

South West Learning- Health and Safety Policy

Policy Review

This policy will be reviewed annually, or sooner if statutory updates require, by the Directors and DSL.

Date Approved: September 2025

Date for Review: September 2026

Introduction and Purpose

South West Learning (SWL) recognises its legal and moral duties under the Health and Safety at Work etc. Act 1974, associated regulations, and education sector guidance

We acknowledge that compliance with health and safety legislation is a legal requirement, not a matter of choice.

This policy applies to all SWL employees, tutors, contractors, consultants, officers, interns, and volunteers. It covers all environments in which SWL operates — including schools, local authority placements, home-based learning environments, community venues, and private tutoring settings.

Statement of Intent

Our aim is to provide and maintain a safe and healthy working environment for all staff, learners, and visitors.

We will meet, and where possible, exceed, statutory requirements through continuous monitoring, training, and improvement.

To achieve this, SWL will:

- Provide adequate resources to implement and maintain effective health and safety standards.
- Establish clear systems to monitor and improve safety performance.
- Ensure open communication and consultation on health and safety matters across all levels of the organisation.
- Regularly review this policy (at least annually) or sooner where there are significant changes in legislation, guidance, or working practices.

Any revisions necessary to enhance safety performance will be communicated to all employees, tutors, and relevant partners.

Responsibilities

SWL accepts its duty to do everything reasonably practicable to provide and maintain:

- Safe premises and learning environments for all learners and staff.
- Safe plant, equipment, and materials suitable for use.
- Safe systems of work, including safeguarding arrangements for home and community-based education.
- Arrangements for the safe handling, storage, and transport of substances (including cleaning and teaching materials).
- Appropriate supervision, instruction, and training to ensure that work can be carried out safely.
- Risk assessments and emergency procedures relevant to the activities and locations where services are delivered.

Directors:

- Hold overall responsibility for ensuring compliance with health and safety legislation.
- Allocate sufficient resources to maintain safe working practices.
- Review incident reports, risk assessments, and the annual health and safety audit.

Health and Safety Lead:

- Oversees the practical implementation of this policy.
- Conducts and reviews risk assessments.
- Reports hazards, incidents, and near misses to Directors.
- Ensures training and induction programmes include health and safety content.

Employees, Tutors, and Contractors:

- Must take reasonable care of their own health and safety and that of others.
- Must comply with all health and safety procedures and instructions.
- Must report hazards, incidents, or near misses immediately to SWL management.
- Must co-operate with SWL to enable all statutory duties to be fulfilled.

Failure to comply with health and safety responsibilities may be treated as a disciplinary matter.

Commitment to Safe Working Practices

South West Learning is committed to:

Developing a positive safety culture, where everyone is responsible for safety.

- Maintaining effective communication about health and safety issues.

- Achieving the highest possible standards of safety for staff, learners, and the public.
- Conducting regular reviews of procedures, risk assessments, and emergency responses.

In return, all employees, tutors, and contractors are expected to:

- Take care for their own safety and that of learners in their care.
- Cooperate fully with SWL's safety procedures.
- Participate in health and safety training as required.

Training, Information, and Supervision:

SWL will provide information, instruction, and supervision necessary to ensure the safety of all who work for and with us.

This includes:

- Health and Safety Induction Training for all new staff and contractors.
- Safeguarding and Lone Working Training for tutors working in home or community settings.
- Risk assessment awareness for all employees responsible for planning or supervising learning activities.
- Regular refresher training and safety briefings.

Risk Assessments

SWL has a duty to identify and manage risks associated with all its operations.

- For work conducted in schools or local authority placements, the school or local authority will normally lead the site-specific risk assessment, and SWL staff must comply with their requirements.
- For home or community-based education, SWL will complete its own Home Tuition Risk Assessment, considering the environment, learner needs, and tutor safety.
- Where a learner presents additional risks (e.g. behaviour, medical conditions, or safeguarding concerns), the referring professional (school, social worker, or parent) must share risk information prior to the start of tuition.

Risk Communication

All known risks must be discussed with the assigned tutor or staff member prior to commencement of work. Strategies for mitigating risks (e.g. working in pairs, safe exit plans, supervision arrangements) must also be communicated clearly and documented.

SWL will review risk assessments regularly and whenever circumstances change — for example, when delivering tuition in a new venue or working with a new learner.

Incident Reporting and Monitoring

- All accidents, incidents, and near misses must be reported immediately to the Health and Safety Lead.
- SWL will maintain an incident log and conduct investigations to identify causes and prevent recurrence.
- Serious incidents will be reported to relevant external authorities in line with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

Lone Working and Off-Site Safety

Because SWL staff often work independently in learners' homes or community settings, the following precautions apply:

- Staff must follow the Lone Working and Personal Safety Procedure.
- Tutors must confirm session times and locations with SWL management.
- Emergency contact details and communication protocols must be in place before each new engagement.
- Any concerns about personal safety, environment, or behaviour must be reported immediately.

Communicating this Policy

This policy will be:

- Provided to all staff and contractors during induction and training.
- Available upon request to clients, schools, parents, and partner organisations.
- Reviewed annually and updated as necessary.
- Shared via SWL's internal communications and safeguarding networks.

Contact Details:

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