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07/07/25	Addition of reference to remote and lone working policy (section 7)
07/07/25	Addition of infectious disease including Covid19
07/07/25	Addition on information about Brightsafe
01/07/26	Addition on clear guidance for RIDDOR section 6

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1 INTRODUCTION

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

This sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

2 PURPOSE AND AIMS

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our staff handbook.

We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to the HR & Compliance Manager with overall responsibility for health and safety.

3 RESPONSIBILITY

The HR & Compliance Manager is responsible for managing health and safety matters on a day-to-day basis; the HR & Compliance Manager may also be assisted by local Managers as delegated. The HR & Compliance Manager will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored, and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

3.1 Staff Responsibility

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities.

To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual need, based on the results of our risk assessments.

Everyone's training requirements are identified, and this is supported by general responsibilities contained in the staff handbook and individual work instructions for specific tasks and processes.

3.2 Visitors

All visitors reporting to Tute office must be always accompanied, fully complete the visitors' book and be issued with a visitor pass. They will be given locations on where wash facilities are and made aware if there will be any fire drill carried out on that day. The person who they are visiting at Tute will be responsible for their duration at the office.

4 RELATED POLICIES

- Drugs and Alcohol Policy
- DDA Policy
- Remote and Lone Working Policy

5 PROCEDURES AND GUIDANCE

5.1 Safety

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.

You must not take any action that could threaten the health or safety of yourself, other employees, students, clients and members of the public.

You should report all accidents and injuries at work, no matter how minor, in the accident book.

You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

6 RIDDOR

Tute Education is committed to complying with the requirements of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

RIDDOR requires certain work-related accidents, occupational diseases and dangerous occurrences to be reported to the relevant enforcing authority. Reporting under RIDDOR is a legal requirement and enables incidents to be monitored and lessons to be learned to help prevent future occurrences.

6.1.1.1 Reportable Incidents

The following incidents must be reported where they arise out of or in connection with work:

- The death of any employee, worker or member of the public.
- Specified injuries to employees or workers, including:
 - fractures (excluding fingers, thumbs and toes);
 - amputations;
 - serious burns;
 - loss of sight or injuries likely to result in permanent loss of sight;
 - crush injuries causing damage to internal organs;
 - serious head injuries or unconsciousness caused by head injury or asphyxia;
 - any injury requiring hospital treatment caused by exposure to harmful substances or biological agents.
- Injuries resulting in an employee or worker being unable to carry out their normal work duties for **more than seven consecutive days** (not including the day of the accident).
- Injuries to non-workers that result in them being taken directly from the scene to hospital for treatment.
- Diagnosed occupational diseases where linked to work activities.
- Specified dangerous occurrences (near misses) as defined by RIDDOR, including certain equipment failures, fires, explosions and other serious incidents.

6.1.1.2 Reporting Procedure

All accidents, incidents and near misses must be reported immediately to the employee's line manager and recorded in the Company's accident reporting system, regardless of severity.

The Head of People, Culture and Social Responsibility (or nominated competent person) will:

- Investigate all incidents to determine whether they are reportable under RIDDOR.
- Submit reports to the relevant enforcing authority within the required statutory timescales.
- Maintain records of all reportable incidents for a minimum of **three years**.
- Ensure appropriate investigations are completed and corrective actions implemented to reduce the risk of recurrence.

Managers are responsible for ensuring that all incidents are reported promptly and for supporting any investigation.

Employees must cooperate fully with any investigation and provide accurate information relating to the incident.

6.1.1.3 Learning from Incidents

Following any reportable incident, the Company will review the circumstances, identify any underlying causes and implement appropriate corrective and preventative measures. Lessons learned will be communicated where appropriate to improve health and safety across the organisation.

6.2 Alcohol & Drugs

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the Company business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action

and dependent on the circumstances, this may lead to your dismissal.

6.3 Fitness For Work

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

6.4 No Smoking

Smoking is only permitted during authorised breaks and in the designated area. This includes e-cigarettes.

6.5 Hygiene

Any exposed cut or burn must be covered with a first-aid dressing.

If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

6.6 Manual Handling

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.

7 Infectious Disease Control (Including COVID-19)

The organisation recognises its duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, volunteers, and service users. This includes taking reasonable measures to reduce the risk of infectious diseases such as COVID-19 and other respiratory illnesses within the workplace.

We are committed to maintaining a safe and hygienic environment by:

- Promoting and supporting good personal hygiene practices, including handwashing and the use of hand sanitiser.
- Ensuring effective ventilation in indoor working and communal spaces.
- Carrying out risk assessments during periods of increased illness or outbreaks, and taking proportionate action based on public health guidance.
- Encouraging staff, pupils/service users, or visitors who are unwell with symptoms of a respiratory infection (including COVID-19) to remain at home where appropriate, in line with UK Health Security Agency (UKHSA) guidance.

- Maintaining clear communication with employees regarding health-related expectations and updates.

COVID-19 is now managed as part of the organisation's wider approach to infection control and business continuity. We will continue to monitor public health advice and adapt our approach as necessary to protect the health and wellbeing of everyone on site.

8 OFFICE

8.1 PAT Testing

All electrical equipment will be PAT tested every 2 years by a qualified PAT tester.

8.2 Fire Alarm

The fire alarm system is serviced on a quarterly basis by our service provider Firesec as per our maintenance agreement and recorded on the portal.

Weekly fire alarm tests are carried out on the system to ensure it is fit for purpose – testing of bells is either prior to 08:30 or after 17:00 so as not to disrupt lesson delivery. The test is carried out by our fire warden with details and point of test being recorded in the logbook as well as on the portal.

A biannual fire drill is carried out to execute the process and procedure and ensure fit for purpose, The test drill is carried out by our fire warden with details and point of test being recorded and staff evacuation procedure applied, all details are then recorded in the logbook as well as on the portal.

8.3 Fire Equipment

All Fire extinguishers and fire blankets are serviced on a biannual basis by our service provider Firesec Ltd as per our maintenance agreement and recorded on the portal.

8.4 Smoke Alarms

The smoke alarms are serviced on a quarterly basis by our service provider Firesec as per our maintenance agreement and recorded on the portal.

8.5 Emergency Lighting

The Emergency lighting is serviced on a quarterly basis by our service provider Firesec as per our maintenance agreement and recorded on the portal.

9 Dealing with Health and Safety Emergencies

Tute is committed to ensuring that all staff, service users, and visitors know what to do in the event of a health and safety emergency. This includes, but is not limited to: fire, medical incidents, gas leaks, hazardous substance spills, security threats, or structural damage.

General Emergency Procedure

In the event of any emergency:

1. Ensure immediate safety – remove yourself and others from danger if safe to do so.
2. Raise the alarm – inform others using fire alarms, phones, or designated alert systems.
3. Contact emergency services – dial 999 if there is any risk to life or serious incident.
4. Follow evacuation procedures – proceed to the nearest exit and designated assembly point.
5. Do not re-enter the building until declared safe by emergency services or responsible personnel.
6. Record and report the incident to the appropriate senior staff member as soon as possible.

9.1 Fire Emergency

- Raise the alarm via the nearest fire alarm call point.
- Evacuate immediately via the nearest safe exit.
- Assemble at the fire assembly point: Bottom of car park
- Fire marshals: Sam Wakefield and Kate Williams
- Fire service: Dial 999

9.2 Medical Emergency

- Call for help and remain with the casualty.
- Contact a trained first aider immediately:
First Aiders on site: Sharon Smith and Julie Kelsall
- Call emergency services (999) if necessary.
- Record the incident and notify a senior manager.

10 Occupational Health Services

The organisation is committed to protecting and promoting the health, safety, and wellbeing of all employees. We recognise that a healthy workforce supports productivity, engagement, and a positive working environment.

Occupational health support is available to help prevent work-related ill health, support staff with existing health conditions, and ensure that all employees are fit to undertake their roles safely.

10.1 Aims of Occupational Health Services

We aim to:

- Support employees with medical conditions, disabilities, or recovery from illness or injury
- Advise on fitness for work and reasonable adjustments under the Equality Act 2010
- Manage risks associated with mental health, stress, and physical wellbeing
- Fulfil legal obligations for health surveillance where required (e.g., for high-risk roles)
- Promote a positive health and wellbeing culture across the organisation

10.2 Referral and Access

- Referrals to Health services may be made by line managers or HR in consultation with the employee.
- Employees may also self-refer to available wellbeing support services.
- Any referrals are made with the full knowledge and consent of the employee, and information is kept strictly confidential.

10.3 Available Services

Employee Assistance Programme (EAP) – Provided by Peninsula

All employees have access to a confidential EAP provided by Peninsula, which includes:

- 24/7 helpline for mental health, financial, legal, and family matters
- Access to trained counsellors and advisors
- Short-term structured counselling (subject to availability)
- Online wellbeing resources

2. Private Healthcare – Provided by BUPA

Eligible employees have access to private healthcare services through BUPA, which may include:

- GP appointments
- Diagnostic tests and scans
- Specialist consultations
- Mental health services and therapy options
- Health assessments and screening

10.4 Further Information and Resources

Further factsheets, contact details, and guidance on Occupational Health, EAP, and BUPA services can be found on Tute Navigator, under the PCSR department menu.

Employees are encouraged to access these resources for more detailed support options and how to access services confidentially.

Confidentiality

All health-related information will be treated with the strictest confidentiality in line with GDPR and the Access to Medical Reports Act 1988. Occupational health reports focus only on work-related recommendations and adjustments. No personal medical information is disclosed without consent.

11 Accident and Incident Investigation

Tute is committed to ensuring that all accidents, incidents, and near-misses are reported, recorded, and investigated appropriately. Our aim is to identify root causes, prevent recurrence, and maintain a safe working environment for all employees, learners, and visitors.

We work in partnership with Peninsula, our third-party Health and Safety provider, and use the Brightsafe Health & Safety portal to manage incident reporting, investigations, and follow-up actions.

11.1 Investigation Process

- All accidents, incidents, and near-misses must be reported as soon as possible through the Brightsafe portal, which is accessible to all staff.
- Reports should be submitted promptly by those involved or witnesses, and managers are responsible for ensuring timely and accurate entries.
- Each report is reviewed, and where necessary, an investigation will be carried out either internally or in collaboration with Peninsula, depending on the nature and severity of the event.
- Investigations aim to identify immediate, underlying, and root causes, and to recommend suitable remedial actions.

11.2 Roles and Responsibilities

Role	Responsibility
All Staff	Report all incidents, hazards, or near-misses via Brightsafe
Line Managers	Ensure incidents are logged, support investigations, implement actions
Health & Safety Coordinator	Coordinate internal responses and escalate complex cases to Peninsula

Role	Responsibility
Peninsula	Provide expert advice, assist with investigations, and support compliance
PCSR Department	Monitor overall trends, oversee reporting, and ensure follow-up is completed

11.3 Outcomes of Investigations

- Investigations aim to prevent recurrence by identifying lessons learned and taking corrective action.
- Where appropriate, findings will result in:
 - Updated risk assessments
 - Revised procedures or working practices
 - Training for staff
 - Repairs, equipment checks, or other safety measures
- All follow-up actions and outcomes will be tracked and recorded in Brightsafe for transparency and accountability.

11.4 Use of Brightsafe

Brightsafe is the central system for managing health and safety across the organisation. It is provided by Peninsula and allows staff to:

- Report accidents and near-misses
- Access investigation outcomes and status updates
- Review relevant health and safety policies and risk assessments
- Track and complete assigned corrective actions

All staff are expected to engage with Brightsafe as part of their responsibility toward maintaining a safe working environment.

12 REMOTE AND LONE WORKING

A separate policy exists for remote and lone working.

13 ANNUAL REVIEW

The Health and Safety policy will be review on an annual basis.

