

What are the hazards?	Who might be harmed and how	What are you already doing? List the control measures already in place	What is the risk rating - H, M, L?	What further action, of any is necessary, if so, what action is to be taken by whom and by when?	Action completed State the date completed and sign	What is the risk rating now - H, M, L?
Slips, trips and falls	Students or tutors could be injured if they slipped and fell	<ul style="list-style-type: none"> -Bedford Tutor promotes good housekeeping -Pupil bags and coats are stored safely -No cables are allowed to trail over walkways and gangways are kept clear -Floor surfaces are maintained in good condition -When activity mats are used children must move around on their hands and knees to minimise risk of injury 	L	<ul style="list-style-type: none"> -Daily checks to ensure areas are always kept clean, tidy and free from hazards -Weekly check and sign of the risk assessment form 		L
Burns and injuries relating to electricity	Students or tutors could be injured by a burn or electrical shock	<ul style="list-style-type: none"> -Children are told never to touch heaters -All heaters in The Swallow Room have child guards fitted -All heaters and electrical fittings used in The Swallow Room are tested by a qualified electrician on an annual basis. -All unused sockets in The Swallow Room have socket guards fitted 	M	<ul style="list-style-type: none"> -Regular checks to ensure electrical equipment is safe and in good working order -Weekly visual check and sign of the risk assessment form 		L
Environment	Students or tutors could be affected by the heat or cold	<ul style="list-style-type: none"> -Heaters are fitted and a thermometer is used to ensure temperature remains within conventional guidelines (comfortable) -In unseasonably cold weather children can be tutored in the smaller 'Owl Room' -Blinds and curtains are used to control light levels 	L	<ul style="list-style-type: none"> -Daily checks to ensure temperature is comfortable and window coverings are in good working order -Weekly check and sign of the risk assessment form 		L
Injury through fire	Students or tutors could be injured by smoke inhalation and/or burns	<ul style="list-style-type: none"> -Smoke alarms are fitted in all rooms used by students -Smoke alarms are tested weekly to check they are in good working order and replaced if faulty -All students are made aware of the fire exit procedure and it is displayed in all rooms used by students -Fire extinguishers are fitted in The Swallow Room and The Owl Room -Fire extinguishers in The Swallow Room are inspected on an annual basis by a qualified professional 	M	<ul style="list-style-type: none"> -Regular checks to ensure fire safety equipment is safe and in good working order -Weekly visual check and sign of the risk assessment form 		L

General injuries such as cuts, scrapes and splinters	Students or tutors could be injured when using equipment or on furniture	-Children under 16 are supervised when using stationery and taught the correct and safe way to handle equipment -Furniture is kept in good working order and any defective furniture is taken out of service and either repaired quickly or replaced. -A First Aid Kit is available at all times and parents are notified if a child suffers a mild injury Note: If your child has a medical condition you must stay in The Swallow Room or car park at all times as Annabel practises basic First Aid only	L	Daily visual checks to ensure all equipment is safe and in good working order -Weekly check and sign of this risk assessment		L
--	--	--	---	---	--	---

Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Action Priority

High

Where harm is certain or near certain to occur and/or major injury or ill-health could result

Urgent action

Medium

Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days

Medium priority

Low

Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain

No action or low priority action

Bedford Tutor (Ravenswoode Limited)
 Chapel House
 Oldways Road
 Ravensden
 Bedford MK44 2RD

Signature of Assessor(s):

Print Name:

Print Name:

Date Assessed:

Review Date: