



Holden Knight Healthcare Ltd

Health and Safety Policy

Human Resources v1.2 November 2026

Review Date: November 2026



Health and Safety Policy

1. INTRODUCTION

- 1.1 It is the policy of Holden Knight to ensure, so far as reasonably practicable, the health and safety of all staff, whether full-time, part-time, or independent contractors, all students attending our programmes, and all others who may be affected by their undertakings and to comply with the Health and Safety at Work Act 1974 and all other relevant legislation as appropriate.
- 1.2 In addition to this policy statement, Holden Knight will be responsible for developing and undertaking risk assessments and safety procedures that are required to undertake its day to day operational requirements.
- 1.3 As a service that operates in a variety of in-home and in-school locations, rather than in a fixed premises, we have high expectations in relation to our individual tutors in relation to implementing this policy.

2. Policy Aims

- 2.1 The main aims of this statement is to ensure practical steps are taken to secure the above and adopt the following:
 - Establish and maintain a safe and healthy environment
 - Establish and maintain safe working procedures
 - Ensure the provision of sufficient information, instruction, and supervision
 - Maintain a safe and healthy place of work and safe access and exit from it
 - Formulate effective procedures for us in case of fires, medical and other emergencies
- 2.2 Holden Knight has a duty to ensure that premises and people are healthy and safe. Our management team will ensure the overall implementation of this policy and will provide the information, instruction, training, and supervision at all levels necessary to ensure that staff and students are competent to undertake their work activities and that all staff, students, and others are made aware of any related hazards and the measures to be taken to protect against them and given adequate information on relevant hazards to any persons whose health and safety might be affected by them.
- 2.3 **Senior Management Responsibilities**
 - To ensure this policy is reviewed annually, or before if there are any changes in circumstances
 - To ensure that employee responsibilities regarding health and safety are understood.
 - To carry out regular health and safety inspections at working locations before the commencement of activity and take remedial action as appropriate.
 - To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices.
 - To ensure that emergency evacuation procedures are in place and tested where needed.
 - To ensure that adequate first aid provision is available and kept up to date.

3. Staff Responsibilities

- 3.1 All staff, tutors, volunteers, and contractors will be informed of their responsibilities regarding Health and Safety through their induction.
- 3.2 If working within a partner school, they are expected to sign in and out by using the system in place at the school, and inform our office in advance of a change of working day, time, or location.
- 3.3 Know and apply the emergency procedures in respect of fire and first aid where required and in line with the premises they are working in. Tutors must appropriately supervise students at all times.
- 3.4 Staff should ensure that they are using appropriate ID, and should they be using their own vehicle for the purposes of business, that this is risk assessed and they have the appropriate class of insurance.

4. Tutors Responsibilities

- 4.1 In addition to the above, tutors are also expected to:
 - Exercise effective supervision of the students and to know the emergency procedures and to carry them out.
 - Know the special safety measures to be adopted in their own teaching areas and to ensure they are applied.
 - Give clear instructions and warnings as often as necessary.
 - Follow safe working procedures personally.
- 4.2 When working in a partner school/location, tutors are expected to be fully aware of all relevant health and safety protocols in place within the location they are working. This includes but is not limited to protocols for fire and first aid.

5. Student Responsibilities

- 5.1 Students must observe all safety rules of the service and the instructions of all staff given in an emergency. Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

6. Visitor Responsibilities

- 6.1 Any person visiting a setting on Holden Knight business, for whatever reason, is required sign in and out as per the protocol in place at the working location, and to be accompanied at all times by a person knowledgeable adequately trained in the health and safety protocols in place at the location.

7. First Aid/Medication

- 7.1 The responsibility for students taking medicines and medication as part of a course of treatment remains with the parents/carers. Any requirements for medication and agreed protocols for administering any medication must be agreed and stated on the risk assessment completed prior to the start of a particular activity. Staff, tutors, or contractors should not normally administer medication to students.
- 7.2 Staff, tutors, or contractors must follow the agreed procedure on the student's risk assessment related to all aspects of medication and its administration.

- 7.3 First Aid Procedure First aid should be rendered, but only as far as knowledge and skill permit. The casualty should be given all possible reassurances, and if necessary, removed from danger.
- 7.4 Only authorised, trained First Aiders/Appointed Persons should administer any First Aid. If an ambulance is required, the emergency "999" service should be used. In all cases the pupil's consent form must be available immediately. Parents/carers must be informed immediately if tuition is not taking place in the home.
- 7.5 It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis. If a pupil refuses to attend casualty, parents/carers must be informed immediately to decide the most appropriate course of action. No casualty should be allowed to travel to hospital unaccompanied.
- 7.6 When working in the home environment we request that a parent or guardian remains on site at all times our tutors are present and supporting the student. In the event that a student becomes ill or suffers an accident within the home, the tutor should inform the parent or guardian in the first instance. First Aid should not be administered by the staff or tutor unless they have completed training and are certified to administer first aid.
- 7.7 Should a student fall ill or have an accident when working in a school or partner location, the tutor should follow the specific protocols in place at the location within which they are working.
- 6.6 All accidents, incidents and near misses, no matter how slight, must also be reported and recorded.

8. Fire and Emergency Procedures

- 8.1 Our tutoring service takes place within the home, school, or partner environment for short, defined, periods of time. It is essential that tutors familiarise themselves with the fire and emergency policies of the location in which they are working.

9. Accident Reporting

- 9.1 Any and all accidents, incidents, or near misses, no matter how minor, involving staff, tutors, contractors, students, visitors, or any other person involved in our activities must be reported and recorded.