

# Health and Safety Policy (Online Only)

**Business Name:** Top SEN Tutor

**Policy Type:** Health and Safety (Online Provision)

**Date of Issue:** 1/1/2026

**Review Date:** 1/1/2027

## 1. Policy Statement

Top SEN Tutor is an online-only tuition provider committed to ensuring, so far as is reasonably practicable, the health, safety, and wellbeing of tutors, staff, learners, and others affected by our activities.

Although we do not operate physical premises or deliver face-to-face services, we recognise our responsibility to manage health and safety risks associated with online working, remote learning, and the use of digital technologies.

## 2. Scope of the Policy

This policy applies to:

- All tutors, staff, contractors, and volunteers working for or on behalf of Top SEN Tutor
- All learners, including children and vulnerable adults, accessing our online services
- All online activities, systems, and communications used by Top SEN Tutor

Top SEN Tutor does not provide in-person tuition or operate physical teaching environments.

## 3. Legal Framework

This policy is informed by relevant UK legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Display Screen Equipment (DSE) Regulations 1992 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (where applicable)

## **4. Responsibilities**

### **Management Responsibilities**

Top SEN Tutor management will:

- Take reasonable steps to ensure health and safety arrangements are in place
- Provide information, instruction, and guidance relating to safe online working
- Ensure policies are reviewed and updated as required
- Address reported health and safety concerns promptly

### **Tutor and Staff Responsibilities**

All tutors and staff must:

- Take reasonable care of their own health and safety
- Follow this policy and related procedures
- Use equipment and online systems safely and appropriately
- Report health and safety concerns or incidents promptly

## **5. Risk Assessment**

Top SEN Tutor will identify and manage health and safety risks associated with online provision, including:

- Display screen equipment (DSE) risks
- Stress and wellbeing risks associated with remote working
- Online safeguarding-related safety concerns
- Data security and digital safety risks

Risk assessments will be reviewed regularly and updated as needed.

## **6. Display Screen Equipment (DSE)**

Tutors and staff working online are encouraged to:

- Take regular breaks from screen use
- Use appropriate seating, desk height, and screen positioning
- Adjust lighting to reduce glare
- Report any discomfort or health concerns related to screen use

Guidance will be provided to support safe and comfortable online working.

## **7. Wellbeing and Mental Health**

Top SEN Tutor recognises the importance of mental health and wellbeing, particularly in remote working environments.

We will:

- Promote a supportive and respectful working culture
- Encourage regular breaks and healthy work patterns
- Provide opportunities for tutors to raise concerns

Tutors and staff are encouraged to seek support if experiencing stress, anxiety, or wellbeing concerns.

## **8. Learner Health and Safety (Online)**

While learners remain in their own physical environments, Top SEN Tutor will:

- Promote safe and appropriate online behaviour
- Encourage parental/carer supervision for children where appropriate
- Manage online risks in line with safeguarding and online safety policies

Responsibility for the learner's physical environment remains with the parent, carer, or responsible adult.

## **9. First Aid and Emergencies**

Top SEN Tutor does not provide physical first aid due to online-only delivery.

If a health or safety concern arises during an online session:

- The tutor will pause or end the session if necessary
- The parent/carer or responsible adult should take appropriate action
- Emergency services should be contacted by those present if required

Safeguarding concerns must be reported in line with safeguarding procedures.

## **10. Incident Reporting**

All health and safety incidents or concerns related to online provision must be:

- Reported to management promptly
- Recorded accurately and objectively

Where applicable, incidents will be reviewed to reduce future risk.

## **11. Fire Safety**

As an online-only provider, Top SEN Tutor does not manage physical premises or fire safety arrangements.

Tutors and staff working from home are responsible for:

- Following fire safety guidance relevant to their own environment
- Ensuring their workspace is safe and compliant with local requirements

## **12. Equality and Accessibility**

Top SEN Tutor is committed to ensuring health and safety arrangements are inclusive and accessible. Reasonable adjustments will be considered for:

- Disabled tutors or staff
- Learners with SEND or health needs

## **13. Training and Information**

Top SEN Tutor will provide:

- Health and safety information at induction
- Guidance on safe online working and wellbeing
- Updates when relevant changes occur

## **14. Monitoring and Review**

This policy will be:

- Reviewed annually or following significant changes
- Updated to reflect best practice and legal requirements
- Communicated to tutors and staff

## **15. Policy Approval**

This policy has been approved by Top SEN Tutor management and is effective from the date stated above.

**Signed:** \_\_\_\_\_

**Name:** Sacha Hernandez-Downer

**Role:** Lead Tutor/ DSL

**Date:** 1/1/2026