



Health and Safety Policy

September 2026

The **School Consultancy Programme** is part of **Tutor Your Child Ltd**. These policy guidelines cover all employees of Tutor Your Child Ltd, including School Consultancy Programme.

This Health and Safety Policy is made by and between Tutor Your Child Ltd and its employees. This Policy outlines the standards, policies, and practices to ensure a safe and healthy work environment.

1. Purpose

This policy sets out the comprehensive array of Health and Safety policy and procedures, thoughtfully structured to cultivate, foster, and sustain a secure and thriving work environment. It encompasses and extends its protective umbrella over all employees, contractors and visitors who are associated with, and contribute to, the vitality of the company.

2. Compliance with Laws and Regulations

It is a strict requirement for all employees that they must conduct themselves in a manner that adheres strictly to all Health and Safety Laws and regulations which have been established and enforced at local and national government level. These laws and regulations are applicable, and employees are expected to be compliant with them during the course of their duties.

3. Responsibilities

3.1 Company Responsibilities:

- Provide a safe work environment
- Conduct regular safety inspections
- Provide training on safety practices and emergency procedures
- Ensure all equipment is safe and well maintained
- Make reasonable adjustments for the needs and disabilities of all employees

3.2 Employee Responsibilities:

- Follow all safety guidelines and procedures
- Report any unsafe conditions or accidents to management immediately
- Participate in safety training sessions

4. Accident Reporting and Emergency Procedures

- Any accident, or near misses, must be reported to management immediately
- Emergency procedures, including evacuation routes and assembly routes, must be clearly understood by all employees

5. Health and Safety Training and Risk Assessment

- Upon commencement, all new employees will undergo thorough Health and Safety training sessions as an integral component of their induction process, ensuring they are equipped with the requisite knowledge and skills to navigate the workplace safely, including when visiting alternative sites.
- Any requirements of employees outside the scope of normal business arrangements will be assessed for any additional risk and, where necessary, will be conducive to a separate, bespoke risk assessment.
- Continuous and tailored training sessions will be conducted periodically as needed for adjusting to evolving circumstances and emerging needs, to reinforce and enhance the culture of safety within our company, ensuring ongoing compliance amongst all personnel.

6. Substance Abuse

The usage of substances such as alcohol or any form of drugs that significantly affect and impair an employee's capacity to conduct their work- related tasks in a safe and effective manner is stringently and categorically forbidden by the company policy.

7. Enforcement

Adherence to the policy and procedures outlined herein is paramount. Non-compliance will be met with strict enforcement measures which may encompass a range of disciplinary actions including, but not limited to, verbal warnings, written reprimands, suspension and ultimately termination of employment as deemed necessary by the company.

All employees must sign and agree to this policy before commencement of employment.

Employee's signature

Date

Sue Fraser (Director, Tutor Your Child Ltd)

Date