

HEALTH & SAFETY POLICY

Effective 1 September 2026 | Review date: September 2027

Organisation	The Community Schools CIC
Company number	14658587
Registered office	Office 211, Epicentre, Enterprise Way, Withersfield, Haverhill, England CB9 7LR
Policy owner	Claire Meadows-Smith - Principal
Tutors' Association	Corporate Member CO 306

The Community Schools CIC is committed to protecting the health, safety and welfare of tutors, employees, students, parents/carers, visitors and others who may be affected by our activities. This policy applies to our face-to-face tutoring, online provision, offices and any hired or partner venues used for Community Schools activities.

1. Statement of intent

We will take reasonably practicable steps to prevent injury and ill health, provide safe systems of work, assess and control risks, provide appropriate information and training, consult those who work for us, and review our arrangements when circumstances change. Health and safety is a shared responsibility and everyone is expected to take reasonable care of themselves and others.

2. Responsibilities

The directors retain overall responsibility for health and safety. Claire Meadows-Smith, Principal, coordinates day-to-day arrangements and ensures that significant concerns are acted upon. Tutors and staff must follow risk controls, venue rules and emergency procedures; report hazards, accidents and near misses promptly; and not undertake activities they reasonably believe to be unsafe.

3. Risk assessment

We will identify significant hazards arising from our work and assess risks to employees and others. Risk assessments will be proportionate to the activity and will be reviewed after significant changes, incidents or where there is reason to believe they are no longer adequate. Particular attention will be given to children, disabled people, lone working, unfamiliar or hired premises and any person who may be especially vulnerable.

4. Premises and hired venues

- Before using a venue, we will take reasonable steps to confirm that it is suitable for the planned activity and that relevant emergency and welfare arrangements are known.
- Access routes, teaching areas and exits should be kept clear and obvious hazards reported.
- Venue fire, evacuation, first-aid and accident-reporting arrangements must be followed.
- Where another organisation controls the premises, responsibilities will be coordinated with that organisation so far as reasonably practicable.

5. Fire and emergencies

Tutors must familiarise themselves with the emergency arrangements at the venue they are using, including exits and assembly points where applicable. In an emergency, protecting life takes priority. Emergency services should be contacted when necessary and parents/carers and The Community Schools administration team informed as soon as reasonably practicable.

6. First aid, accidents and incidents

Appropriate first-aid arrangements will be identified for face-to-face provision. Tutors should provide only assistance within their competence and training. Accidents, injuries, dangerous occurrences and significant near misses connected with Community Schools activities must be reported promptly so that they can be recorded, investigated where appropriate and any statutory reporting requirement considered.

7. Student medical needs and SEND

Relevant medical, disability and SEND information should be shared on a need-to-know basis where necessary for safe provision. Reasonable adjustments will be considered under our SEND & Reasonable Adjustments Policy. Tutors must not administer medication unless an agreed arrangement expressly permits this and appropriate instructions, consent and competence are in place.

8. Lone working and personal safety

Where tutors work alone or in 1:1 settings, risks must be managed through appropriate venues, communication arrangements, professional boundaries and safeguarding procedures. Tutors should not put themselves at unreasonable risk when dealing with aggressive behaviour, unsafe premises or an emergency.

9. Display screen and online working

Tutors and staff working online should use a suitable workstation where reasonably practicable, take appropriate breaks, arrange screens and seating to reduce avoidable strain, and report work-related health or safety concerns. Electrical equipment should be used in accordance with manufacturer instructions and visibly damaged equipment should not be used.

10. Stress and wellbeing

We recognise that work-related stress can affect health and safety. Staff are encouraged to raise workload, wellbeing or working-arrangement concerns early so that reasonable steps can be considered. This section does not replace sickness absence, grievance or reasonable-adjustment procedures.

11. Safeguarding and behaviour

Health and safety concerns involving a child's welfare must also be considered under the Safeguarding and Child Protection Policy. Serious behaviour that creates an immediate safety risk may require a session to be stopped and the student separated from the risk while appropriate support is sought.

12. Consultation, information and training

We will provide staff with health and safety information and instruction appropriate to their work and consult them on matters that materially affect their health and safety. Staff must cooperate with reasonable safety instructions and raise concerns promptly.

13. Monitoring and review

This policy and associated risk assessments will be reviewed at least annually and following significant incidents, changes in premises or delivery methods, or changes in legal requirements or guidance.