

Risk Assessment

Company name: Mrs BC's Tutor Room

Date assessment was carried out: 07.09.22

Date of next review: 07.09.23

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	When is the action needed by?	Done
Slips and trips (Medium to High Risk)	<p>Tutees, visitors and the tutor may be injured if they trip over raised door thresholds (located at Tutor Room entrance and entrance to toilet facilities). Risk may be increased in wet weather.</p> <p>Tutees, visitors and the tutor may be injured if they trip up or down the wooden garden steps. Risk may be increased in wet weather.</p>	<p>Point out all door thresholds and highlight potential risks (including increased slipperiness when wet) to all tutees and visitors during induction.</p> <p>Point out risk of slipping/tripping on garden steps during tutee/visitor induction.</p>	<p>Provide grit / non-slip matting for the grassy area of the garden for frosty/excessively wet weather.</p> <p>Tutoring only to be carried out in daylight until adequate outdoor lighting (including garden stairway) can be provided to illuminate potentially hazardous areas.</p>	November 2022	

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	<p>Spillages from drinks – very low risk due to non-slip, absorbent flooring</p> <p>Grassy area on the way to the toilet could be slippery (rain, frost, snow)</p>	<p>Non-slip absorbent flooring absorbs spilled liquids.</p> <p>Warn tutees and visitors of potential hazard.</p>	<p>N/A</p> <p>Close the Tutor Room during snowy weather due to the high risk of slipping when going to the toilet. Mrs BC's Tutor Room will not open unless there is access to toilet facilities.</p>		
<p>Electrical Injuries (Low Risk)</p> <ul style="list-style-type: none"> - Electrocution - Electrical fire 	<p>The tutor could receive electrical shocks or burns from any faulty electrical equipment.</p> <p>Electrical faults may lead to fires.</p>	<p>Regularly check for defective plugs, discoloured sockets or damaged cable/equipment.</p> <p>Defective equipment to be taken out of use safely and promptly replaced.</p> <p>No tutee or visitor will be asked to plug anything in or remove any plug from a socket.</p>	<p>As left. Ongoing.</p>	<p>N/A</p>	<p>N/A</p>

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<p>Fire (Low Risk)</p> <p>-from faulty electrics (Low Risk)</p> <p>-due to arson (Low Risk)</p>	<p>If trapped (highly unlikely), tutors, tutees, visitors could suffer fatal injuries from smoke inhalation/ burns.</p>	<p>Exits are easily accessible and easily opened. Risk of being trapped is very low.</p> <p>No naked flames or candles to be used.</p> <p>Fire blanket available for use.</p> <p>Check electrical plugs and appliances for signs of wear and/or discolouration. Replace items as necessary.</p> <p>Keep backyard gate locked out of hours to stop intruders entering.</p>	<p>Install small fire extinguisher suitable for electrical equipment</p>	<p>January 2023</p>	
<p>Repetitive use of Equipment (Low Risk for tutees.</p>	<p>Users risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from</p>	<p>Limit laptop or other screen time during sessions.</p>	<p>Ongoing.</p>		

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<p>visitors) (High Risk for tutor)</p>	<p>overuse or improper use equipment, or from poorly designed workstations or work environments.</p> <p>Headaches or sore eyes can occur, eg if the lighting is poor.</p>	<p>Ensure adequate lighting to reduce eye-strain.</p> <p>Have brought in a height adjustable desk which can be set for the tutees height. It can be raised if the tutee needs to work standing up. It can be wheeled to different positions to allow for movement and better natural lighting.</p> <p>Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.</p> <p>Shared workstations are assessed for all users. • Work planned to include regular breaks (or a change of activity) for the tutor during the working day and for younger tutees as</p>	<p>Introduce natural light lamps.</p> <p>Place something sturdy underneath tutees feet to act as a footrest if their feet do not reach the ground.</p>	<p>November 2022</p>	

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		<p>required during each session.</p> <p>Adjustable blinds at all windows and doors of the Tutor Room to control natural light on screen</p> <p>Noise levels controlled.</p>			
<p>Cold temperatures in winter (Medium Risk)</p> <p>Hot temperatures in summer (Medium Risk)</p>	<p>Discomfort from cold temperatures</p> <p>Discomfort from hot temperatures</p>	<p>2KW electric fan heater available for use. Additional 'radiator style' electric heater available.</p> <p>Switch on half an hour before arrival of tutees.</p> <p>Open all windows and doors as necessary.</p> <p>2x tall, oscillating/stationary tower fans available for use.</p> <p>Switch on as needed.</p>	<p>Close Tutor Room if temperatures remain too cold to work comfortably.</p> <p>Close Tutor Room if temperatures are too hot to work comfortably.</p>	N/A	N/A

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<p>Car door damage on walls or fence (low risk if driveway used as it should be)</p>	<p>Visitors may open car doors too far or too quickly and risk damaging their doors on the wall (driver's side to the right) or the fence (passenger side to the left). Very low risk of personal injury.</p>	<p>Point out driveway hazards in the 'Directions and Information' PDF which is emailed to clients prior to their first visit (hazards to detail possibility of hitting car doors on wall or fence if opened too far)</p>	<p>Check plant growth on the left of the drive and trim as necessary.</p>	<p>N/A</p>	<p>N/A</p>