



Lighthouse | Health and Safety Policy

1. Policy Statement

Lighthouse Tuition South-West is committed to ensuring the health, safety, and wellbeing of all tutors, students, clients, and staff engaged in its activities. As a company operating in domestic and educational settings, we recognise the importance of risk awareness and preventative measures in all learning environments, including homes and online platforms.

2. Scope

This policy applies to:

- All subcontracted tutors, administrative staff, and representatives of Lighthouse Tuition South-West.
- All learning environments including homes, virtual spaces, and any other tuition venues.
- All clients and students, including those with special educational needs or disabilities (SEND).

3. Responsibilities

Lighthouse Tuition South-West will:

- Provide clear guidance on working safely in home environments.
- Ensure tutors are aware of and follow this Health and Safety Policy.
- Monitor and review the policy and practices regularly.

Tutors must:

- Take reasonable care of their own health and safety and that of others.
- Report any hazards, accidents, or health concerns to the Company immediately.
- Ensure the learning environment is safe and suitable before starting a session.
- Keep walkways clear and avoid creating trip or fire hazards.
- Follow any site-specific safety requests made by families.

Parents/Guardians should:

- Provide a safe, clean, and accessible space for tuition.
- Remain present in the home during tuition sessions.
- Notify the tutor of any safety concerns, allergies, pets, or other considerations in the home.

4. Risk Management

Tutors are expected to conduct a basic dynamic risk assessment upon arrival at each location, including:

- Ensuring the space is well-lit and ventilated.
- Noting any hazards (e.g. loose wires, aggressive pets, poor access).
- Checking for a clear fire exit route.

If a tutor deems an environment unsafe, they must postpone the session and notify Lighthouse Tuition South-West immediately.





5. Lone Working and In-Home Tuition

To reduce risk:

- Tutors should avoid situations where they are alone in a house with a student.
- A responsible adult should always be present on-site during the session.
- Tutors must notify someone (e.g. family member or the company) of their whereabouts and session times.

6. Online Safety

For remote sessions:

- Tutors must ensure they work from a safe, private, and quiet environment.
- Students should also be supervised during online sessions.
- Use only company-approved, secure video platforms.

7. First Aid and Emergencies

- Tutors are not expected to administer first aid unless trained and comfortable.
- In case of a medical emergency, tutors must call 999 and inform the safeguarding lead and parents/carers as soon as possible.
- All incidents must be reported to Lighthouse Tuition South-West.

8. Illness and Infection Control

- Tutors and students must not attend in-person sessions if they are unwell, especially with contagious illnesses.
- Tutors should follow basic hygiene measures such as handwashing before and after sessions.

9. Review and Compliance

This policy is reviewed annually or in response to any significant incident or legal change.

Failure to comply with this policy may result in the suspension or termination of a tutor's contract.

Name of Tutor: _____

Signed by Tutor: _____

Date: _____

Signed on behalf of Lighthouse Tuition (South-West)

Director Name: _____

Signature: _____

Date: _____

