

Read With Rachel Tutoring

Health and Safety Policy

Business Name: Read With Rachel Tutoring

Owner/Tutor: Rachel Morgan

Policy Version: 1.0

Effective Date: 31 July 2026

Review Date: 31 July 2027

1. Policy Statement

Read With Rachel Tutoring is committed to providing a safe and healthy environment for all tutoring sessions. Although tuition is delivered within the homes of pupils, Rachel Morgan will take all reasonable steps to protect the health, safety and wellbeing of herself, the children she tutors, and others who may be present.

As a sole trader with no employees, Rachel Morgan has overall responsibility for implementing and reviewing this policy.

2. Responsibilities

Rachel Morgan will:

- Conduct tutoring sessions in a safe and professional manner.
- Comply with relevant health and safety legislation and guidance.
- Assess any foreseeable risks before and during tutoring sessions.
- Take reasonable steps to reduce identified risks.
- End a tutoring session if circumstances present an unacceptable risk to health or safety.
- Maintain appropriate public liability insurance.

Parents or carers are responsible for:

- Providing a safe and suitable environment for tutoring.
 - Ensuring that any hazards are addressed before the session begins where reasonably possible.
 - Supervising their child before and after the tutoring session.
 - Informing Rachel Morgan of any relevant medical conditions, allergies or safety concerns that may affect tuition.
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3. Home Visits

Before each session, Rachel Morgan will:

- Ensure the address and agreed appointment time are confirmed.
- Carry a fully charged mobile phone.
- Inform a trusted contact of her schedule where appropriate.
- Park safely and consider personal safety when arriving and leaving.
- Assess the learning environment on arrival and identify any obvious hazards.

If Rachel Morgan considers the environment to be unsafe, she reserves the right to postpone or cancel the session until the issue has been resolved.

4. Safe Learning Environment

Tutoring should take place in a quiet, well-lit and reasonably clutter-free area of the home.

Where possible:

- walkways should be kept clear;
 - electrical hazards should be avoided;
 - pets should be managed if they pose a distraction or safety risk;
 - appropriate seating should be available for both tutor and pupil.
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5. Lone Working

As Rachel Morgan works alone in clients' homes, she follows safe lone-working practices, including:

- keeping a record of appointments;
 - carrying a charged mobile phone at all times;
 - maintaining regular contact with a trusted family member or friend where appropriate;
 - leaving immediately if she feels threatened or unsafe;
 - reporting any incidents or concerns and refusing future visits where safety cannot be assured.
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6. Fire and Emergency Procedures

If an emergency occurs during a tutoring session:

- Rachel Morgan will leave the property immediately if it is unsafe to remain.
 - Emergency services will be contacted by dialling 999 where necessary.
 - Parents or carers will be informed as soon as it is safe to do so.
 - Any significant incident will be recorded.
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7. Accidents and Incidents

Any accident, injury, near miss or significant incident occurring during a tutoring session will be:

- recorded with the date, time and details of the incident;
- discussed with the parent or carer where appropriate;
- reviewed to identify whether any changes to working practices are required.

Where appropriate, emergency medical assistance will be sought without delay.

8. Infection Prevention

Where appropriate, Rachel Morgan will:

- maintain good hand hygiene;
 - postpone sessions if she is unwell with a contagious illness;
 - request that sessions are rearranged if the pupil has a contagious illness that could pose a risk to others;
 - follow any current public health guidance where applicable.
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9. Manual Handling

Rachel Morgan will avoid lifting heavy items unnecessarily and will use safe lifting techniques where equipment or teaching resources need to be transported.

10. Safeguarding

Health and safety arrangements work alongside the Read With Rachel Tutoring Safeguarding and Child Protection Policy.

If Rachel Morgan has concerns about a child's safety or welfare, the safeguarding procedures will be followed.

11. Review

This policy will be reviewed annually or sooner if there are changes to legislation, guidance or the nature of the business.

Declaration

I confirm that I have read, understood and will adhere to this Health and Safety Policy in all tutoring activities undertaken by Read With Rachel Tutoring.

Policy Owner: Rachel Morgan

Signature:

R Morgan

Print Name: Rachel Morgan

Date Signed:

2026

31 / 07 / ~~2027~~

Next Review Date: 31st July 2027