



HEALTH AND SAFETY POLICY

Person responsible Rosa Coakley

September 2025 – reviewed annually

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Introduction

Health and Safety is an important consideration of Harrison Allen. Harrison Allen will take all reasonable steps to provide a safe and caring environment for staff, students and visitors. All personal data/information will be held in the strictest confidence in line with appropriate legislation.

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and each other
- Ensure as far as is reasonably preventable that all work areas are safe

NOTE: SMOKING IS NOT PERMITTED ANYWHERE ON THE PREMISES OF HARRISON ALLEN. WE OPERATE A ZERO TOLERANCE APPROACH TO DRUGS AND ALCOHOL IN THE WORKPLACE ALTHOUGH WE WILL PROVIDE ADVICE ON HOW TO SEEK HELP IF AN EMPLOYEE HAS ISSUES IN THIS REGARD.

Our Health and Safety Officer is Rosa Coakley who is also our Fire Warden. In Rosa Coakley's absence, Karen Abbott can deputise.

A yearly review will be carried out by Rosa Coakley and another appointed member of staff to monitor the health and safety of the relevant part of the building.

Equipment

- Any equipment and resources should be used in safety and for its intended purpose only. Defective equipment should be taken out of use and labelled appropriately.
- All electrical equipment is PAT tested annually.
- No second hand equipment can be introduced without agreement
- Any hazardous substances are to be kept locked in appropriate storage areas
- A CoSHH assessment has been carried out and it was found that there is no potential for exposure to substances that might be hazardous to health. The gas cooker is out of bounds to students except under supervision
- Goggles will be provided for any teaching situations when hazardous materials are used, as will any protective clothing, including gloves. Shoes must be worn when any experiments are undertaken on site
- All computers are password protected. Students are not permitted to log onto the internet unsupervised.

First Aid

Health and Accidents

Staff are expected to take reasonable action as responsible adults to deal with injuries etc, that sustain individuals until, if necessary, professional medical treatment can be received

Harrison Allen has two trained First Aiders (Pippa Harris and Susi Wood)

A properly stocked First Aid Box is kept on the shelf in the kitchen

Medications

Each person maintains responsibility for his or her own medication. Where necessary medicines may be appropriately labelled and stored safely in the fridge in the kitchen. Staff should be aware if children are able to use inhalers.

Fire/Evacuation Emergency plan

On hearing the smoke alarm, a member of the office will contact the fire brigade (Call 112 or 999 020 8555 1200 (for non-emergency situations or to request a home fire safety visit)).

After closing all the doors and checking that all windows are closed, everyone will walk down the stairs and exit via the front door and assemble on the pavement outside number 13 Earlsfield Road. If this exit is deemed a hazard, an alternative exit is via the garden door and assemble at the far end of the garden.

Two fire extinguishers are located on the landing and a fire blanket is located in the kitchen on the back of the bathroom door – all are checked annually. Smoke alarms are located in the hallway on each of the three floors of the house. The fire extinguishers, the three smoke alarms and the carbon monoxide alarm are checked every month by the office staff.

All visitors to Harrison Allen must sign in and out of the Visitor's Book. All students are escorted in and out of the building, before and after a lesson.

Our fire warden is Rosa Coakley who has annual training.

Risk Assessment for Tutors and Students

Risk assessment information for a pupil's behaviour and location of tuition is first sought from the client (see LA referral form). Relevant information is shared on a need-to-know basis with those participating in lessons and liaising with relevant agencies and institutions. If it is thought necessary to seek amplification of information (also for one-off occasions) this will be undertaken and confirmed before the start date of tuition.

Risk Assessment for Office

The Risk Assessment for the office at 13 Earlsfield Road is updated annually.

Off Site Visits

- Visits undertaken of an educational nature must be authorized and agreed in advance
- Agreement will be sought from the client and where appropriate confirmed by the parent/carer.
- Information about the trip, such as timing, location, transport method will be received by Harrison Allen prior to the visit happening (and kept as part of the student's record)
- Students who are transported to and from Harrison Allen by LEA designated travel arrangements are the responsibility of the LEA. At the end of each such lesson, all students (irrespective of age) will be delivered to the transport provided.
- Concerns/complaints about these transport arrangements will be conveyed to the LEA

Reviewed September 2025

COVID 19 ADDENDUM INCLUDING RISK ASSESSMENT FOR 13 EARLSFIELD ROAD PREMISES

Currently no COVID restrictions in place – reviewed constantly in case Government advice changes.

Risk Assessment

With fewer than 5 employees there is no obligation to record our risk assessment. However, we believe it to be good practice to do so.

We have considered the following:

- Is there any work activity or are there situations which might cause transmission of the virus?

The potential exposure for transmission of the virus is the fact of different individuals being present in the same office space. This includes workers and/or visitors or interviewees. Deliveries to the office might also expose people to the virus. There is a home-owner also on the premises who may have their own visitors.

- Who could be at risk?

As above, all employees, the home-owner, visitors including interviewees. Importantly, the home-owner is a vulnerable person and additional precautions should be considered to avoid face to face contact.

- How likely it is that someone could be exposed?

The risk is the same as for everyone in terms of sensible but normal inter-action with other people. Each employee has family and therefore have multiple contacts.

- Is there any way to remove the activity or situation, or if this isn't possible, control the risk?

Yes. At present all employees are working remotely and although recruitment was suspended for a few weeks in the light of lock down, remote interviews may start taking place in due course. These steps will continue as long as is necessary or preferable in the light of government guidance which is currently that workers should work from home if they can.

Social distancing

As the workplace is essentially two rooms and a kitchen with separate WC facilities, social distancing ability will depend on government guidance. At present the 2m rule suggests that office attendance could only be on a rota basis. In any event employees are working remotely.

If the rule is relaxed to 1m then the 4 office workers have desks approximately 1m apart and can socially distance to a large extent. Workers are not positioned face to face. However, there are common areas (such as the printer, kitchen and WC) and therefore management have taken the view

that only if all distancing measures are removed can the office return to full attendance by all workers. As mentioned above, rota'd attendance may be possible but is not currently being considered.

PPE

We recognise our duty to protect people in the workplace and ensure that they are not exposed to hazardous substances as part of their work. The government guidance explains that face coverings are **not** PPE as they do not protect people from work-related hazardous substances. They may be marginally beneficial as a precautionary measure against coronavirus. In a non-clinical setting, there is no need to provide different PPE than you would normally have provided before the outbreak started. Workers are free to wear masks and other protective equipment should they wish.

Cleaning and hygiene

If/when staff return to the workplace, workers will be reminded to practice good handwashing technique and to cough/sneeze into an arm and avoid touching their faces.

Efforts to avoid transmission will be highlighted, for example, not sharing pens or documents.

Internal doors where possible will be left open to keep spaces ventilated and to minimise contact with door handles.

Employees may need to bring their own food and drink into the office.

Handwashing

- handwashing facilities are provided with running water, soap and paper towels
- hand sanitiser is provided in all rooms in addition to washrooms

Efforts will be made to sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that you may not ordinarily clean. Commons parts of 13 Earlsfield Road (eg front door handle/bannisters) will need cleaning regularly also.

Clean equipment frequently

- Work areas and equipment are cleaned between uses
- Frequently clean and disinfect objects and surfaces that are touched regularly

Protecting home workers

We have the same health and safety responsibilities for home workers as for any other workers.

When someone is working from home, permanently or temporarily, we consider:

- How will we keep in touch with them? We have regular (weekly) meetings by telephone to ensure contact. In addition, there is regular e-mail contact and liaison.
- What work activity will they be doing (and for how long)? Employees continue their usual roles and responsibilities where possible.
- Can it be done safely? Yes. Particular care is being taken to ensure any recruitment activities are undertaken remotely and safely.

- Do you need to put control measures in place to protect them? None needed except sensible planning in relation to recruitment activities.

Display screen equipment

These simple steps can help employees reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time

Employees are encouraged to liaise on home working equipment needs which will be provided if appropriate and where possible. Depending on how long remote working continues, additional equipment may need to be provided (eg second screens) and employees are aware of this.

Managers are alert to the key signs of stress in employees (whether home working or not) including:

- arguments
- higher staff turnover
- more reports of stress
- more sickness absence
- decreased performance
- more complaints and grievances

A change in the way someone acts can be a sign of stress, for example they may:

- take more time off
- arrive for work later
- be more twitchy or nervous

A change in the way someone thinks or feels can also be a sign of stress, for example:

- mood swings
- being withdrawn
- loss of motivation, commitment and confidence
- increased emotional reactions – being more tearful, sensitive or aggressive

September 2025 but reviewed regularly as updates are available from gov.uk or Health & Safety Executive