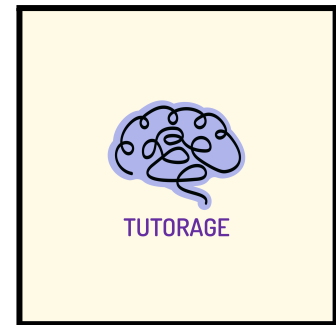


# Health & Safety Policy Statement

Document last updated: January 2026



Together, the Company Directors have the day-to-day responsibility for managing Health and Safety and risk assessments and also act as Health and Safety Advisers.

The Company Directors will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

## **Our commitment**

Tutorage C.I.C is committed to:

- Ensuring the health, safety and welfare of its employees and pupils and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on Health and Safety
- Taking all reasonable steps to ensure the Health and Safety of its employees

## **How we ensure the Health & Safety of our employees, self-employed tutors and volunteers**

### **Health and Safety at work**

- It is a responsibility of all employees, self-employed tutors and volunteers themselves.
- It is the duty of each employee, self-employed tutor and volunteer to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

Employees, self-employed tutors and volunteers are asked to cooperate by:

- Ensuring their personal insurance is up-to-date
- Providing documentation when asked to do so

Tutorage C.I.C will ensure that, at all times, it provides:

- A healthy and safe working environment with the aim of eliminating all instances of occupational incidents, accidents and illnesses

Some of the work conducted on behalf of Tutorage C.I.C is by self-employed tutors and volunteers. They will work in schools, children's homes, libraries or other public places and these venues should have in place their own dedicated Health and Safety Policy.

Where concerned, we ask anyone providing a service on behalf of Tutorage C.I.C to familiarise themselves with the Health and Safety Policies of the place in which their work is being carried out.

We also employ full and part time staff at our offices at 93 Harpfield Road, Stoke, ST4 5LT

Where relevant, for all employees, self-employed tutors and volunteers, and any third parties who engage with Tutorage C.I.C, we pay particular attention to:

- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- The provision and maintenance of equipment and systems of work that are safe
- Arrangement for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instructions, training and supervision as is necessary to ensure the Health and Safety at work.

We also recognise our responsibility and duty to protect the Health and Safety of all visitors to our offices, including employees, self-employed tutors and volunteers, as well as, where relevant, any members of the general public.

### **Fire Safety**

As the responsible person(s), the H&S Officer carries out and regularly reviews a fire risk assessment of the premises. This identifies what we need to do to prevent fire and keep people safe.

With respect to our current office location of 93 Harpfield Road, Stoke, ST4 5LT, we have established, through a detailed risk assessment in line with HM Government's publication *Fire Safety Risk Assessment – Offices and Shops*:

- Emergency routes and exits
- Where fire detection and warning systems are located
- Where fire-fighting equipment is located
- The safe storage of dangerous substances within our office
- An emergency fire evacuation plan
- Where relevant, the needs of vulnerable people, for example the elderly, young children or those with disabilities
- How to communicate this information to employees and other people in our office premises

### **Smoke free policy**

In order to protect all employees, self-employed tutors and volunteers from exposure to secondhand smoke and to assist compliance with the Health Act 2006, Tutorage C.I.C does not allow smoking or vaping within its office premises.

### **Non-Compliance**

Tutorage's disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution in line with English Law.

Help to Stop Smoking: The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the Smoking Helpline on 0800 169 0169.

### **First Aid**

Location of First Aid boxes: Kitchen and in the office  
Responsible for maintaining the first aid boxes: Claire Shepherd

### **Noise**

Tutorage C.I.C will take all reasonable steps to reduce any excessive noise levels that may exist in the workplace under the Control of Noise at Work Regulations (CNWR) 2005, introduced on 6 April 2006.

## **Accidents**

Both the Company Directors are to be notified of all accidents and near-miss (no injury) incidents and the following details entered in the appropriate book:

- Full name, address and occupation of the injured person
- Date and time of the accident/incident
- Place where the accident/incident occurrence
- Clear concise description of the accident/incident
- Cause and nature of the injury
- Name, address and occupation of the person entering the details (if not the injured person).

Accident and Near Miss Report Books are located: In the main office

Tutorage C.I.C will notify the enforcing authority by the quickest practicable means (normally by telephone) and complete and submit Form F2508 within 10 days, where:

- Any person dies as a result of an accident in connection with work
- Any person at work suffers a major injury as a result of an accident in connection with work
- Any person at work suffers an injury as a result of an accident in connection with work and is taken from the school to a hospital for treatment which requires admittance for more than 24 hours
- There is a dangerous occurrence.

## **What to do if you are unsure**

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee, self-employed tutor or volunteer's duty to report this as soon as possible to a Company Director.

## **Contact details**

### **H&S Officer**

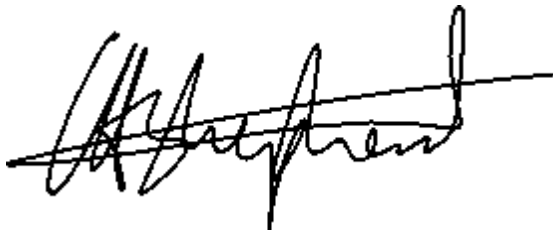
Name: Claire Shepherd

Email: [claire@tutorage.co.uk](mailto:claire@tutorage.co.uk)

This Health & Safety Policy is reviewed every twelve months, and, where appropriate, is updated to reflect any statutory changes/improvements to Health & Safety Policy.

**Claire Shepherd**

Health and Safety Officer

A handwritten signature in black ink, appearing to read 'Claire Shepherd', written over a horizontal line.