

STEM DORADO TUTORIALS

Health and Safety Policy 2026–27

Policy Owner: Board of Directors

Designated Health and Safety Lead: Dr Alina Chakraborty

Effective Date: 17 August 2026

Review Date: August 2027, or earlier following a significant change or incident

Version: 1.0

1. Statement of Intent

STEM Dorado Tutorials is committed to providing a safe, healthy and supportive environment for students, staff, tutors, contractors, volunteers and visitors.

Practical investigation is an important part of our approach to science education. We believe students learn science most effectively when they are able to investigate, question, explore and experiment. We therefore aim to enable high-quality practical learning through sensible and proportionate management of genuine risks.

STEM Dorado Tutorials will, so far as is reasonably practicable:

- prevent injury and ill health arising from our activities;
- provide safe equipment and systems of work;
- identify, assess and control significant risks;
- provide appropriate information, instruction, training and supervision;
- maintain suitable first-aid and emergency arrangements;
- ensure practical science activities are appropriately risk assessed;
- cooperate with schools and other venues in which tutorials are delivered; and
- continually review and improve our health and safety arrangements.

The Board of Directors retains overall responsibility for ensuring that suitable health and safety arrangements are in place and that this policy is implemented, monitored and reviewed.

2. Scope

This policy applies to all STEM Dorado Tutorials activities, including:

- science tutorials for secondary school students from Year 7 onwards;
- GCSE preparation and revision sessions;
- Biology, Chemistry and Physics demonstrations and experiments;
- trial classes;
- science workshops and enrichment activities;
- preparation and transportation of science equipment and materials;
- activities taking place in hired classrooms and other educational venues;

- directors, employees, tutors, contractors and volunteers; and
- students, parents/carers and visitors affected by our activities.

Where a host school or venue operates its own health and safety, fire, first-aid or emergency procedures, STEM Dorado Tutorials will comply with those arrangements in addition to this policy.

3. Legal and Guidance Framework

STEM Dorado Tutorials will have regard to applicable UK health and safety legislation and guidance, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Health and Safety (First-Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Electricity at Work Regulations 1989;
- Manual Handling Operations Regulations 1992; and
- Regulatory Reform (Fire Safety) Order 2005.

Our health and safety arrangements are supported by appropriate activity-specific risk assessments, COSHH assessments where required, first-aid arrangements and venue-specific emergency procedures.

4. Responsibilities

Board of Directors

The Directors are responsible for:

- approving and reviewing this policy;
- ensuring adequate resources are available to implement appropriate safety arrangements;
- maintaining appropriate insurance;
- ensuring significant risks associated with STEM Dorado Tutorials activities are identified and controlled;
- ensuring tutors are competent to deliver the activities assigned to them; and
- reviewing significant accidents, incidents and near misses.

Designated Health and Safety Lead

Dr Alina Chakraborty is the Designated Health and Safety Lead for STEM Dorado Tutorials.

The Health and Safety Lead is responsible for:

- maintaining this policy and associated risk assessments;
- coordinating venue safety checks;
- confirming fire, emergency and first-aid arrangements;
- overseeing accident and incident records;

- ensuring practical activity risk assessments and COSHH assessments are completed where necessary;
- coordinating relevant staff health and safety information and training;
- reviewing identified hazards and concerns; and
- investigating significant incidents and recommending corrective action.

Tutors, Staff, Contractors and Volunteers

All personnel must:

- take reasonable care of their own health and safety and that of others;
- follow this policy and relevant risk assessments;
- comply with host-venue safety procedures;
- check rooms, equipment and practical materials before sessions;
- provide appropriate student supervision;
- use equipment and protective measures correctly;
- report hazards, defects, accidents and near misses promptly;
- stop any activity that becomes unsafe; and
- undertake only activities for which they are appropriately competent.

Students

Students are expected to:

- follow tutor safety instructions;
- use equipment only when instructed;
- wear any required protective equipment;
- behave responsibly during practical activities;
- keep working areas tidy;
- report spills, breakages, injuries or damaged equipment immediately; and
- avoid behaviour that could place themselves or others at risk.

5. Risk Assessment

STEM Dorado Tutorials uses a proportionate risk-assessment process to manage significant hazards associated with its activities.

Risk assessments will:

1. identify hazards;
2. identify who may be harmed and how;
3. evaluate the risks involved;
4. identify appropriate control measures;
5. record significant findings; and
6. review whether those control measures remain effective.

Risk assessments will be completed for significant recurring activities and for new or unusual experiments, venues, events, equipment or methods.

Assessments will also be reviewed following significant accidents or near misses, changes in equipment or venues, introduction of new substances or procedures, or evidence that existing controls may no longer be adequate.

6. Hired Venues and Classroom Safety

STEM Dorado Tutorials operates primarily from hired educational venues, including school classrooms.

Before operating from a venue, appropriate arrangements will be confirmed regarding:

- room suitability and capacity;
- fire exits and alarm arrangements;
- assembly points;
- toilets and handwashing facilities;
- first-aid arrangements;
- emergency contacts;
- ambulance and emergency access;
- ventilation;
- electrical facilities;
- accessibility;
- restrictions relating to chemicals, flames or heating equipment;
- storage arrangements; and
- waste disposal.

STEM Dorado Tutorials is responsible for risks created by its own teaching activities, equipment and materials. Premises-related responsibilities will be clarified with the host venue where necessary.

Before each session, tutors will ensure that access routes and exits are clear, bags and coats do not create trip hazards, equipment appears safe and practical materials remain appropriately controlled.

7. Practical Science Activities

Practical science is a core component of STEM Dorado Tutorials.

All practical activities must be carefully planned and appropriately supervised.

Experiments will either have an activity-specific risk assessment or be covered by an approved risk assessment applicable to that type of activity.

Tutors will explain relevant hazards and safety precautions before practical work begins.

Where possible, experiments will use the **lowest-risk method, quantity, concentration, voltage and temperature** capable of achieving the educational objective.

Suitable personal protective equipment (PPE), including eye protection, gloves or protective clothing, will be provided where required by the risk assessment.

Students must not access or use practical science equipment or materials without tutor permission.

8. Chemicals and COSHH

Hazardous substances will be avoided where a safer alternative can reasonably achieve the same educational purpose.

Where substances hazardous to health are required:

- an appropriate COSHH assessment will be undertaken;
- relevant safety information will be retained;
- minimum necessary quantities and concentrations will be used;
- chemicals will be clearly labelled;
- chemicals will never be stored in food or drink containers;
- substances will be transported securely;
- unauthorised student access will be prevented;
- incompatible materials will be kept appropriately separated;
- required PPE will be used;
- appropriate spill procedures will be established; and
- safe disposal arrangements will be identified.

Students must never taste chemicals or directly smell unknown substances.

9. Heat, Flames and Hot Equipment

Safer alternatives to open flames will be used wherever reasonably practicable.

Open flames or high-temperature equipment may only be used where:

- the host venue permits their use;
- the activity is appropriately risk assessed;
- suitable supervision is available;
- appropriate heat-resistant surfaces are used where required; and
- necessary PPE is available.

Hot equipment will be treated as hot until it has been confirmed safe to handle.

Flammable materials must be kept away from ignition sources.

10. Electrical Safety

Low-voltage equipment will be preferred for student investigations wherever appropriate.

Mains electrical equipment must:

- be suitable for its intended use;
- be visually checked before use;

- be properly maintained;
- have undamaged plugs, cables and connections; and
- be removed from use if a defect or damage is identified.

Electrical equipment must be kept away from liquids.

Students must not dismantle, modify or repair mains-powered electrical equipment.

11. Biological Materials

Only biological materials presenting an appropriately low level of risk will normally be used in STEM Dorado Tutorials activities.

Routine activities will not involve:

- human blood;
- human body fluids;
- fresh human tissue; or
- culturing unidentified environmental microorganisms.

Commercially prepared slides and specimens will be used according to appropriate instructions.

Hands, equipment and working surfaces will be cleaned appropriately following practical activities involving biological materials.

12. Glassware, Sharps and Projectiles

Glassware will be checked before use. Cracked or chipped glassware must not be used.

Students must not handle broken glass.

Sharp instruments may only be used where educationally necessary and with appropriate supervision and control measures.

Activities capable of producing flying fragments or projectiles will include suitable safety measures, such as eye protection, barriers or exclusion zones, where required.

13. Equipment Safety and Maintenance

Practical equipment must be appropriate for:

- the age and ability of students;
- the intended educational activity; and
- the environment in which it will be used.

Tutors will undertake appropriate pre-use checks.

Any equipment presenting a significant safety concern will be removed from use immediately.

Electrical and other equipment will be maintained according to its condition, frequency of use, level of risk and manufacturer's recommendations.

Equipment transported between venues will be packed securely to prevent damage or unauthorised access.

14. First Aid, Medical Needs and Allergies

STEM Dorado Tutorials will ensure that appropriate first-aid arrangements are available during its activities.

A suitable first-aid kit will be accessible during sessions, and appropriate first-aid provision will be determined according to the nature of the activity and venue.

Parents/carers will be asked to provide relevant information about their child's:

- medical conditions;
- severe allergies;
- accessibility requirements; and
- emergency medication.

Reasonable adjustments or individual arrangements will be made where necessary to enable students to participate safely.

In the event of serious illness or injury, emergency services will be contacted without delay and the student's parent/carer will be informed as soon as practicable.

Significant first-aid treatment will be recorded.

15. Fire and Emergency Procedures

STEM Dorado Tutorials will comply with the fire and emergency arrangements of each host venue.

Before teaching begins, tutors must be familiar with:

- the nearest safe exit;
- the fire-alarm procedure;
- the designated assembly point; and
- arrangements for checking student attendance.

Fire exits and escape routes must remain unobstructed.

If evacuation is required, tutors will stop the activity and supervise students to the designated safe location.

Nobody may re-enter the building until authorised to do so.

Appropriate arrangements will be made in advance for any student or member of staff who may require assistance during an emergency evacuation.

16. Accident, Incident and Near-Miss Reporting

Significant accidents, injuries, dangerous incidents and meaningful near misses must be recorded.

Records may include:

- date, time and venue;
- people involved;
- description of the incident;
- injury or potential injury;
- immediate action taken;
- first aid provided;
- witnesses;
- equipment or substances involved;
- parent/carers notification where relevant; and
- corrective or preventative action.

Significant incidents will be reviewed by the Health and Safety Lead.

Where appropriate, STEM Dorado Tutorials will determine whether an incident is reportable under RIDDOR.

17. Hygiene, Infection Control and Waste

Suitable handwashing facilities will be available where practical activities create potential contamination risks.

Students and staff should wash their hands appropriately following practical work involving chemicals, biological materials, soil or similar substances.

Work surfaces and equipment will be cleaned where necessary.

Chemical waste, broken glass, sharps and contaminated materials will be disposed of in accordance with the relevant risk assessment and venue arrangements.

18. Slips, Trips, Falls and Manual Handling

Walkways and access routes must remain clear.

Spills will be dealt with promptly.

Trailing cables will be avoided or safely secured.

Staff should avoid unnecessary lifting of heavy or awkward equipment and seek assistance where appropriate.

Students will not be asked to carry equipment that is unsuitable for their age or capability.

Standing on chairs, tables or unsuitable furniture to reach heights is prohibited.

19. Supervision and Behaviour

Practical science activities require active and appropriate supervision.

The level of supervision will take account of:

- students' age;
- group size;
- behaviour;
- additional needs;
- complexity of the activity; and
- hazards associated with the practical work.

Students are expected to follow all reasonable safety instructions.

A student who repeatedly fails to comply with important safety instructions may be removed from the practical activity and provided with an appropriate alternative learning task.

Where a health and safety concern also raises a safeguarding issue, it will be managed in accordance with the **STEM Dorado Tutorials Safeguarding Policy**.

20. Inclusion and Reasonable Adjustments

STEM Dorado Tutorials aims to enable students with disabilities, medical conditions and additional needs to participate safely and meaningfully in science education.

Risk assessment will focus on enabling participation wherever reasonably practicable rather than unnecessarily excluding students from activities.

Reasonable adjustments may include changes to:

- seating;
- equipment;
- instructions;
- practical roles;
- lighting;
- pace of activity;
- room layout; or
- emergency evacuation arrangements.

Parents/carers are encouraged to provide relevant information in advance so that appropriate arrangements can be considered.

21. Staff Competence and Training

Staff and tutors must not undertake activities for which they lack appropriate competence.

Relevant personnel will receive information or training, as appropriate, relating to:

- this Health and Safety Policy;
- risk assessment;
- practical science safety;
- COSHH;
- accident and incident reporting;
- first aid;
- fire and evacuation procedures;
- venue-specific procedures; and
- safe use of equipment.

22. Reporting Health and Safety Concerns

Staff, tutors, students, parents/carers and visitors are encouraged to report health and safety concerns promptly.

No person should be expected to continue an activity where there is a reasonable belief that a serious uncontrolled risk exists.

Concerns should normally be reported to the tutor or directly to the **Designated Health and Safety Lead, Dr Alina Chakraborty**, and escalated to the Board of Directors where necessary.

23. Monitoring and Review

The Designated Health and Safety Lead will periodically review:

- risk assessments;
- accidents and near misses;
- equipment-related issues;
- recurring venue concerns;
- staff feedback; and
- compliance with agreed procedures.

This policy will be formally reviewed at least annually.

It may be reviewed earlier following:

- a significant accident or near miss;
- changes to relevant legislation or guidance;
- significant changes to STEM Dorado Tutorials activities;
- introduction of new equipment or hazardous materials;
- operation from a new type of venue; or

- significant organisational change.

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Next Scheduled Review: August 2027

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