

Health and Safety Policy

Wealth of Knowledge Tuition | Dr Eleanor Hockley, Sole Trader

Effective date	June 2026
Review date	June 2027, or sooner following significant incidents or changes
Applies to	All tuition, Alternative Provision, EOTAS and educational activities

1. Statement of Intent

Wealth of Knowledge Tuition is committed to providing a safe, healthy and secure learning environment for all pupils, families, visitors and any individuals working with or on behalf of the business.

As a sole trader, I recognise my duties under the:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (where applicable)
- Equality Act 2010
- Children Act 1989 & 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education (where relevant to Alternative Provision)

Health and safety considerations are embedded into all tuition sessions, educational visits and activities undertaken through Wealth of Knowledge Tuition.

2. Responsibilities

As the sole proprietor, Dr Eleanor Hockley is responsible for:

- Developing and reviewing this policy annually.
 - Ensuring suitable risk assessments are completed.
 - Maintaining safe working practices.
 - Ensuring pupils are appropriately supervised.
 - Maintaining suitable insurance.
 - Keeping first aid supplies available.
 - Recording accidents and near misses.
 - Ensuring safeguarding and health and safety are considered together.
 - Seeking specialist advice where required.
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3. Health and Safety Competent Person

As the business owner, I act as the named Health and Safety Manager.

Where specialist advice is required beyond my competence, advice will be sought from:

- Local Authority guidance
- Health and Safety Executive (HSE)
- Professional insurers
- Venue management
- Qualified health and safety professionals where appropriate

This ensures that competent advice is always available.

4. Health and Safety Information

Because Wealth of Knowledge Tuition does not operate from permanent premises, statutory workplace posters are not permanently displayed.

Instead:

- Health and Safety information is available electronically.
 - Relevant emergency information is discussed with pupils at the beginning of sessions where appropriate.
 - Venue-specific emergency procedures are followed.
 - Where sessions occur in third-party venues, the venue's statutory signage and notices remain in place.
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5. Health and Safety Responsibilities

Provider Responsibilities

The provider will:

- Keep learning environments as safe as reasonably practicable.
- Identify hazards before tuition begins.
- Remove or minimise risks.
- Maintain safe equipment.
- Ensure suitable supervision.
- Review working practices regularly.

Pupils

Pupils are expected to:

- Follow reasonable safety instructions.
- Respect equipment.
- Report hazards.
- Behave safely.

This is explained in an age-appropriate manner.

Parents and Carers

Parents and carers are expected to:

- Inform the tutor of medical conditions.
 - Inform the tutor of allergies.
 - Notify changes affecting safety.
 - Ensure suitable learning spaces where tuition occurs within the home.
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6. Induction

Although Wealth of Knowledge Tuition has no employees, health and safety expectations are shared with:

- pupils
- parents/carers
- any volunteers or contractors (if used in the future)

This includes:

- emergency arrangements
 - behaviour expectations
 - first aid arrangements
 - accident reporting
 - safeguarding responsibilities
 - venue-specific procedures where relevant.
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7. Premises

Sessions may take place:

- family homes
- libraries
- community venues
- hired teaching rooms
- schools
- online

Before using any venue, reasonable checks are made to ensure it is:

- clean
- adequately ventilated
- appropriately heated
- free from obvious trip hazards
- safely maintained
- appropriately lit
- suitable for educational use.

Where sessions take place in third-party venues, the venue provider remains responsible for maintenance of the building, fire systems and statutory inspections.

Any concerns will be reported immediately to the venue manager.

8. Welfare Facilities

Where face-to-face sessions take place, reasonable access should be available to:

- toilets
- handwashing facilities
- drinking water
- seating
- suitable waiting areas where appropriate.

Where these facilities are unavailable or unsuitable, the venue will not be used.

9. Supervision

Pupils remain supervised throughout all tuition sessions.

Wealth of Knowledge Tuition operates by appointment only.

Unauthorised visitors are not permitted to join tuition sessions.

Where sessions occur in community venues, venue access arrangements are followed.

Parents remain responsible for supervision before and after tuition unless alternative arrangements have been agreed.

10. First Aid

A suitable portable first aid kit is carried during face-to-face tuition.

The contents are checked regularly and replenished as required.

Where sessions occur within schools or community venues, venue first aid procedures are also followed.

Emergency services will be contacted immediately where necessary.

Parents/carers will be informed of any injury occurring during tuition.

11. Medication

Medication is not routinely administered.

Parents remain responsible for ensuring essential medication accompanies pupils where required.

Emergency medication (for example inhalers or adrenaline auto-injectors) remains the responsibility of the pupil and parent unless alternative arrangements have been agreed.

12. Accident Reporting

All accidents, incidents and near misses are recorded.

Accident records include:

- date
- location
- persons involved
- nature of incident
- action taken
- follow-up actions.

Parents/carers are informed as soon as reasonably practicable following any significant accident or injury.

Commissioners or Local Authorities are informed where required under contractual arrangements.

13. RIDDOR

Where an incident meets the reporting thresholds under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it will be reported to the relevant enforcing authority.

Although most tuition activities are low risk, the business recognises its legal responsibilities under these regulations.

14. Risk Assessment

Wealth of Knowledge Tuition maintains a Risk Assessment Register.

Risk assessments are completed:

- before new venues are used
- before educational visits
- before higher-risk activities
- where individual pupil needs require additional planning
- annually as a minimum.

Risk assessments are reviewed whenever:

- circumstances change
- an accident occurs
- concerns are raised.

Risk assessments are completed for all venues, including:

- libraries
- community halls
- schools
- hired rooms
- outdoor learning environments
- clients' homes (where appropriate)

15. Examples of Risk Assessments

Examples include:

- General tuition session
 - Home tuition
 - Library sessions
 - Community hall sessions
 - Outdoor learning
 - Educational visits
 - Lone working
 - Online tuition
 - Manual handling of equipment
 - Individual pupil medical needs
 - Behavioural risks
 - Fire evacuation
 - Slips, trips and falls
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16. Fire Safety

Where tuition occurs in third-party premises, the venue's Fire Safety Policy and evacuation procedures are followed.

Before beginning sessions, the tutor will familiarise themselves with:

- fire exits
- assembly points
- evacuation routes
- alarm procedures.

Fire extinguishers, emergency lighting and fire alarm testing remain the responsibility of the venue owner.

Where tuition is delivered from premises controlled by Wealth of Knowledge Tuition in the future, the provider will ensure:

- clear fire signage
 - regular fire drills where appropriate
 - fire equipment servicing
 - maintenance of a fire log
 - staff training (if staff are employed).
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17. Hazardous Activities

The vast majority of tuition activities are low risk.

Where any activity presents an increased level of risk (for example practical science, cooking, outdoor learning or educational visits), a specific risk assessment will be completed beforehand.

Appropriate control measures will be implemented before the activity proceeds.

18. Lone Working

As a sole trader, lone working is common.

Reasonable precautions include:

- maintaining a diary of appointments
- carrying a mobile phone
- informing a nominated contact of locations where appropriate
- avoiding unsafe environments
- following safeguarding procedures
- leaving immediately if personal safety is compromised.

19. Infection Prevention

Reasonable hygiene measures include:

- handwashing
- availability of hand sanitiser
- cleaning shared resources where appropriate
- ventilation of learning spaces where possible
- postponing face-to-face sessions where significant infectious illness presents a risk.

Online tuition may be offered where appropriate.

20. Monitoring and Review

This policy will be reviewed:

- annually
 - following legislative updates
 - after significant accidents
 - following changes to working practices
 - after introducing new venues or activities.
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