



**Exam Prep Ltd**

**(Trading as 11 Plus London)**

**Health and Safety**

**Effective Date:** January 2025

**Review Date:** January 2027

## **1. Policy Statement**

Exam Prep Ltd, trading as 11 Plus London, is committed to protecting the health, safety, and welfare of its employees, tutors, students, and visitors while delivering its educational services.

This policy sets out the organisation's approach to managing health and safety risks arising from its activities and outlines the responsibilities of staff, tutors, and students. It applies to all teaching and operational activities delivered by Exam Prep Ltd, including those carried out in third-party venues.

11 Plus London aims to comply with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974 and associated regulations, and to work cooperatively with venue management to maintain safe learning environments.

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## **2. Responsibilities**

### **2.1 Management Responsibilities**

Exam Prep Ltd management is responsible for promoting a safe and healthy working and learning environment and for ensuring that health and safety arrangements are in place for activities delivered by the organisation.

Management will:

- Ensure that appropriate health and safety arrangements are in place for all activities delivered by Exam Prep Ltd, including those conducted in third-party venues.
- Ensure that suitable risk assessments are carried out for 11 Plus London's activities and that relevant control measures are implemented and communicated to staff and tutors.
- Work in cooperation with venue management to understand and follow site-specific health and safety procedures.
- Ensure compliance with relevant health and safety legislation and guidance.
- Provide appropriate health and safety training, information, and resources to staff and tutors.
- Investigate reported incidents, accidents, and near-misses and take appropriate action to prevent recurrence.
- Monitor and address health and safety issues relating to medications, allergies, and classroom hazards, in line with safeguarding procedures.

### **2.2 Employee and Tutor Responsibilities**

All employees and tutors have a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Employees and tutors must:

- Follow all health and safety instructions, procedures, and training provided.
- Familiarise themselves with venue-specific health and safety arrangements, including emergency procedures.
- Report hazards, incidents, accidents, or unsafe practices to management promptly.
- Use equipment and materials safely and only as instructed.
- Be aware of and appropriately manage student needs, including allergies and medical conditions, in accordance with organisational procedures.

## **2.3 Student Responsibilities**

Students are expected to:

- Follow health and safety instructions given by tutors and staff.
- Behave in a manner that supports their own safety and the safety of others.
- Report any hazards or unsafe conditions to a tutor or member of staff.
- Inform tutors or staff, through their parents or guardians where appropriate, of any allergies or medical needs prior to sessions.

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## **3. Risk Assessments**

Exam Prep Ltd undertakes risk assessments to identify and manage health and safety risks arising from its activities, including tutoring sessions delivered in third-party venues.

Risk assessments will be used to:

- Identify hazards associated with teaching activities, classroom use, and educational materials.
- Identify individuals who may be at increased risk, including children and those with medical or additional needs.
- Implement appropriate control measures to reduce identified risks to an acceptable level.
- Review and update risk assessments annually or sooner where significant changes occur to activities, venues, or guidance.

Specific risks considered may include, but are not limited to:

- Classroom-related hazards such as damaged furniture, trailing cables, overcrowding, or inadequate lighting within areas used by 11 Plus London.
- Risks relating to allergies or sensitivities to food, cleaning products, or other substances relevant to the delivery of sessions.

Where activities take place in third-party venues, Exam Prep Ltd will work in cooperation with venue management to ensure that relevant health and safety arrangements are understood and followed.

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## **4. Emergency Procedures**

### **4.1 Fire Safety**

Fire safety arrangements are set out in the 11 Plus London Fire Safety and Evacuation Policy. This policy will be followed at all venues and reviewed annually, or sooner if there are changes to legislation, guidance, or operational arrangements.

## 4.2 Medical Emergencies

Exam Prep Ltd will take reasonable steps to ensure that appropriate arrangements are in place to respond to medical emergencies during sessions.

- First aid provision will be available at tutoring locations, either through venue facilities or equipment provided by 11 Plus London where appropriate.
- For group sessions, a trained first aider will be identified where reasonably practicable.
- Emergency contact details for all students will be maintained and accessible during sessions.
- Tutors must be aware of any known student medical needs, including allergies and medications, as disclosed by parents or guardians, and act in accordance with agreed procedures.

In the event of a medical emergency, staff will contact the emergency services immediately and follow their instructions.

## 4.3 Evacuation Procedures

- Evacuation procedures and escape routes are determined by venue management and will be followed at all times.
- Tutors and staff are responsible for ensuring that students evacuate calmly and safely via the nearest marked exit.
- A roll call will be conducted at the designated assembly point to confirm that all students and staff are accounted for.
- Staff will follow the instructions of emergency services and venue management at all times.

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## **5. Medications and Allergies**

### 5.1 Medications

Students who require medication during sessions must have written consent and clear instructions provided in advance by a parent or guardian.

Staff and tutors are not permitted to administer medication unless this has been specifically agreed in writing, appropriate training has been provided, and it is safe and reasonable to do so.

All medications must be clearly labelled with the student's name and dosage instructions and stored securely in accordance with health and safety and safeguarding procedures.

### 5.2 Allergies

Parents or guardians must disclose any known student allergies at the point of enrolment or as soon as they become known.

Tutors and staff will take reasonable steps to minimise exposure to known allergens within the classroom environment, where practicable.

Any incidents or concerns relating to allergies will be recorded and reviewed to inform ongoing risk management and safety procedures.

## **6. Incident Reporting**

All accidents, near-misses, and health and safety incidents must be reported as soon as possible to the Health and Safety Officer or a member of management.

All incidents will be recorded and reviewed to identify any required follow-up actions and to support the ongoing improvement of health and safety procedures.

Where incidents occur in third-party venues, relevant information will also be shared with venue management as appropriate.

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## **7. Classroom Hazards**

### **7.1 Environment**

Tutors and staff will carry out visual checks of teaching spaces at the start of sessions to identify any obvious hazards that could pose a risk to health or safety.

Any concerns identified, such as loose or trailing wires, damaged furniture, overcrowding, or poor ventilation within the areas used by 11 Plus London, must be reported promptly to management and, where appropriate, to venue management. Where a hazard presents an immediate risk, sessions will not proceed until it has been addressed or appropriate control measures are in place.

### **7.2 Educational Materials**

All teaching aids, equipment, and materials used during sessions will be suitable for their intended purpose and used safely.

Tutors are responsible for ensuring that materials used during sessions do not present a health or safety risk and that hazardous items, such as sharp objects or toxic substances, are not used.

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## **8. Training and Communication**

### **8.1 Training**

All new employees and tutors will receive appropriate health and safety training as part of their induction.

Ongoing training will be provided where necessary to address identified risks, changes to working practices, or updates to health and safety legislation or guidance.

Where first aid responsibilities are assigned, designated first aiders will receive appropriate training to recognise and respond to medical emergencies. The administration of medication, including EpiPens, will only take place where prior written consent has been provided, appropriate training has been completed, and it is safe and reasonable to do so.

### **8.2 Communication**

Health and safety information and updates will be communicated to staff and tutors through staff meetings, briefings, and internal communications.

Relevant policies, procedures, and risk assessments will be made accessible to all staff and tutors.

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## **9. Safeguarding Specifics**

All tutors and staff working with children must hold an up-to-date Disclosure and Barring Service (DBS) certificate appropriate to their role.

Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) and managed in accordance with the 11 Plus London [Safeguarding policy](#).

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## **10. Lone Working**

Lone working may occur during one-to-one sessions or where staff are working independently at a venue.

Staff undertaking lone working must inform a designated contact of their location and expected working times.

Any concerns, incidents, or risks arising during lone working must be reported immediately to management.

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## **11. Review and Compliance**

This Health and Safety Policy will be reviewed annually, or sooner if there are significant changes to legislation, guidance, venues, or operational practices.

Overall responsibility for monitoring health and safety arrangements within Exam Prep Ltd sits with the Health and Safety Officer.

### **Health and Safety Officer:**

Harry McElligott

**Contact:** harry@11pluslondon.co.uk

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**Approval:**



**Approved by:** Sau Jane Li

**Role:** Managing Director, Exam Prep Ltd

**Date:** January 2026