



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

RISK ASSESSMENT POLICY

Rationale

At Educ8 we are fully committed to promoting the safety and welfare of our tutors and our stakeholders so that the best possible education can take place. Our highest priority is that the education and support are delivered in a safe manner that complies fully with not just the law but with best practice. Risks are inherent in everyday life; we need to identify them and adopt systems for minimising them. It is also vital that our students are educated into how to cope safely with risk.

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective in preventing potential disasters.

Definition

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people or an organisation that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g., fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g., a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g., loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g., staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

The Law

The law states that a risk assessment must be 'suitable and sufficient', i.e., it should show that:

- A proper check was made.
- We asked who might be affected.
- We dealt with all the obvious significant risks, taking into account the number of people who could be involved.
- The precautions are reasonable, and the remaining risk is low.
- We involved your workers or their representatives in the process.

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work. Insignificant risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless the work activity compounds or significantly alters those risks.

Our risk assessment should only include what we could reasonably be expected to know, we are not expected to anticipate unforeseeable risks.



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Aims

- To monitor and evaluate risks taking a consistent approach in their management and prevention.
- To protect the health and safety of tutors and all other stakeholders.
- To prioritise risks and consult with all relevant parties.
- To review the effectiveness of each risk assessment and revise to reduce risk in the future.
- To educate tutors in completing their own risk assessments and being aware of potential risks and hazards and knowing how to deal with them appropriately.
- To ensure that all tutor locations are safe.

Practice

CONDUCTING A RISK ASSESSMENT

Risk Assessment

- Consider possible hazards, a hazard is anything that has the potential to cause harm.
- Decide who might be affected and how.
- Evaluate the level of risk and consider preventive measures, risk is the likelihood of a hazard causing harm.
- Discuss with tutors, students, parents, and carers as appropriate.
- Formulate findings and create a written plan.
- Implement in practice.
- Review and revise as necessary.

Risk Assessment Procedure

Identify hazards relating to:

- Young people – consider how the social, emotional, and behavioural difficulties experienced by our students might impact on risk to self and others.
- Environment – inside and outside.
- Security and safety procedures.
- Equipment

When thinking about a risk assessment, remember:

A hazard is anything that may cause harm, e.g., a physical condition which can make the tutoring environment unsafe, such as a slippery floor; unsafe acts e.g., student leaning back on chair; unsafe omissions such as the failure to follow safe systems can also be termed hazards. The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Hazard Identification

Tutors should identify all the hazards relevant to the activity. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Possible hazards may include: an unclean environment, a lack of heating, presence of hazardous substances and an



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved. aggressive animal. Hazards induced by people include working on a one-to-one basis, risks resulting from irrational behaviour and risks resulting from poor anger management. Those who may be affected include tutors, students, parents, and carers.

Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Risk Control

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:

- Avoid, substitute, or replace the hazard – evaluate whether or not the hazard be avoided or altered to reduce the likelihood of risk.
- Procedural controls – evaluate whether or not the procedure be altered to avoid or reduce the risk. Can the individual be removed or distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Student management – tutor needs to be aware of each student's needs.
- Setting management – such as the monitoring of entrances and exits.
- Additional staff – can an additional person be utilised to avoid or reduce the risk?
- Emergency procedures – establish contingencies in the event of things going wrong such as an accident, incident, or fire.
- Health surveillance – assess if tutors or students are physically able or sufficiently fit to engage in the planned activity.
- Monitor the control measures you have instigated to ensure that they are effective and implemented correctly.

Recording

Any significant hazards and conclusions are to be recorded using the appropriate risk assessment form.

Assessment Review

The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different students or tutors, new procedures, environments, or equipment.

References:

Health and Safety Executive: Management of Health and Safety at Work Regulations (1999)
Keeping Students Safe in Education (2020)



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Appendix 1:

Risk Assessment Form (Page 5)

N K Jones
Review Date

September 2023
September 2024



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

RISK ASSESSMENT

Date:

Prepared By:

Student		Tutor	
Venue		Week Commencing	

Use the following scales:

HAZARD: FATAL INJURY = **HIGH** SERIOUS INJURY = **MEDIUM** MINOR INJURY = **LOW**

RISK: HIGHLY LIKELY = **1** QUITE LIKELY = **2** UNLIKELY = **3**

What are the health and safety hazards?	Who is affected?	Hazard	Risk	What measures have been taken to reduce the risk(s)?	Revised Hazard	Revised Risk