

Staff & Pupil Risk Assessment

Tutor Name	Text Here
Pupil Name	Text Here
Location	Text Here
SLT Signature	Text Here
Date	Text Here

		MULTIPLIER					
SEVERITY	Extreme/Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
	Multiplier	1	2	3	4	5	
		Remote	Unlikely	Possible	Probable	Certain	
		LIKELIHOOD					

KEY			
SEVERITY	Severe	20-25	Unacceptable level of risk exposure which requires immediate corrective action to be taken
	Major	12-16	Unacceptable level of risk exposure which requires constant active monitoring, and measures to be put in place to reduce exposure
	Moderate	5-10	Acceptable level of risk exposure subject to regular active monitoring measures
	Minor	3-4	Acceptable level of risk exposure subject to regular passive monitoring measures
	Insignificant	1-2	Acceptable level of risk subject to periodic passive monitoring measures

Detail of risk	To whom	Severity	Likelihood	Rate	Control Measures	Further actions
Traveling to work	Tutor	1	1	1	Travel outside peak times where possible. Take alternative forms of transport such as walking, car or cycle, when possible. Wash your hands before leaving home and follow the good hygiene advice. On arrival at the pupil home/center, wash your hands again and follow the good hygiene advice. Open windows where you can. If you must travel with work equipment, do not carry a load whose size or weight presents a manual handling risk. Use rucksacks and/or wheeled bags where possible. DO NOT take risks if there is an attempt to steal laptops or any other equipment from you. DO NOT put yourself at risk – allow the equipment to be taken and report the incident immediately to your Lead Tutor.	Drive if you have a car.
Contamination of coronavirus when tutoring student 1:1 in pupils’ home	Tutors, pupils and Young people and family members	3	2	6	Minimizing contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the home for 1-1, where possible tutor in garden in an open area, wear face mask and wash hands and sanitize hands. All staff, pupils and family members (cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitizer ensuring that all parts of the hands are covered) ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Cleaning frequently touched surfaces often using standard products, such as detergents and bleach minimizing contact and mixing by altering, as much as possible, the environment (such as learning area) and timetables (such as staggered break times).	Track and inform all people that have been in contact with an individual if a person has symptoms of coronavirus. Ask them to self-isolate and contact their health service if any persistent symptoms occur. Check if any member of the family has symptoms or temperature before entering the family home.
Harm from other people	Pupils & tutor and family members	3	2	6	Staff will always supervise and use de-escalating strategies applying safe distancing rules during learning. Following government guidelines for coronavirus.	
Injury and coronavirus contamination from unsupervised use of any equipment	Pupils and tutors	1	1	1	All equipment will be kept in a tutor’s bag and students will not be allowed the use of any equipment apart from their own personal laptops and stationary.	any equipment apart from their own personal laptops and stationary. If an injury occurs Inform next of kin, line manager and complete incident form. Track and inform all people that have been in contact with individual -ask them to self-isolate and contact their health service if any coronavirus symptoms occur.
Pupil wandering around and interfering with tutor resources may infect others	Pupils, tutors and other family members	1	1	1	Minimising contact and mixing by altering, as much as possible, the environment (such as room layout) and timetables (shorten sessions and do remote learning for some sessions during the week)1;1 tutor student ratio.	Reduce hours of 1-1 home tuition by doing part of weekly sessions remote learning. Do outdoor learning where possible e.g.: garden area.
Infect others with coronavirus while tutoring or supporting a pupil with personal care	Pupils, tutors and other family members	2	2	4	If a child, a young person becomes unwell with symptoms of coronavirus while learning and needs direct personal care until parent or carer/guardian arrives. A fluid resistant surgical face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that	Track and inform all people that have been in contact with individual -ask them to self-isolate and contact their health service if any persistent symptoms occur Wash hands after removing safety masks, gloves, goggles and leave the home immediately.

Catch It



Germs spread easily.
Always carry tissues
and use them to
sneeze

Bin It



Germs can live
several hours on
tissues. Dispose of
your tissue as soon
as possible

Kill It



Hands can transfer
germs to every
surface you touch.
Clean your hands as
soon as you can.

STAGE 2 - PREVENTION

We currently increased precautions in place to ensure effective the prevention of the spread of illness

All staff visiting the pupil's homes are asked to follow the following guidance:

DO



wash your hands with soap and water often – do this for at least 20 seconds



always wash your hands when you get home or into work



use hand sanitiser gel if soap and water are not available



cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze



put used tissues in the bin straight away and wash your hands afterwards



try to avoid close contact with people who are unwell

DON'T



do not touch your eyes, nose or mouth if your hands are not clean

STAGE 3 - MITIGATE/WAY

We currently increased precautions in place to ensure effective the prevention of the spread of ill illness

All staff visiting the pupil's homes are asked to follow the following guidance:

DO



wash your hands with soap and water often – do this for at least 20 seconds



always wash your hands when you get home or into work



use hand sanitiser gel if soap and water are not available



cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze



put used tissues in the bin straight away and wash your hands afterwards



try to avoid close contact with people who are unwell

DON'T



do not touch your eyes, nose or mouth if your hands are not clean



do not enter the pupil's home if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the Lead Tutor to discuss)