

HEALTH AND SAFETY POLICY

1 ABOUT THIS POLICY

- 1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting our premises or affected by our work.
- 1.2 Director has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2 YOUR RESPONSIBILITIES

- 2.1 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.
- 2.2 You should report any health and safety concerns immediately to your line manager or Director.
- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Policy.

3 INFORMATION AND CONSULTATION

- 3.1 We will inform and consult directly with all staff regarding health and safety matters.

4 TRAINING

- 4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 4.2 Staff will be given a health and safety induction and provided with appropriate safety training, including:
- electrical safety

5 EQUIPMENT

The freelance tutor and student must provide the relevant equipment that allows them to complete the sessions.

6 RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

As the sessions will be conducted either in line or in person, both student and educator must follow basic risk assessments to control risk, i.e.:

- only travelling to and from sessions in safe climate as indicated by national weather boards
- wearing suitable clothing to and from sessions
- using un-broken and checked electrical items in and throughout the session.

7 QUESTIONS ABOUT THIS POLICY

7.1 If you have any questions about this policy, please contact Director whose email address is fleur@weareeducation.co.uk and contact number is 07943662505.