



Tutor Risk Assessment

Course Details			
Training Provider		Course Code	
Course Title		Venue	

Risk Assessment					
Hazard Area / Activity	Persons at Risk	Significant Risk to Health and Safety	Level of Risk Before Controls*	Controls and Precautions	Level of Risk After Controls*

* High, Medium or Low. The objective is to eliminate the hazards or make them as low as possible.

Declaration			
Tutor Name		Signature	
Date		Review Date	



Please Keep a Completed and Up to Date Copy in Your Tutor File

EXAMPLE Risk Assessment					
Hazard Area / Activity	Persons at Risk	Significant Risk to Health and Safety	Level of Risk Before Controls*	Controls and Precautions	Level of Risk After Controls*
Using knives on catering course	Tutor, learners	May suffer : • Cross contamination • Cuts or slicing injuries	High	• Disinfect knives before and after every use • Remain stationary when using knives • Ensure knives are stored safely and securely • Ensure appropriate training is given prior to using cutlery	Medium
Manual Handling	Tutor	May suffer: • Sprains and strains due to moving tables & chairs	Medium	• All loads made as light as possible • Request assistance from centre staff • Use equipment (e.g. trolley) as necessary	Low

A summary of The Health & Safety Executive's "Five steps to risk assessment" is below. For further information please see: www.hse.gov.uk/pubns/indg163.pdf

Step	Activity	Guidance Notes
1	Identify the hazards	Look for hazards in the room/location where your lesson/activity is to take place, identify any hazards that may harm people. E.g. moving tables and chairs, I.T. room with trailing wires.
2	Decide who might be harmed and how	Identify: who may suffer what due to how e.g. tutors may suffer sprains or strains if moving table
3	Evaluate the risks and decide on precautions	Evaluate the level of risk (low, medium or high) before any controls have been put into place. Identify the controls that can be put in place to reduce / eliminate the risk. Then evaluate the level of risk after any controls have been implemented.
4	Record your findings and implement them	Put the results of the risk assessment into practice. Share your findings with learners / staff in the centre / colleagues from your organisation.
5	Review your assessment and update if necessary	Review your risk assessment when any change takes place, such as moving centres or rooms or when a learner with support needs joins the group.