

StudyBox Health and Safety Policy

1. Statement of Intent

StudyBox is committed to ensuring that all students, staff, and visitors are protected from harm or ill-health while attending or working at our tuition centres. We recognise that effective management of health and safety is essential to delivering high-quality tuition and related activities. Our commitment is to create a safe, supportive, and healthy environment for all.

We will:

- Provide and maintain safe and healthy working conditions, equipment, and systems of work for all staff, students, and visitors.
- Identify, assess, and control risks through preventive and protective measures.
- Provide adequate information, instruction, training, and supervision to ensure health and safety.
- Consult with staff and students on health and safety matters.
- Maintain safe and accessible premises and equipment.
- Monitor and review this policy regularly to ensure its effectiveness and compliance with legal requirements.

This policy applies to all StudyBox centres and activities, including those conducted at our premises located in Sutton, Wallington and Croydon, as detailed on www.studybox.london.

2. Organisation – Roles & Responsibilities

Health and safety is a shared responsibility across all levels of StudyBox. Below are the specific duties for each group:

2.1 Senior Management

- Ensure the overall implementation of this health and safety policy.
- Allocate resources for health and safety measures, including training and maintenance.
- Review incident reports and ensure corrective actions are taken.
- Conduct annual policy reviews and updates as needed.

2.2 Centre Managers

- Oversee day-to-day health and safety operations at their respective centres.
- Conduct regular risk assessments and implement control measures.
- Ensure staff are trained in health and safety procedures, including fire evacuation.
- Report accidents, incidents, or near-misses to Senior Management promptly.

2.3 Tutors

- Follow health and safety procedures and report any hazards or concerns to the Centre Manager.
- Supervise students to ensure their safety during tuition sessions.
- Participate in health and safety training.
- Use equipment safely and report any defects immediately.

2.4 Students

- Follow safety instructions provided by tutors.
- Report any accidents, injuries, or unsafe conditions to a staff member.

- Use equipment and resources responsibly and as instructed.

2.5 Visitors

- Comply with StudyBox's health and safety procedures.
- Follow instructions from staff during emergencies.
- Report any safety concerns to the Centre Manager.

3. Arrangements – Implementation

This section outlines the practical measures StudyBox will take to implement this policy effectively, ensuring compliance with legal requirements and best practices.

3.1 Risk Assessment

- **Procedure:** Centre Managers will conduct risk assessments for all activities, premises, and equipment at least annually or when significant changes occur (e.g., new equipment or room layouts).
- **Hazards:** Identify hazards such as slips, trips, falls, electrical risks, and ergonomic issues.
- **Control Measures:** Implement controls such as regular cleaning, equipment checks, and clear signage. Risk assessments will be documented and accessible to staff.
- **Review:** Assessments will be reviewed after incidents or near-misses to update controls as needed.

3.2 Premises & Equipment Maintenance

- **Premises:** All StudyBox centres will be maintained to ensure safe access, adequate lighting, ventilation, and heating. Walkways will be kept clear of obstructions.
- **Equipment:** All teaching aids, computers, and furniture will be inspected regularly for defects. Faulty equipment will be removed from use and repaired or replaced.
- **Maintenance Schedule:** A maintenance log will be kept, with checks conducted monthly by Centre Managers and reported to Senior Management.

3.3 Fire & Emergency Procedures

- **Fire Safety:** Each centre will have a fire risk assessment, fire alarms and extinguishers. Fire drills will be conducted termly (three times per year).
- **Emergency Procedures:** Staff will be trained in evacuation procedures, and students will be briefed at the start of each term. Assembly points will be designated outside each centre.
- **Emergency Contacts:** A list of emergency contacts, including local fire and medical services, will be displayed prominently in each centre.

3.4 First Aid & Accident Reporting

- **First Aid:** Each centre will have at least one trained first aider on duty during operating hours. First aid kits will be fully stocked and accessible.
- **Accident Reporting:** All accidents, injuries, and near-misses must be reported to the Centre Manager and recorded in the Accident Book. Serious incidents will be reported to Senior Management and, if required, to the Health and Safety Executive (HSE) under RIDDOR regulations.
- **Investigation:** All incidents will be investigated to identify causes and prevent recurrence.

3.5 Safe Supervision & Student Welfare

- **Supervision:** Tutors will maintain appropriate staff-to-student ratios to ensure adequate supervision.

- **Safeguarding:** All staff will be trained in safeguarding procedures to protect student welfare, in line with UK legislation (e.g., Keeping Children Safe in Education).
- **Behaviour:** A code of conduct will be communicated to students to promote a safe and respectful learning environment.

3.6 Use of Computers

- **Ergonomics:** Workstations will be set up to minimise strain, with adjustable chairs and appropriate screen heights.
- **Screen Time:** Students will be given regular breaks during computer-based lessons to prevent eye strain (e.g., 5-minute breaks every 45 minutes).
- **Internet Safety:** Students will be educated on safe internet use.

3.7 Monitoring, Evaluation & Review

- **Monitoring:** Centre Managers will conduct monthly health and safety inspections and report findings to Senior Management.
- **Evaluation:** Feedback from staff, students, and visitors will be collected to identify areas for improvement.
- **Review:** The effectiveness of health and safety measures will be evaluated annually, with findings informing policy updates.

3.8 Communication & Training

- **Communication:** Health and safety information will be communicated through staff meetings, student inductions, and signage.
- **Training:** All staff will receive health and safety training upon induction and annually thereafter. Training will cover risk assessments, fire safety, first aid, and safeguarding.
- **Student Briefings:** Students will receive safety briefings at the start of each term, including emergency procedures and safe use of equipment.

4. Policy Review

This policy will be reviewed every 12 months or sooner if required by changes in legislation, incidents, or organisational changes.

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For further information, please contact StudyBox at www.studybox.london or via the contact details provided at our centres.