

Coast Tuition – Health and Safety Policy

August 2025

Date	Version	Edit and Agreed	Staff
2020	1	Y	HE, LK
2021	2	Y	HE, LK
2022	3	Y	HE, LK
2023	4	Y	HE, LK
2024	5	Y	HE, LK
2025	6	Y	HE, LK

Part 1: Statement of Intent

This is the health and safety policy statement of Coast Tuition.

Our policy is to promote a positive learning and workplace culture where health, safety and welfare is paramount. We set out to provide and maintain a safe and healthy environment for all those who enter Coast Tuition premises. We will provide and maintain safe and healthy working conditions for all our employees, contractors, learners and agency/ supply staff working on our behalf. We will ensure compliance with minimum legal standards/ approved codes of practice.

We will achieve this policy, in part by:

1. Promoting a positive health and safety culture within our organisation e.g. Directors role modelling expected behaviours and leading by example.
2. Consulting with all our employees on matters affecting their health and safety and providing the necessary information, instruction, training and supervision as appropriate to ensure their competence with respect to health and safety.
3. Providing health and safety inductions to learners and necessary training as required.
4. Ensuring that adequate and sufficient resources and arrangements are in place to identify hazards and control risks arising from workplace activities.
5. Ensuring that we provide and maintain safe systems of work, plant, equipment, premises and PPE and meet appropriate safety standards.
6. Seeking advice and assistance from external organisations to supplement our own health and safety initiatives
7. Monitoring and reviewing at least annually the health, safety and welfare arrangements we have put in place to determine their continued effectiveness.
8. Setting goals and following action plans to ensure continuous improvement in health, safety and performance.

The expectation is that all employees show a responsibility to themselves, learners, colleagues and visitors in respect of health, safety and welfare and exercise due care and attention.



Helen Elcoate – Director
Aug 2025

Part 2: Responsibilities for Health and Safety

1. Overall and final responsibility for Health and Safety

Helen Elcoate (Director)

2. Day to day responsibility for ensuring this policy is put into practice

Helen Elcoate (Director)

3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:

Helen Elcoate

- Safety, risk assessments
- Consulting employee
- Reporting and investigating Accidents and ill health including RIDDOR
- First aid
- Work related ill health
- Monitoring health and safety documentation to ensure fit for purpose
- Emergency procedures
- Fire and evacuation
- COSHH assessments
- Maintaining information, instruction and supervision, training
- Identifying plant/ equipment which needs maintaining and ensuring identified maintenance is implemented

4. All employees should:

- co-operate with managers and colleagues on health and safety matters
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above)

Part 3: Arrangements for Health and Safety

Risk assessment

- We will complete relevant risk assessments and take appropriate action to identify hazards and put in place proportionate control measures to control the risk. Risk

assessments will be continually reviewed and updated and will be treated as a “living document” and will include controls to ensure

- We will review risk assessments when working habits or conditions change.

Consultation

- We will consult staff routinely on health, safety and welfare matters as they arise and formally when we review health, safety and welfare.

Safe Plant and Equipment

- We will check and ensure suitable health and safety standards before purchase of plant/ equipment.
- We will identify equipment/ plant which will need maintenance and this is the
- We will ensure effective maintenance procedures are drawn up
- We will ensure all identified maintenance is implemented

Problems with plant/ equipment should be reported to the Admin and Marketing Assistant.

COSHH

- We will check and ensure substances can be used safely before they are purchased
- We will assess the health risks from all substances hazardous to health by undertaking a COSHH assessment on substances used.
- We will ensure all actions identified through the COSHH risk assessment are implemented.
- We will ensure staff are aware of actions they need to follow whilst using hazardous substances.

Emergency Procedures – Fire and Evacuation

- We will ensure a fire risk assessment is undertaken and implemented
- We will make sure escape routes are well signed and kept clear at all times.
- We will ensure all escape routes are checked daily by all staff as part of their normal day to day duties.
- We will ensure fire extinguishers are maintained and checked annually.
- We will ensure the fire alarm is tested weekly
- We will ensure that emergency evacuation plans are tested termly and a record kept to indicating this has been done.

Accidents, Incidents, First Aid and Work-Related Ill Health

- We will ensure health surveillance is provided where identified as a control measure e.g. Display Screen Assessments for computer operatives.
- We will ensure health surveillance records are kept in accordance with the Data Protection Policy.

- We will ensure First Aid Boxes are kept in each classroom
- We will ensure appropriate First Aid provision and as a minimum appointed person to take charge of first aid requirements.
- We will ensure all accidents and cases of work-related ill health are recorded in the accident book.
- We will ensure we comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Educational Visits

- We will ensure all off-site educational visits are thoroughly risk assessed and signed off by the person responsible for health and safety (as detailed above).
- We will ensure a file is maintained of all educational off-site visits.

Lone Working

- We will ensure a risk assessment is carried out before any lone working commences.
- We will ensure that all employees are trained, supervised and monitored if required to lone work.
- Where the risk is high, we will provide alternative arrangements e.g. two members of staff.

Medical Conditions

- We will ensure there is sufficient staff who are suitably trained.
- We will work collaboratively with relevant agencies to ensure learners conditions are supported.
- We will make staff aware of learner conditions where appropriate.
- We will carry out a risk assessment for learners' medical conditions, reviewing these to ensure that the appropriate support is provided.

Information, Instruction and Supervision

- We will ensure a Health and Safety Poster is displayed on the notice board which details what employees need to know about health and safety.
- We will provide information, instruction and supervision to all employees.
- We will ensure young workers and trainees receive additional information, instruction and supervision to take account of their inexperience, lack of awareness of risks and immaturity. We will ensure that our employees working at locations under the control of other employers, are given relevant health and safety information.
- We will provide access to external health and safety advice, and this can be accessed through Directors.

Competency for Tasks and Training

- We will give staff, volunteers, subcontractors and learners a health and safety induction and provide appropriate training.

- We will also ensure job specific training is provided.
- We will ensure for specific roles appropriate training is provided e.g. First Aid
- We will ensure training records are kept up to date and training is identified, arranged and monitored.
- We will make sure suitable arrangements are in place for employees who work remotely.

Monitoring

- We will undertake the following to check our working conditions and ensure our safe working practices are being followed
 - Termly visual H&S Inspection
 - PAT testing
 - Prioritised programme of risk assessment
 - Equipment maintenance
- We will investigate any accidents and review any sickness absences that occur
- We will ensure investigation findings are acted upon to prevent a re-occurrence

Review and evaluation

Assessments will be reviewed in the event of an accident, annually or when the work activity changes, whichever is soonest.