

HEALTH AND SAFETY POLICY

Your Specialist Teacher Limited Company Number 16997681

Effective Date: 4th February 2026

Last Reviewed: 4th February 2026

1. POLICY STATEMENT

Your Specialist Teacher Limited (hereinafter "The Company") is committed to ensuring the health, safety, and welfare of our Directors, employees, associates, clients (including children/learners, parents, and staff in schools/nurseries), and any other persons who may be affected by our business activities.

We recognise our legal duty under the *Health and Safety at Work etc. Act 1974* and associated regulations. We strive to provide a safe working environment and maintain safe working practices in all areas of our operation.

2. SCOPE OF THIS POLICY

This policy applies to all activities undertaken by The Company, including:

- Visits to client premises (schools, nurseries, private homes).
- Travel to and from client locations.
- Administrative tasks.
- All interactions involving the **Therapy Dog** during planned visits.
- **Who is covered:** This policy applies to all Directors, Employees, and **Associates (Independent Contractors)** working on behalf of The Company.

3. RESPONSIBILITIES

- **The Directors:** The Directors of Your Specialist Teacher Limited accept ultimate responsibility for health and safety within the company. Their duties include ensuring this policy is maintained, risks are assessed, and resources are available for safe working.
- **Staff & Associates:** All visiting staff and associates are responsible for:
 - Cooperatively following this policy.
 - Taking reasonable care of their own safety and that of others.
 - Reporting any hazards or incidents to the Directors immediately.
- **Clients (Schools/Nurseries/Parents):** Clients are responsible for ensuring the general safety of their own premises and for informing our visiting staff of any specific hazards (e.g., building works, infectious illnesses) prior to the visit.

4. RISK ASSESSMENT

We conduct regular risk assessments to identify potential hazards associated with our work. This involves:

- identifying hazards (e.g., unfamiliar environments, travel, therapy dog interactions).
- evaluating risks to children, staff, and the public.
- recording significant findings and implementing control measures.

5. SPECIFIC HAZARDS & CONTROL MEASURES

5.1 Working in Client Premises

- **Adherence:** Our staff will adhere to the host setting's Health & Safety procedures (e.g., signing in, wearing badges, following fire drills).
- **Visual Check:** Upon arrival, staff will visually assess the immediate working area for obvious hazards (e.g., trip hazards, broken furniture).
- **Reporting:** Staff will report any significant safety concerns to the host's site manager or DSL immediately.

5.2 Travel & Driving

- Staff and Associates are responsible for ensuring their vehicles are roadworthy, taxed, MOT'd, and insured for **Business Use**.
- Drivers should plan journeys to avoid rushing and take appropriate breaks.

5.3 Lone Working

- **Check-In System:** Staff visiting private homes or unfamiliar settings must ensure a colleague or family member knows their location and expected finish time.
- **Communication:** Staff must carry a fully charged mobile phone at all times.

5.4 Therapy Dog Visits

- **Suitability:** Visits are subject to prior agreement to ensure the environment is suitable.
- **Risk Assessment:** A specific risk assessment is conducted for interactions involving the dog.
- **Hygiene:** Strict hygiene protocols (e.g., hand washing/sanitising) must be followed by all children interacting with the dog.

- **Supervision:** The dog will be supervised by its handler at all times.

5.5 Emergency Procedures

- **On-Site:** In the event of a fire or emergency at a client's premises, our staff will follow the host's evacuation procedures.
- **First Aid:** Staff will carry a basic first-aid kit for personal use and will act within their competence to assist if safe to do so.

5.6 Accident Reporting

- Any accident or "near miss" involving Company staff must be reported to the Director.
- Serious incidents will be reported to the HSE under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if statutory criteria are met.

6. WELFARE

The Company is committed to the mental and physical well-being of its team. We encourage open communication regarding workload, stress, or fatigue to ensure safe service delivery.

7. CONTACT

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