOR-reportable incidents will be retained for a minimum of three years from the date of the incident, although the Company may retain records for longer where necessary.

Notification Procedures

Where an incident is deemed reportable under RIDDOR:

1. Immediate action will be taken to ensure the safety and welfare of those affected.
2. Relevant evidence and information will be collected.
3. The responsible manager will complete the required report to the Health and Safety Executive (HSE) within the statutory reporting period.
4. Appropriate corrective and preventive measures will be implemented to reduce the risk of recurrence.

Monitoring and Review

The Company will periodically review accident and incident data to identify trends, monitor performance, and improve health and safety arrangements. This policy section will be reviewed regularly and updated to reflect changes in legislation and operational requirements.

10. Pupil Risk Assessments

Winchmore Tutors will obtain and review all available information including:

- EHCPs.
- Behaviour support plans.
- Medical plans.
- Safeguarding information.
- School risk assessments.
- Local Authority information.

Risk assessments should consider:

- Safeguarding concerns.
- SEND needs.
- SEMH needs.
- Medical conditions.
- Behavioural risks.
- Environmental risks.
- Lone-working considerations.
- Online delivery risks.

Risk assessments must be reviewed whenever circumstances change and at regular review points throughout provision.

11. SEND, SEMH and Equality

Winchmore Tutors recognises that children and young people with SEND, SEMH needs and disabilities may experience increased vulnerability.

Risk assessments should take account of:

- Communication needs.
- Sensory processing needs.
- Mobility requirements.
- Emotional regulation difficulties.
- Mental health needs.
- Medical conditions.
- Neurodiversity.

Reasonable adjustments will be made in accordance with the Equality Act 2010 and SEND Code of Practice to enable children to access learning and remain safe.

12. Online Learning and Remote Delivery

Where learning is delivered online:

- Approved platforms must be used.
- Professional boundaries must be maintained.
- Staff should have access to emergency contact information.
- Concerns arising during online tuition must be reported immediately.

Online Health & Safety

Staff should:

- Use equipment safely.
- Take regular screen breaks.
- Ensure confidential information is protected.
- Work in safe and suitable environments.
- Be alert to signs of distress, abuse, neglect or safeguarding concerns visible during online sessions.
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Any safeguarding concern identified during online tuition should be reported to the DSL immediately.

13. Lone Working

Many tutors work alone in:

- Family homes.

- Community venues.
- Schools.
- Online environments.

To minimise risk:

- Lone-working risk assessments must be completed.
- Tutors must carry a charged mobile phone.
- Session details should be recorded.
- Managers should know staff locations where appropriate.
- Emergency contact details must be accessible.

Home Tuition

Where tuition takes place in a home:

- Risks must be considered before commencement.
- Tutors should withdraw from situations where they feel unsafe.
- Any concerns relating to a child, family member or home environment must be reported to the DSL.

Community Venues

Where tuition takes place in libraries or public locations:

- Tutors should be aware of venue emergency procedures.
- Suitable visibility and personal safety arrangements must be maintained.

14. Drug & Alcohol

Winchmore Tutors strictly prohibits the possession, use, or supply of illegal drugs, unauthorised legal drugs (including "legal highs" and non-prescription vapes/solvents), and alcohol on our premises, during tuition-related activities, or when in the presence of Winchmore Tutors staff & tutors.

The use of prescribed or over-the-counter medicines for legitimate purposes is permitted, provided the tutor has been informed.

Concerns regarding substance misuse by a learner should be considered as both a safeguarding and health and safety matter. The DSL will assess risk, determine safeguarding actions and liaise with parents, schools, local authorities or external agencies as appropriate.

15. Policy Commitment

Winchmore Tutors is committed to maintaining safe, inclusive and nurturing learning environments. Through safeguarding-focused, trauma-informed and child-centred practice we seek to ensure every child feels safe, respected, supported and able to engage successfully in education. The welfare of children and young people will remain our paramount consideration at all times.

Appendix

A) Safety

1. You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.
2. You must not take any action that could threaten the health or safety of yourself, other employees, customers or members of the public.
3. Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
4. You should report all accidents and injuries at work, no matter how minor, in the accident book that can be found in the main office.
5. You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

B) Refreshment Making Facilities

Where appropriate, we provide refreshment making facilities for your use, which must be kept clean and tidy at all times.

C) Alcohol and Drug Policy

1. Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.
2. If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

D) Fitness for Work

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

E) Hygiene

1. Any exposed cuts or burn must be covered with a first-aid dressing.
2. If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
3. Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.
4. Staff members are expected to maintain high levels of personal hygiene at all times

F) No Smoking Policy

Smoking is not permitted on our premises and must be restricted to authorised break times only (breaks to be taken as agreed) and the overall time taken for smoking will be deducted from your allocated break entitlement).

Issue Date: July 2026

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Review Date: July 2027

Signed:



Craig Varney : Director