



Top Tutors LTD

Health and Safety Policy

About this Policy

It is the policy of Top Tutors LTD (We, Our, Us), including all and any trading names connected with us, to pursue and promote at all levels of employment within our workforce measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with our operations including:

Tutees

This policy applies to all our employees and all:

Freelancers

(Staff Members)

Status of this Policy

This policy does not form part of any contract of employment, or any other contract for work or services.

Our Health and Safety Standards

The implementation of this policy will fulfil all and any legislative requirements which we are subject to through ensuring:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all Staff Members while at work.
- That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out our business operations, is protected so far as is reasonably practicable.
- That sufficient measures are implemented by us to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.

- Provision of clear and adequate information, instructions and training to all Staff Members to ensure that they are competent to carry out their work in a responsible and safe manner.
- Our engagement with and consultation of Staff Members on a regular and appropriate basis in relation to the health and safety conditions of their work for us.
- Implementation of emergency procedures in case of significant events, such as fires etc., which threaten the health and safety of Staff Members and others.

Health and Safety Information

Health and Safety Officer

The person who has the overall responsibility for overseeing our health and safety duties is and implementing all of the safety actions set out below is: **Tsz Wai Cheung** (Company Director).

Risk Assessments

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change, risk assessments shall be reviewed.

Training

Staff Members shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary.

Fire Safety

All Staff Members and any other persons to whom this policy applies should ensure that they are aware of all procedures which must be followed in the event of a fire.

First-Aid and Accidents

All accidents or workplace injuries should be reported to the above-named person as soon as is reasonably practicable. We shall ensure that full records are kept of any accidents, and that these are dealt with properly and investigated as appropriate.

When required, we will report workplace accidents to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database.
(Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.)

Public Health Emergencies and Infectious Diseases

In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

Staff Members are reminded to regularly wash hands and maintain good standards of hygiene in order to minimise the spread of infectious diseases.

Screens and Computers

All Staff Members who use computer screens and other forms of screens as a significant part of their role:

- Are encouraged to take regular breaks.

Duties of Staff Members

All Staff Members have a duty to cooperate in the implementation of this policy and to assist in ensuring that we maintain safe working environments. All Staff Members have a duty to:

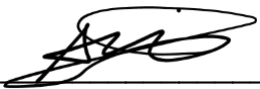
- Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.
- Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.
- Report any accident, injury or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).
- Assist with any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.

We pledge that we are committed to ensuring that all Staff Members are able to raise any health and safety concerns with the relevant person and that all concerns raised shall be treated seriously.

Updates to this Policy

This policy shall be reviewed annually and shall be updated where appropriate. The review process shall be undertaken in consultation with the appropriate trade union.

SIGNATURE ON BEHALF OF Top Tutors LTD

Signed: 
Tsz Wai Cheung (Company Director)

Date: 08th August 2026