

Health & Safety Policy

Swedish School Association in Scotland
[Svenska Skolföreningen i Skottland]

version 1.0

1 August 2021

Introduction

This health and safety policy sets out our general approach to health and safety. It explains how we, will manage health and safety in at our sessions of tuition to keep our freelance teachers, tutor and students safe and healthy.

We are aware that this type of Health and Safety policy may not be required for our association in writing, as we have less than five employees. However, we want to ensure our association has this written documented to assist the board of the school, teachers/tutors and parents understand the policy.

We will share the policy, and any changes to it, with our employees.

Part 1: Statement of intent

This is the Health and Safety policy statement of Swedish School Association in Scotland / Svenska Skolföreningen i Skottland.

Our health and safety policy is to:

- Prevent accidents and keep our students and teachers/tutors safe
- Manage health and safety risks during our tuition
- Provide clear instruction and information, and as needed adequate training, to ensure the teachers/tutor are able to follow the health and safety policy
- consult with teachers/tutors on matters affecting their health and safety
- consult with parents, as required, on matters affecting their child's health and safety
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire and other significant incidents
- review and revise this policy as required on an annual basis around the timeframe of the AGM of Swedish School Association in Scotland (Svenska Skolföreningen i Skottland).

| | |
|--------------------------|--|
| Signed | |
| Date: | |
| Next planned review date | |

This document should be signed (email or signature) by the most senior member of the organisation or by the board of the organisation

Part 2: Responsibilities for health and safety

List the names, positions and roles of the people in your business who have specific responsibility for health and safety.

2.1 Overall and final responsibility for health and safety:

The Board of the Swedish School Association in Scotland

2.2 Day-to-day responsibility for ensuring this policy is put into practice:

The teachers and tutors of the Swedish School Association in Scotland

2.3 All teachers/tutors, parents, students and board should:

- co-operate with teachers/tutors on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person.

Part 3: Arrangements for health and safety

Give details of the practical arrangements you have in place, showing how you will achieve your health and safety policy aims. This could include, for example, doing a risk assessment, training employees and using safety signs or equipment.

3.1 Policies and Processes of Property

- We will adhere to the Health and Safety policies and processes, which apply to our specific tuition, of the property we use for the Swedish School Association in Scotland

3.2 Risk assessment

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change, plus an annual review in a timely manner for updates to be noted at the AGM.

3.3 Distribution

- We will give teachers/tutors health and safety induction by sharing all necessary policies and procedures. This will also be shared with any new teacher/tutors and board members of the Swedish School Association Scotland.

3.4 Safeguarding policy to guard against abuse of children

- We will ensure we follow our Safeguarding Policy and review and update this as necessary on an annual basis.
- Part of this is to ensure we do criminal record checks on all our teachers/tutors (Basic DBS).

3.5 Fire safety Procedure

- We will ensure we follow the fire safety procedure of the location where we hold the tuition.
- We will ensure the procedure is updated as necessary, for example when the location of tuition is relocated.

3.6 Evacuation

- We will make sure escape routes are signed and kept clear at all times.
- Evacuation plans are tested annually and updated as necessary.

3.7 Report and Evaluate

- The teachers/tutors will report any substantial injuries taken place during tuition in writing to the board of the Swedish School Association within the same working day.
- This will assist the evaluation of policies or procedures which may require updates due to the injury.