



Smart Wave Consulting Limited

Company No. SC870826 · 61/4 Stevenson Drive, Edinburgh, EH11 3DU · smartwavehub.org

TTA Corporate Member No. 97820929 · PVG: 2408 1427 5965 2458 · ICO: ZC138518

Version 1.0 · May 2026 · Annual Review Due: May 2027

HEALTH AND SAFETY POLICY

For All Tuition Activities — In-Person (Premises & In-Home) and Online

Policy Statement

Smart Wave Consulting Limited is committed to ensuring the health, safety, and welfare of our tutor, students, and all stakeholders involved in the provision of specialist STEM education services. This policy is aligned with the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and best practices within the tuition sector as guided by The Tutors' Association.

Smart Wave Consulting Limited delivers sessions in three settings: (1) in-person at our premises at 61/4 Stevenson Drive, Edinburgh; (2) in-home at clients' residences across Edinburgh; and (3) online via video call platforms. This policy applies to all three settings without exception.

Scope

- All in-person tuition sessions delivered at Smart Wave Consulting premises
- All in-home tuition sessions delivered at students' or clients' residences across Edinburgh
- All online sessions delivered via video call platforms
- All business activities and communications relating to the above
- Ignatius Kwenda (Director and sole tutor) and any sub-contracted tutors engaged by the Company

Responsibilities

The Company (Smart Wave Consulting Limited)

- Conduct and maintain risk assessments for all tuition settings to identify and mitigate health and safety risks
- Ensure all tutors are aware of and comply with health and safety procedures and emergency protocols

- Maintain PVG Scheme Membership (No. 2408 1427 5965 2458) and ensure all regulated work with children complies with the Protection of Vulnerable Groups (Scotland) Act 2007
- Ensure TTA Corporate Membership (No. 97820929) standards and safeguarding requirements are maintained at all times
- Review this policy annually or following any significant incident
- Maintain professional indemnity and public liability insurance at all times

The Tutor (Ignatius Kwenda, Director)

- Follow this health and safety policy at all times across all settings
- Conduct a visual assessment of any student's home environment upon arrival before each session begins
- Promptly report any health and safety hazards, incidents, or near misses
- Carry a mobile phone at all times when conducting in-home sessions for emergency use
- Keep relevant medical and allergy information for all students on file and act on it appropriately
- Complete safeguarding training as required by the TTA and maintain up-to-date knowledge

Clients (Parents, Guardians, and Students)

- Provide accurate and up-to-date information about any medical conditions, allergies, or medication requirements before sessions begin
- Ensure a safe, appropriate, and suitably private environment for in-home tuition sessions
- Ensure a responsible adult is present in the home during all in-home sessions involving minors
- Promptly inform Smart Wave Consulting Limited of any changes to medical conditions or safety concerns

Health and Safety Measures

1. General Safety — All Settings

- An emergency contact list shall be maintained for all active students and families
- All participants must be informed of fire safety and evacuation procedures relevant to the setting
- The tutor shall carry a mobile phone at all times to enable emergency contact
- Personal belongings must not obstruct pathways or create trip hazards
- Any known allergies or medical conditions must be recorded and reviewed before each session
- First aid kit available at Smart Wave premises; tutor carries basic first aid awareness during in-home visits

2. In-Person Tuition at Smart Wave Premises (61/4 Stevenson Drive, Edinburgh)

- Regular health and safety risk assessments of the premises shall be conducted and documented
- Entrances and exits kept clear; adequate lighting and ventilation maintained at all times
- All known allergies and medical conditions recorded in advance of any sessions

- No hazardous materials or unsafe equipment permitted in tuition areas
- Fire safety instructions clearly understood; evacuation route identified and communicated to students
- Students must be accompanied to and from the premises by a parent or guardian

3. In-Home Tuition at Student's Residence

- The tutor shall assess the home environment upon arrival for hazards including pets, slippery surfaces, poor lighting, or other risks, and address concerns before the session begins
- Parents or guardians must provide full information about the student's allergies, medical conditions, and medication needs before sessions commence
- A responsible adult must be present in the home for all sessions involving minors — Smart Wave does not conduct sessions with children in the absence of an adult in the property
- Sessions shall take place in a visible, open area of the home — not in closed bedrooms or areas with restricted visibility
- The tutor shall note the evacuation route from any room used for tuition upon arrival
- In-home session visits are covered by Smart Wave's public liability insurance at all times

4. Online Tuition via Video Call

- All online sessions shall be delivered via a secure, reputable video call platform
- Sessions shall not be recorded without explicit written consent from the parent or guardian
- The tutor shall ensure their session environment is appropriate, professional, and free from distractions
- Screen-sharing shall only be used for legitimate educational purposes
- Any safeguarding concerns observed during online sessions shall be reported and documented immediately
- Students should be in a visible, supervised environment during online sessions

Policy Review

This policy will be reviewed annually or following any significant health and safety incident. The next scheduled review date is **May 2027**. The most current version of this policy will always be held in the Company's compliance records.

Policy Owner

Policy approved by:	Ignatius Kwenda — Director, Smart Wave Consulting Limited
Date approved:	May 2026
Next review date:	May 2027
Version:	1.0

Signature: _____ **Date:** _____