

SPM Development Services Ltd

Health and Safety Policy

Reviewed and Updated: September 2025

Next Review: September 2026, or sooner if legislation or statutory guidance changes.

Introduction

At SPM Development Services Ltd, we are committed to ensuring the health, safety and well-being of all individuals associated with our organisation. This policy outlines our approach to managing health and safety to provide a safe and secure environment for our staff, self-employed tutors, learners and visitors. Health and safety is part of our wider safeguarding responsibilities, and any health and safety concern that could put a child at risk will also be treated as a safeguarding matter and referred to the Designated Safeguarding Lead (DSL).

Policy Statement

We recognise our legal and moral responsibility to establish and maintain a safe working and learning environment. Our primary objective is to prevent accidents, injuries and work-related illnesses. We will achieve this by:

- Identifying and assessing potential health and safety risks.
- Implementing control measures to eliminate or minimise risks.
- Providing adequate training and information to staff, tutors, learners and visitors.
- Complying with all relevant health and safety legislation and regulations, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Responsibilities

Management: Provide resources, support and leadership to establish a strong health and safety culture.

Staff and Tutors: Follow safe working practices, participate in training, report hazards and incidents promptly, and follow SPM's Lone Working and Home Visit Policy (2025).

Students: Follow safety rules, report hazards, and contribute to maintaining a safe learning environment.

Parents/Carers: Support safe learning environments at home and cooperate with SPM's health and safety requirements.

Risk Assessment

We will conduct regular risk assessments to identify potential hazards, evaluate risks and implement control measures to minimise or eliminate them. This includes risks relating to facilities, equipment, activities, lone working, home visits and travel.

Training and Information

We will provide relevant health and safety training to all staff and tutors at induction and through ongoing updates. Training will cover emergency procedures, hazard identification, lone working, safeguarding links, and safe working practices.

Travel and Driving

Tutors travelling to provide tuition are responsible for ensuring they are fit to drive, that their vehicles are roadworthy, insured and taxed, and that safe travel practices are followed at all times.

Emergency Procedures

Clear and effective emergency procedures will be established and communicated to all staff, tutors, learners and visitors. Regular drills will be conducted where appropriate to ensure preparedness in case of emergencies.

Reporting and Investigation

All accidents, incidents and near-misses must be reported immediately to management and recorded in SPM's incident log. The DSL will be informed where safeguarding is relevant. Findings will be used to improve our health and safety measures and prevent recurrence.

Continuous Improvement

SPM is committed to continuous improvement in health and safety performance. This policy will be reviewed annually, or sooner if legislation, statutory guidance or commissioning authority requirements change.

Communication

This policy will be shared with all staff, tutors, learners and visitors and made available on the SPM website.

Conclusion

A safe and healthy environment is essential for the well-being and success of our learners and staff. By working together, we will maintain a culture that values and prioritises health and safety across all of SPM's activities.