



ASPIRING MINDS TUITION

EDUCATION WELLBEING CREATIVE

HEALTH AND SAFETY POLICY

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CONTACT US



07764501214



info@aspiringmindstuition.co.uk



aspiringmindstuition.co.uk

Health and Safety Policy

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1. Purpose

At Aspiring Minds Tuition (AMT), we are committed to promoting and maintaining the health, safety and wellbeing of all staff and learners. This policy outlines our approach to maintaining a safe learning and working environment for all, including online tuition and in-person sessions at other locations.

The aim of this policy is to promote a culture of safety and wellbeing across AMT by:

- Ensuring staff are aware of their responsibilities for their own health and safety and that of others.
- Minimising the risk of injury or harm to staff or others during AMT activities.
- Ensuring safe working practices and compliance with relevant policies in all locations used by AMT staff.

2. Scope

This policy applies to all AMT staff (permanent, temporary, contractors and volunteers) whether online or in-person. It also applies to work undertaken at other locations, such as educational settings, public or private spaces, where AMT is delivering tuition.

3. Responsibilities

- **Director:** Overall responsibility for implementing this policy, providing relevant guidance and reviewing health and safety practices.
- **All staff and volunteers:** Must take reasonable care of their own health and safety and follow this policy and any related guidance.
- **External venues:** Where work takes place in other settings, AMT staff must comply to their health and safety policy.

4. Legal and Regulatory Framework

This policy aligns with and supports compliance with the following UK legislation and government guidance relevant to workplace health and safety, including for home-based educational settings:

- **Health and Safety at Work etc. Act 1974**
Employers must ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others affected by their work activities.
<https://www.legislation.gov.uk/ukpga/1974/37/contents>
- **Management of Health and Safety at Work Regulations 1999**
Employers must carry out risk assessments and implement suitable preventive and protective measures. <https://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- **Health and Safety Executive (HSE) Guidance on Home Working**
Employers must assess risks for staff working remotely and ensure a safe home working environment.
<https://www.hse.gov.uk/index.htm>

5. Health and Safety When Working from Home

All staff are responsible for ensuring their home working setup is safe and supports their health and wellbeing. All staff must:

Workstation Setup:

- Use a stable desk or table with enough space for laptop, materials and equipment
- Use a chair that supports good posture
- Ensure screen height and distance reduce strain on eyes and neck
- Arrange good lighting to reduce glare and eye fatigue

Electrical and Device Safety:

- Ensure chargers, sockets and devices are in good working condition
- Avoid overloading sockets or using damaged cables
- Follow safe internet and equipment usage

Breaks

- Take regular breaks away from the screen (ideally 5 minutes every 30 minutes)
- Stand up and move regularly to avoid muscle strain

Fire and Emergency:

- Know your personal fire safety procedures in the home
- Ensure clear access to exits

Confidentiality and Security:

- Work in a private or quiet location to maintain learner confidentiality
- Lock screens when away
- Avoid printing or storing learner data unless necessary and secure

Mental Health and Wellbeing:

- Speak to the Director if struggling with workload, stress or isolation
- Seek reasonable adjustments if required (e.g. for SEND staff or temporary needs)
- Use check-ins or peer support to stay connected

6. Health and Safety When Working at Other Locations

- When providing tuition at external venues, AMT staff must adhere to the venue's health and safety policies and procedures.
- Staff should familiarise themselves with emergency procedures, fire exits and first aid arrangements at these locations.
- Any health and safety concerns at these sites must be reported promptly to the venue and AMT management.

7. Lone Working Risk Assessment

All staff who work alone, whether from home or when visiting other venues to provide tuition, must take steps to ensure their safety and manage risks appropriately.

- Staff must complete a Lone Working Risk Assessment to identify and mitigate potential hazards such as ergonomic risks, isolation, emergency situations, data security and travel-related risks.
- Staff should keep mobile phones charged and accessible, maintain regular contact with colleagues during lone working periods and establish an emergency contact plan.
- When working at other locations, staff must comply with the health and safety policies of the venue and report any concerns to both the venue and AMT management.
- Staff must observe transport safety and any current public health guidance during travel or external visits.
- AMT encourages staff to immediately report any incidents or concerns arising during lone working to ensure prompt support and response.

8. Risk Assessments

At AMT, ensuring a safe working environment is a shared responsibility. While it is not a statutory requirement for staff working from home or delivering tuition at external venues to complete a formal risk assessment, staff and volunteers are advised to complete the following risk assessments to support safe and effective working conditions:

- **Health and Safety Risk Assessment** – for staff working from home or visiting external venues This helps to identify potential hazards related to workstation setup, environment, fire safety and general wellbeing. Where tuition is delivered at an external venue (e.g. a school, library or family home), staff must also comply with the health and safety policies of that venue.
- **Lone Working Risk Assessment** – for staff working alone without direct supervision, either from home or in the community. This helps staff consider risks associated with isolation, communication, safeguarding and emergency planning.

Templates and guidance for both risk assessments are provided by AMT and are available from the Director or in the staff resources area. These tools support staff in identifying and managing potential risks and help create a culture of proactive safety and wellbeing.

If staff are unsure whether these assessments are relevant to their role or situation, they should seek advice from the Director.

9. Training and Support

- AMT provides health and safety guidance and training as appropriate for staff.
- Staff are encouraged to raise any health and safety questions or concerns with the Director.

10. Linked Policies

This policy should be used in conjunction with the following AMT policies, which collectively support the promotion and maintenance of a safe and healthy environment for all staff and learners:

- **Equality, Diversity and Inclusion Policy**
This policy covers safety from discrimination and promotes an inclusive environment.
- **Safeguarding Policy**
Outlines procedures to protect learners and staff from harm, abuse, or neglect, supporting a safe learning environment.
- **Lone Working Policy**
Sets out safety measures and risk management strategies for staff working independently or without direct supervision.
- **Reasonable Adjustments Policy**
Ensures appropriate measures are in place to support the health, safety and accessibility needs of learners and staff with SEND.
- **Staff Agreement: Code of Conduct**
Outlines expected behaviours that promote a safe and respectful workplace environment.
- **Learner Agreement: Code of Conduct**
Defines learner responsibilities to maintain a safe, respectful and supportive learning environment.
- **Complaints Policy**
Provides a clear process for raising and addressing health and safety concerns effectively.

11. Monitoring and Review

This policy will be reviewed annually or sooner if there are significant changes to working arrangements or relevant legislation.

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