SEND Tuition with Hannah’s Hub: Health and Safety Policy

Effective Date: June 2026
Health and Safety Representative: Hannah Lawrence

1. Policy Statement

SEND Tuition with Hannah's Hub is committed to ensuring the physical health and safety of all self-employed tutors and families. Because our tuition takes place inside private residential homes, managing physical hazards requires active cooperation between the business, independent tutors, and clients.

This policy focuses strictly on physical environment hazards, personal safety, and accident reporting. All child welfare and protection matters are governed separately by our company Safeguarding Policy.

2. Organisation & Responsibilities

SEND Tuition with Hannah's Hub Responsibilities

- Client Onboarding: Secure written agreement from parents/guardians regarding their environment and home safety obligations before tuition begins.
- Incident Monitoring: Maintain a centralized log of all reported physical accidents and near-misses to monitor safety trends.

Self-Employed Tutor Responsibilities

As independent contractors, tutors manage their own day-to-day safe working practices while adhering to the safety standards set by SEND Tuition with Hannah's Hub:

- Dynamic Risk Assessment: Evaluate the physical learning environment upon arrival at the home for immediate safety hazards.
- Immediate Escalation: Report any physical safety hazards, property damage, or accidents directly to the business management.
- Personal Safety: Take reasonable care of their own health and safety while traveling to and working within client properties.

Parent / Guardian Responsibilities

- Safe Learning Environment: Provide a clean, smoke-free, well-lit, and properly heated room free from structural, electrical, or physical hazards.
- Pet Control: Secure domestic animals before the tutor's arrival if they present a bite, scratch, or severe allergy hazard.
- Access Routes: Ensure external pathways and entryways are clear of ice, mud, or major tripping hazards.

3. Personal Safety & Environment Hazards

Travel, Environment & Lone Working

- Lone Working; Parents/guardians agree that a suitable adult will remain in the home throughout tuition sessions. Lessons should take place in a communal or visible room (e.g., dining room or living room), never in a student’s bedroom behind closed doors.
- Check-In Protocol: Tutors are advised to utilize a personal "buddy system" or check-in app to notify a trusted contact when they safely enter and exit a client's property.

- Right to Refuse/Withdraw: Tutors have the absolute right to leave a home immediately if they encounter aggressive behavior, illegal substances, dangerous environment degradation, or if they feel physically unsafe.
- Communication: Tutors must keep a fully charged mobile phone easily accessible on their person during the lesson.

Physical Hazards in the Home

- Slips and Trips: Tutors must stay vigilant regarding trailing wires, loose stair carpets, cluttered walkways, or toys.
- Fire Safety: Tutors should mentally note the nearest exit route upon entering the home.
- Electrical Equipment: Tutors must visually inspect any sockets they use for laptops or tablets. Do not overload sockets or use visibly damaged chargers.

4. Incident & Emergency Procedures

First Aid & Medical Emergencies

- Emergency Services: In a life-threatening medical emergency, the tutor or parent must dial 999 or 112 immediately.
- First Aid Administration: First aid administration within the home is the responsibility of the parent/guardian present. Tutors should carry a basic personal first aid kit for their own minor injuries.

Reporting Process

- Physical Accidents: Tutors must report any physical injury, property damage, or near-miss sustained during a placement to SEND Tuition with Hannah's Hub within 24 hours.
- Review: Management will review all reports to assess whether a placement can safely continue or if the client terms have been breached.