



Health and Safety Policy

Policy Statement

At Teach in Time, we are committed to providing a safe and healthy environment for all participants involved in our teaching services. This policy outlines our approach to health and safety to ensure the well-being and protection of children, teachers, and any other individuals associated with our organisation. We are dedicated to complying with relevant health and safety legislation and promoting a culture of safety in all our activities.

Responsibilities

Teach in Time is responsible for:

- Identifying and assessing potential health and safety risks related to our teaching activities.
- Implementing appropriate measures to control and minimise risks, as reasonably practicable.
- Regularly reviewing and updating our health and safety procedures to reflect best practices and legal requirements.

Teachers are responsible for:

- Complying with health and safety procedures and guidelines provided by Teach in Time .
- Reporting any health and safety concerns or incidents promptly to Teach in Time 'designated health and safety representative.

Parents/guardians are responsible for:

- Informing Teach in Time of any relevant health and safety information or concerns related to their child.
- Ensuring their child's well-being during tutoring sessions by providing a suitable and safe environment for learning.

Risk Assessment and Control

Teach in Time will conduct regular risk assessments to identify potential hazards and risks associated with tutoring activities.

Appropriate control measures will be implemented to minimise or eliminate identified risks, including:

- Providing guidelines to Teachers for maintaining a safe learning environment.
- Conducting regular checks to ensure the safety and suitability of online learning platforms and technology used during sessions.

Emergency Preparedness

Teach in Time will have appropriate procedures in place to respond effectively to emergencies and incidents, including fire, accidents, or medical emergencies.

- Teachers will be familiar with emergency procedures and be prepared to take appropriate action to protect the safety and well-being of participants.

Reporting and Incident Management

Teachers are required to report all health and safety incidents, near misses, and hazards to Teach in Time's designated health and safety representative.

Teach in Time will investigate reported incidents, take appropriate corrective actions, and provide necessary support to those affected.

Communication and Training

Teach in Time will provide relevant health and safety guidelines, procedures, and resources to Teachers to promote a safe learning environment.

Compliance and Responsibility

All participants, including tutors, parents/guardians, and Teach in Time , are responsible for complying with this health and safety policy and relevant health and safety legislation.

The designated health and safety representative is responsible for overseeing the implementation, review, and continuous improvement of this policy.

Reviewed and updated: 01/02/24

Date of next review: 01/02/25