

Health and Safety Policy

Seven Springs Education



**Seven Springs
Education**

Approved by:	Willow Hewitt	Date: 26/10/22
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Last reviewed on:	26/10/22
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Next review due by:	26/10/23
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Introduction

Seven Springs Education is committed to providing and maintaining a safe and healthy working environment for all employees, tutors and students.

Health and safety is an integral part of learning and work activities. Seven Springs Education takes all reasonable and practicable steps to ensure:

- The risks to health and safety are properly assessed
- Risk assessments take into account specific risks to young and vulnerable learners
- Safe systems of work are devised and implemented
- Employees, tutors, students and others are given adequate information, instruction, training and supervision in order to carry out their work and studies safely.

All employees and tutors are required to follow and comply with the health, safety and safeguarding procedures for working with and safeguarding young people and vulnerable adults that support the development of student health, safety and welfare knowledge and understanding.

Employees are expected to attend and participate in regular team meetings to provide effective channels of communication and promote cooperative safe working practices across Seven Springs Education.

Willow Hewitt, Director of Operations, is responsible for Health and Safety within Seven Springs Education.

Tutors' Responsibilities

Tutors should take every reasonable step to eliminate potential risks to increase safety and confidence. Where available, make sure you are aware and have a copy of students' risk assessments created by their parents/guardians. This is particularly important where there are known risks around Domestic Violence, Drug and Alcohol use and offending behaviour.

All tutors are required to:

- Carry out their duties in a manner to ensure their own health, safety and welfare and that of any others who might be affected.
- Cooperate with Seven Springs Education on issues relating to health and safety and welfare.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health and safety and welfare.
- Familiarise themselves with this policy statement.
- Report any hazards in work to enable others to address these if required.
- If tutors observe a health and safety emergency impacting a student during an online lesson (e.g. the student suffers an injury), they should remain in the online classroom and ask the student to do the same. They should immediately contact Seven Springs Education and alert them to the situation.
- Ensure they are familiar with all exit and fire exit routes for locations in which they are working and the actions to take in the event of an emergency.
- Tutors should be aware of Health and Safety Regulations as set out by the Health & Safety Executive - www.hse.gov.uk
- Complete the Personal Risk Assessment to identify health and safety risks in their working environment and make changes to improve its safety.

Seven Springs Education has Employers' Liability, Public Liability and Professional Indemnity cover that extends to the business and its employees. For the purposes of our insurance cover, the term 'employees' include all those undertaking supervised work under our instruction, including on a freelance basis. Should you have any queries relating to this or any other health and safety related matters, please contact the Senior Leadership Team slt@seven-springs.co.uk.

Health and Safety Risk Assessment for Students

Potential Hazard for Students	How students may be harmed	Protection measures in place	Further measures to take
Accidents during online classes			
Unintentional, low-level physical harm during lessons.	Students may sustain superficial and non-serious injuries from accidents, such as falling off a chair and getting small paper cuts.	<p>Students are encouraged to practice personal safety and discouraged from engaging in unsafe behaviours.</p> <p>Tutors are trained to spot low-level dangers and direct students to avoid them.</p> <p>Tutors provide instruction to students on how to use tools properly and safely during lessons.</p> <p>Where appropriate, a responsible adult is present with students throughout the class who can respond to the issue.</p> <p>Tutors receive detailed and frequent safeguarding training and know how to respond to non-serious accidents that they may witness in a classroom.</p>	

		All online lessons are recorded and monitored for safeguarding purposes.	
Unintentional, more serious physical harm during lessons.	Students may sustain more serious injuries from accidents, such as tripping over an object and hitting their head.	<p>Tutors receive detailed and frequent safeguarding training on how to respond to and report serious accidents that they witness.</p> <p>Where appropriate, a responsible adult is present with students throughout the class who can respond to the issue.</p> <p>Tutors provide instruction to students on how to use tools properly and safely during lessons.</p> <p>Students are encouraged to practice personal safety and discouraged from engaging in unsafe behaviours.</p> <p>All online lessons are recorded and monitored for safeguarding purposes.</p>	
Housing and Family Environment			
Students' living environment or housing.	Issues such as unsuitable and unstable housing and homelessness may negatively impact students' during lessons.	Tutors receive detailed and frequent safeguarding training on how to respond to and report safeguarding	

		<p>concerns, including those relating to housing.</p> <p>Students receive information on Spring about safeguarding and can report issues to the DSL quickly using the 'Get Help' button.</p> <p>Students' parents/teachers/guardians are asked to complete a Personalised Student Risk Assessment and keep Seven Springs Education informed about the students' situation.</p>	
Students' family relationships.	<p>Issues such as family separation or divorce, domestic abuse, substance abuse, foster care may impact students' health and safety during lessons.</p>	<p>Tutors receive detailed and frequent safeguarding training on how to respond to and report safeguarding concerns, including those relating to family issues.</p> <p>Students receive information on Spring about safeguarding and can report issues to the DSL quickly using the 'Get Help' button.</p> <p>Students' parents/teachers/guardians are asked to complete a Personalised Student Risk Assessment and keep</p>	

		Seven Springs Education informed about the students' situation.	
Recent change in environment.	Students' health and safety may be impacted by recent changes in environment, including if they have recently moved to another country, area or school.	<p>Tutors receive detailed and frequent safeguarding training on how to respond to and report safeguarding concerns.</p> <p>Students receive information on Spring about safeguarding and can report issues to the DSL quickly using the 'Get Help' button.</p> <p>Students' parents/teachers/guardians are asked to complete a Personalised Student Risk Assessment and keep Seven Springs Education informed about the students' situation.</p>	
Pre-existing Health Conditions			
Pre-existing mental and physical health conditions.	Students may have pre-existing physical and mental health conditions that pose a risk to their health and safety during lessons.	<p>Tutors receive detailed and frequent safeguarding training on how to respond to and report safeguarding concerns.</p> <p>Students' parents/teachers/guardians are asked to complete a Personalised Student Risk Assessment and keep</p>	

		<p>Seven Springs Education informed about the students' situation.</p> <p>Where appropriate, a responsible adult is present with students throughout the class who can respond to the issue.</p>	
SEND Needs			
SEND Needs	<p>Students may have SEND needs that pose a risk to their health and safety during lessons.</p>	<p>Tutors receive detailed and frequent safeguarding training on how to respond to and report safeguarding concerns.</p> <p>Students' parents/teachers/guardians are asked to complete a Personalised Student Risk Assessment and keep Seven Springs Education informed about the students' situation.</p> <p>Where appropriate, a responsible adult is present with students throughout the class who can respond to the issue.</p>	
Danger from Natural Forces			
Natural forces.	<p>Students' health and safety may be compromised by natural events, such as flooding, fires, storms, and earthquakes.</p>	<p>Students are encouraged to practice personal safety and follow the advice of responsible adults whom they trust.</p>	

		Where appropriate, a responsible adult is present with students throughout the class who can respond to the issue.	
Danger from Criminal Behaviour			
Criminal behaviour.	Students' health and safety may be compromised by criminal behaviour in their homes or local areas.	<p>Tutors receive detailed and frequent safeguarding training on how to respond to and report safeguarding concerns. Tutor training includes issues of Child Criminal Exploitation, such as County Lines and extremism and radicalisation.</p> <p>Students are discouraged from becoming involved with any form of criminality and are encouraged to speak to an adult they trust if they have any concerns about their safety.</p> <p>Students receive information on Spring about safeguarding and can report issues to the DSL quickly using the 'Get Help' button.</p> <p>Students' parents/teachers/guardians are asked to complete a Personalised</p>	

		<p>Student Risk Assessment and keep Seven Springs Education informed about the students' situation.</p> <p>Where appropriate, a responsible adult is present with students throughout the class who can respond to the issue.</p>	
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Personalised Student Risk Assessment for Online Tuition

Date of Assessment	Date of Next Review (recommended at least annually)

Student's Details

Full Name	Date of Birth	School Name

Parent's / Teacher's / Guardian's Details

Full Name	Relationship to the Student	Email Address	Telephone Number

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Activity posing a risk to the student	Details of potential risks posed to student	Risk level (High, Medium or Low)	Precautions taken to reduce the risk	Further actions required to reduce risk	People responsible for managing concerns