

## Accident and Incident Policy

### Overview

Total Maths Tutoring values the safety of its Tutors and endeavours to ensure this with the Accident and Incident Policy however, as self-employed contractors, Tutors remain individually responsible for their own safety.

This policy outlines the procedures that are to be adopted when any tutor experiences an accident, near-miss or dangerous occurrence while working with Total Maths Tutoring. It is the policy of TMT to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, Total Maths Tutoring deems an accident and near-miss to be defined thus:

- Accident: "any unplanned event that results in personnel injury or damage to property, or equipment."
- Near-miss: "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

***It is important to clarify that this policy applies to the tutors ONLY. Tutors are NOT responsible for the health and safety of student's; the parent/s and/or career/s of the student remain solely responsible even in the event they are not physically present.***

### Accident Book

All accidents must be recorded in Total Maths Tutoring's Accident Book. This accident book will be reviewed regularly to ascertain the nature of any incidents which have occurred in the tutoring environment. This review will be in addition to an individual investigation of the circumstances surrounding each incident. All near-misses must be reported to Total Maths Tutoring, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### Reporting Procedure

If a tutor has a minor injury i.e. minor cuts, grazes, bruises:

- Seek medical treatment if you deem it necessary
- Inform Total Maths Tutoring of the incident so that it can be recorded in the TMT accident book
- Allow yourself the appropriate time to recover

If a tutor has a head injury:

- Seek medical treatment immediately even if you feel well
- Inform Total Maths Tutoring of the incident so that it can be recorded in the TMT accident book
- Allow yourself the appropriate time to recover; the general principle is that anyone who has a head injury needs observing for 24 hours
- In the case of a serious head injury, arrangements must be made for the tutor to be taken to hospital by ambulance (see below for additional information on reporting serious injuries)

If a tutor has a more serious injury:

- An ambulance should be called (ideally by another a present adult)
- Inform Total Maths Tutoring of the incident so that it can be recorded in the TMT accident book
- As tutors are not employees and are transient workers, there is no obligation for serious injuries to be reported to the RIDDOR database

If a tutor begins to feel ill during a session:

- They should inform the parent/career and leave
- If a tutor feels unable to leave without supervision they should call an appropriate adult to collect them
- If a tutor begins to feel seriously unwell during a session an ambulance should be called (ideally by another a present adult)
- **If a tutor begins to experience symptoms of COVID-19 during a session they should leave immediately, book a PCR test and follow the current government guidance on self-isolating. They must also inform parents and careers of the student and advise that they too follow current government guidelines. Please refer to Total Maths Tutoring's full [Guidance for Working Safely During the Coronavirus Pandemic](#)**

## Safe System of Work

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted:

1. Ensure report is made to Total Maths Tutoring so that appropriate forms can be completed
2. Obtain treatment for any injury where necessary from a medical professional
3. Keep Total Maths Tutoring informed of any after-effects, including periods of incapacity to work