

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	-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	-Regular 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	-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	-Regular checks to ensure electrical equipment is safe and in good working order -Weekly visual check and sign of the risk assessment form		L
Indoor Environment	Students or tutors could be affected by the heat or cold	-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	-Regular 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	-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	-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 (indoors)	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	Regular visual checks to ensure all equipment is safe and in good working order -Weekly check and sign of this risk assessment		L
Access to the road/ area outside the garden	Students or tutors could be injured by moving traffic	-A fence around the garden has been erected to ensure children cannot access the road -Children are supervised at all times to ensure they do not leave the outdoor area	H	-Daily checks to ensure the fences are in good working order		L
Hazardous materials and/or poisonous plants/fungi	Students or tutors could be harmed/ poisoned if they ingest a poisonous plant	-The area is checked daily for any hazardous materials and/or poisonous plants/berries/fungi -Children are told never to touch plants unless given permission -All children are supervised to ensure they don't touch unsafe plants -The area is fully fenced from neighbouring gardens to ensure dogs/cats don't have easy access. Any dog or cat mess is removed immediately -No substances such as weedkiller are used in the outdoor area and produce grown is fully-organic -The garden has purposely been created so most plants are edible and can be used in lessons	M	-Daily checks to ensure the area is safe with regards to hazardous substances and/or poisonous plants/berries/fungi. Any plants or hazardous substances that may pose a risk are removed immediately		L

Outdoor Environment	Students or tutors could be affected by the heat or cold/other adverse weather conditions	-The area has been situated so it is not in full-sun after school hours (between 3:45pm-8pm) -A parasol is used to provide shade when the weather is warm -All parents are asked to provide sunscreen, sunglasses and a hat for their child/children during the summer months -If cold, children will only be taken outdoors if they are wearing suitable clothing -If the weather is poor e.g. rainy or windy, lessons will be conducted inside	L	-Daily checks to ensure temperature is comfortable and students/tutors have access to a shady position when working outdoors		L
Insect bites/stings or allergies	Students or tutors could be injured by an insect bite/sting	-All parents are asked if their child suffers from a known allergy and a list is kept of all children with known allergies, e.g. hay fever, nuts and/or insect stings -A First Aid Kit is available at all times -Children with severe allergies are not taken outdoors without their asthma pump and/or epipen	M	-Daily checks to ensure there are no bee/wasp/hornet nests and arrangement of removal if any sign is found on the property		L
General injuries such as slips, trips falls, cuts, scrapes and splinters (outdoors)	Students or tutors could be injured when moving around the area and/or when using equipment and/or furniture	-There is a strict no running policy in the outdoor area -Ground surfaces are maintained in good condition and checked on a daily basis -If ground surfaces are icy/wet children must be wearing appropriate footwear in order to use the outdoor area -Outdoor furniture is kept in good working order and any defective furniture is taken out of service and either repaired quickly or replaced. -The area is kept free of any sharp objects such as jagged stones -Children are warned of any overhanging branches -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 car park at all times as Annabel practises basic First Aid only	L	Regular visual checks to ensure all surfaces/tools are safe and in good working order and overhanging branches are kept to a minimum		L

Risk Rating

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

Action PriorityHigh

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

Urgent actionMedium

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

Medium priorityLow

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

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Signature of Assessor(s):

Print Name: Annabel Walker

Print Name: Helena Walker

Date Assessed: 19/04/23

Review Date: 19/04/24

What are the hazards?	Who is at risk?	Risk Rating (H/M/L)	How will the risks be managed?
Infection control standards – Risks of: Poor hygiene Insufficient cleaning Nonadherence to infection control requirements / risk assessments and procedures Cross contamination	Pupils Parents Teacher	L	▸ Tutor acts upon government guidance surrounding maintaining hygiene. ▸ No pupils suffering from <i>any</i> infectious illness will be allowed in the classroom; tutors will also not teach if they are suffering from an infectious illness. ▸ Tutor reminds pupils regarding maintaining good hygiene standards such as regular hand washing, not touching mouth/nose/eyes. ▸ Pupils are asked to sanitise their hands when entering the building and are supervised by a tutor when doing this. ▸ Tutor undertakes cleaning of key touch points at interims, using anti-bacterial wipes or spray after each child. ▸ Tissues are available for use by pupils and tutors. Tissues are disposed of immediately after use and children must wash their hands after using a tissue. ▸ The classroom will be kept well ventilated and a dehumidifier - which also acts as an air purifier - will be running 24 hours a day. ▸ Practicalities in the classroom: ▸ Tutors will wear face shields at all times when teaching children. ▸ Each child will be given a sanitised pencil at the beginning of their lesson and equipment will be cleaned regularly. ▸ Desks and chairs will be cleaned with antibacterial wipes or spray between lessons.