

# Rutland Genie Tutoring Ltd.

Excellent teaching that is fun and friendly

Registered Office:  
Lammas House,  
4, Durant Farm Drive  
Barrowden,  
Rutland.  
LE15 8DU  
Tel: 07515956187

## **Health and Safety Policy**

I am committed to providing an environment where hazards and risks are identified and dealt with swiftly in order for students to learn in a safe environment. I ensure that the premises are kept clean and tidy.

### **Safety procedures**

The front door is kept locked to prevent students leaving without my supervision or unauthorised adults entering the house and the key is kept in the door for easy access in case of emergency. The premises are secure to ensure student safety and prevent intruders and I have a procedure for checking the identity of visitors.

There is at least one smoke alarm on each level of the house these, are mains powered and are regularly checked to ensure they are working. My emergency evacuation plan is to exit from the nearest door (patio doors for the school room) and to walk round to the front of the house.

The garden is enclosed with a gate. Garden tools and pesticides are kept locked away. There are no poisonous plants within reach of students. Prickly plants are cut back. Any water present in the garden is made safe. Pathways, steps and patios are maintained to ensure they are secure and level.

My risk assessments will identify aspects of the environment that need to be checked on a regular basis, when and by whom these aspects will be checked and how I will remove or minimise the risk.

### **Health procedures**

Students are encouraged to wash their hands on entry. Toilets are cleaned and sanitised daily, and floors are kept clean by vacuuming, sweeping or mopping on a regular basis and as needed. Any spills or fluids including bodily fluids are cleaned up immediately and the area disinfected if appropriate.

Accidents are responded to and reported according to my accident and incident policy. Emergencies are responded to in accordance with my evacuation procedure policy. After a significant event I will seek additional support to maintain children's well-being if needed.

**Reviewed December 2021**