



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

We are fully committed to promoting the safety and welfare of our tutors and stakeholders so that the best possible education can take place. Our highest priority is that education and support are delivered safely and in line with statutory requirements and recognised best practice.

Risks are inherent in everyday life; we aim to identify them and implement systems for minimising them. It is also important that students are supported to understand and manage risk safely where appropriate.

Accidents and injuries can have serious consequences, including harm to individuals, reputational damage, and financial loss. Risk assessments are therefore a legal requirement and a key preventative tool, focusing on prevention rather than reacting after incidents occur. In many cases, simple and proportionate measures are highly effective in reducing risk.

Definition

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people or the organisation that could arise 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 likelihood of that hazard occurring and the severity of harm.
- A risk assessment is the resulting evaluation of likelihood and severity.
- Risk control measures are the procedures and actions put in place to reduce risk (e.g. safe systems of work, training, safeguarding controls, emergency arrangements).

The Law

The law requires that risk assessments are suitable and sufficient, meaning they should demonstrate that:

- A proper check has been carried out
- We have considered who might be affected
- We have addressed significant risks proportionately
- Reasonable control measures are in place
- Staff have been consulted where appropriate



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The level of detail must be proportionate to the risk and nature of the work. Insignificant risks and everyday life risks do not require formal assessment unless increased by the activity.

We are not required to predict unforeseeable risks, only those that are reasonably foreseeable.

Aims

- To identify, monitor, and evaluate risks using a consistent approach
- To protect the health, safety, and welfare of tutors, students, and stakeholders
- To prioritise risks and consult relevant parties where appropriate
- To review and improve risk controls on an ongoing basis
- To support tutors in completing effective risk assessments
- To ensure all tuition environments are safe and suitable for delivery

Practice

Conducting a Risk Assessment

- Identify potential hazards (anything with potential to cause harm)
- Identify who may be affected and how
- Evaluate risk level and consider existing controls
- Implement additional control measures where required
- Record findings in writing
- Review and update as required

Risk Assessment Procedure

Identify hazards relating to:

- Young people – SEMH needs, behaviour, vulnerability, additional needs
- Environment – internal and external settings
- Security and safeguarding arrangements
- Equipment and resources used during delivery

Hazards may include unsafe environments, poor conditions, animals, equipment risks, or behaviours that increase risk in one-to-one settings.



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Risk Evaluation

Risks should be assessed as low / medium / high based on likelihood and severity.

Where risks are medium or high, additional control measures must be implemented before delivery begins or continues.

Risk Control

- Avoid or modify hazards where possible
- Adjust procedures or delivery arrangements
- Ensure safeguarding and supervision measures are in place
- Ensure suitability of the setting
- Use additional support where required
- Clear emergency procedures in place
- Awareness of individual student needs and risks
- Monitor effectiveness of controls

Recording

All significant hazards, risks, and control measures must be recorded on the appropriate risk assessment documentation.

Review

Risk assessments must be reviewed:

- Regularly (at least annually where applicable)
- When there is a significant change (student, tutor, setting, or circumstance)
- Following any incident or near miss

References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety Executive (HSE) guidance on risk assessment
- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children (2023)
- UK GDPR and Data Protection Act 2018



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Appendices

Appendix 1: Risk Assessment (Page 5)

Review

N K Jones
September 2026

Review Date
September 2027



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Appendix 1

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 (Initial Risk)	Risk (Rating 1-3)	What measures have been taken to reduce the risk(s)?	Revised Hazard	Revised Risk