



Health & Safety (Lone Workers)

Introduction

- It is the policy of Spectrum tutors to comply with the statutory terms of the Health and Safety at Work Act 1974 and subsequent legislation as well as guidance from the Health & Safety Executive and to provide and maintain a healthy and safe working environment.
- Spectrum tutors will provide the resources and actively seek the co-operation of all employees and Tutors, to meet this commitment and thereby maintain safe working practices within the working environment.
- This policy applies to all the employees of Spectrum tutors, all tutors, and temporary staff who have a legal duty to observe the correct standards of reasonable care for the health and safety of themselves and their fellow colleagues.

Our statement of general policy is:

- ✓ To provide adequate control of the health and safety risks arising from our work activities
- ✓ To consult with our employees on matters affecting their health, safety and welfare
- ✓ To provide and maintain safe equipment
- ✓ To provide information, instruction and supervision for employees
- ✓ To ensure all employees are competent to do their tasks, and to give them adequate training
- ✓ To prevent accidents and cases of work-related ill health
- ✓ To maintain safe and healthy working conditions
- ✓ To review and revise this policy as necessary at regular intervals

Responsibilities

- The overall and final responsibility for health and safety is that of the Spectrum tutor's management.
- Day to day responsibility for ensuring this policy is put into practice is delegated to Jaspreet Kaur (Legal Compliance Officer). All employees and tutors will co-operate on health and safety matters; not interfere with anything provided to safeguard their health and safety, and report all health and safety concerns to an appropriate person.
- This policy is only relevant to employees and tutors working out of the office e.g. at a learner's home, school, college or, public facility or privately hired space.
- Employees and tutors will also need to have regard for any relevant Health and Safety policy for the organisation where tuition is taking place. Disciplinary action may be taken against any employee who violates safety rules or who fails to carry out his or her duties under this policy.
- Spectrum tutors reserves the right to terminate the contract of any tutor who violates safety rules or who fails to carry out his or her duties under this policy.

Safety Information & Training

- It is essential that every employee and Tutor is trained to perform his or her job effectively and safely.
- All employees and Tutors will be briefed in safe working practices and procedures at induction and prior to taking on a new role.
- Information, advice and guidance on health and safety is available at:
<https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-workingalone.htm>
- Risk assessments of the workplace can be carried out by appropriately trained individuals. In addition, inspections can be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations. Action required to remove/control risks will be implemented.
- Spectrum Tutors recognise the difficulties some learners face in controlling their behaviour, but do not condone violence or aggression at any time.
- Employees and tutors must never put themselves at risk when managing disruptive or violent incidents. Service users, commissioners, carers and any other persons in charge of learners should provide a peaceful, safe and secure environment. Incidents must not escalate needlessly. Incident reports must be completed within 24 hours. Employees and tutors will deal professionally with difficult situations, taking guidance from management. Tutors can expect support from management.

Lone Working

- Lone workers are those who work by themselves without close or direct supervision. Spectrum tutors have the responsibility for the health, safety and welfare of all their employees and Tutors. It is Spectrum tutors' duty to assess the risks to lone workers and take steps to avoid or control the identified risks where necessary.
- There is no general legal prohibition on working alone, therefore the broad duties of the Health and Safety at Work Act, and Management of Health and Safety at Work Regulations apply. These require the identification of the hazards related to the work, assessing the risks involved, and putting measures in place to avoid or control these risks.
- Spectrum tutors will risk assess activities relating to tutoring, mentoring and other services off the premises, to ensure safety and the safety of the young person. Control measures may include instruction, training, supervision, protective equipment etc. Protective equipment may be in the form of security measures such as mobile phones, personal alarms, or protective clothing. It is the employee's and/or Tutor's responsibility to check that the control procedures and protective equipment is being properly maintained and used.
- They must also review the risk assessments from time to time to ensure that the safety measures are still adequate. When a risk assessment shows that it is not possible for an employees or Tutor to work alone, then control measures should be put in place.
- Employees and Tutors must record all significant developments hazards and share that information to all those who may be affected, and with Spectrum tutors management.

Materials/Equipment

- Spectrum Tutors will endeavour to ensure that all equipment provided is safe and suitable for the purpose for which it is used and that it meets safety standards. All work equipment will be maintained in good working order and repair. Subcontracted tutors using their own equipment must be vigilant in ensuring the safety and suitability of materials/equipment.

Fire & Evacuation

- All employees and tutors need to ensure that they are aware of Fire Exits and evacuation procedures for the out of office location. It is their responsibility to ask the persons in charge of the building or care for the learner directly to ensure that this is covered in the first session briefing at a new location.

Accidents/Incidents

- All employees and tutors must report any accidents and incidents to Spectrum Tutors immediately or within 24 hours. They will be dealt with by management as appropriate.

Further Health, Safety and Welfare information is available at www.hse.gov.uk

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