**THE TUTORIAL FOUNDATION RISK ASSESSMENT**

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| **What are the Hazards to Health and Safety** | **What Risks do they pose** | **To whom** | **Risk Level H/M/L** | **What precautions have been taken to reduce the risk?**  | **What further action is needed to reduce the risk** |
| Infection & transmission from Covid-19 | Risk to health | Employees pupils and visitors | H | See separate and comprehensive Covid-19 Risk Assessment | None |
| General movement around the building | Slips, trips and falls  | Employees pupils and visitors | M | Any damage or defects in flooring surfaces etc should be reported to the office to arrange repair or replacement.Files, waste or furniture must not be stored even temporarily on busy walkways. | Inspection of flooring and maintenance of defects. |
| Liquid spillages | Slips trips and falls | Employees pupils and visitors | L | Supervision of use of liquids in class and immediate cleaning up of spillages. Wet floor notice put up if necessary | None |
| Cables and Wires | Slips trips and falls | Employees and pupils | L | Avoid the use of extension leads and ensure sufficient sockets. Plugs must not be cracked or chipped and cables should not be split or expose internal wiring. No trailing cables routed across walkways | None |
| Use of typical office machinery and equipment | Mechanical hazards: Contacts with moving parts of machinery or hot surfacesElectrical Hazards: Direct contact with an electric source leading to risk of electric shock or burn or general fire risk to employees  | Employees  | L | Equipment must have manufacturer’s guards in place when used. Equipment maintenance must only be carried out by competent people. Damaged or defective equipment must not be used and should be labelled accordingly. This should be immediately reported to the office to arrange repair or replacement. Use of paper cutters must be restricted to competent staff.  | None |
| Electrical equipment | Electric shock, Major injury | Electrician and employees | L | Appliance testing and regular visual inspection. You should not use personal electrical equipment at work. Plugs must not be cracked or chipped and cables should not be split or expose internal wiring | Annual testing of equipment in place |
| Use, handling and storage of typical office chemicals i.e. photocopier toner powders, correction fluids, screen cleaners etc | Very low risk of skin reaction or respiratory reaction due to low hazard potential and low quantities used. | Employees | L | Damaged or defective equipment must not be used and should be labelled accordingly | None |
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| Hot radiators | Burns | Employees and pupils | L | All radiators fitted with thermostat controls and heat assessed by teacher | None |
| Misuse of equipment by pupils | Minor injury  | Employees and pupils | L | All equipment to be appropriate for the maturity, experience and special needs of any group. All equipment to be visually inspected prior to use. Pupils given clear instructions on how to use equipment and make sure they are supervised at all times. | None |
| Fire | Major injury to staff and pupils | Employees pupils and visitors | L | Fire regulation policy adhered to and all checks undertaken regularlyAll staff ensure that they are aware of where the alarm break glasses and fire extinguishers are located in the buildingAll staff must ensure they are aware of the contents of the Fire Notice informing of what to do in the event of a fire and where to assemble following an evacuation | Regular Fire Drills |
| Blocked Fire Exits | Major injury  | Employees pupils and visitors | L | Daily inspection to ensure Fire Exits kept clear at all times | None |
| Lifting and handling of bulk stationery and other loads | Risk of a range of manual handling injuries such as strains or sprains. Injuries may be traumatic from one off incidents or cumulative | Employees  | L | Files and bulk stationery orders should be split to ensure they are light enough to handle safely. The “how to lift safely” instruction notice located in the office and in the kitchen should be followed | None |
| Access to storage at height | Falls from height could result in a range of injuries | Employees  | L | Step Stool/Step ladders are available for access to storage at height | Regular inspection of equipment  |
| Disposal of sharp objects | Cuts to hands and legs potentially to employees especially cleaning staff | Employees  | L | Where possible correctly wrap sharp objects | None |
| Science Classroom including the use of harmful chemicals | Minor and Major injury | Employees and pupils | H | Safety Equipment in place such as: eyewash, first-aid kit, fire extinguisher and blanket, safety goggles.Safety procedures in place to reduce the risk of an accident advising to wear goggles, tie back h loose hair and safety procedures to follow. Constant supervision | Regular inspection of equipment and safety equipmentSafety work sheets completed by pupils |
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| Scalding by Hot water | Scalding Burns to hands | Employees & Pupils | L | Thermostatic temperature control is behind doors, sealed and may only be adjusted by qualified engineers | None |
| Break Times | Abduction of pupil, injuries, bullying | Pupils | L | Constant supervision of pupils. Those allowed to leave the building are given strict time limits for returning. If they are not adhered to both the pupil and parent are telephoned immediately to ensure pupil safety | Regular pupils records sent to parents / carers for any updates to contact details |
| Verbal Abuse  | Emotional upset to both staff and pupils | Employees and pupils  | M | Constant supervision and adherence to the to the behaviour policy. Parents are informed on the day if a pupil has been the instigator or recipient of such abuse. Employees are offered support and help from management. | Constant review of individual pupil behaviour strategies. reporting via MyConcern |
| Physical Abuse | Minor and major injury to staff and pupils | Employees and pupils | H | Constant supervision and adherence to behaviour policy. Review individual pupil files to ensure the correct strategies used to diffuse potentially dangerous situations. Management always within hearing distance and available to give assistance when required. | Constant review of individual pupil behaviour strategies. reporting via MyConcern |
| Phone and Cyber Bullying | Emotional upset to pupils | Pupils | M | Class discussions advising pupils to not reply to text messaging or emails that are abusive/ obscene. Recommend pupils to speak to a member of staff or their parents if they feel they are being bullied.  | Regular class discussions, anti bullying posters in place. reporting via MyConcern |
| Safe use of ICT equipment | RSI( Repetitive strain injury), effects on eyesight | Pupils | M | Health &Safety trainings; frequent breaks from concentrated computer work; learning 10 fingers typing. | Regular check of monitor positions in order to prevent glare  |
| Radicalisation, Grooming and other potential Abuse | Abuse &/or emotional trauma | Pupils | L | Personal Tutor discussions with pupils on the threats and concerns in these areas. Particular emphasis upon making the pupils valued by the TF, tutors & their peers | Constant vigilance, reporting via MyConcern |

Policy Sign off and review

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|   | **By whom**  | **Date**  |
| **Policy signed off by**  | Julia Low  | 20.6.15  |
| **Reviewed by**  | Tim Low  | 16.11.2023 |
| **Next Review By**  | Julia Low  | 30.11.2024  |