

Risk Assessment - Welbourn Village Hall, 38 Beck Street, Welbourn, Lincoln, LN5 0LZ

Date of risk assessment: 26.06.26

Date of next update: 26.06.27

Person responsible: Anna Miller

Potential risk	Potential harm caused by risk	Risk control methods in place	Assessment of risk before control methods	Assessment of risk after control methods	Person responsible (sign and date)
Lone working	Potential for reputational damage if false allegation	Record of children's behaviour during session kept Physical setting – Tutor and children have adequate space when working Safeguarding a visible priority (policy in place) Tuition takes place in a visible, public setting with large windows/ doors. Parents/guardians are welcome to remain in the vicinity of the lesson – car park, benches in the playing fields Tutor has enhanced DBS on the update service; DBS no. given to parents/guardians.	Medium	Low/ medium	A.Miller 26.06.26
Safeguarding issues: member of the public accessing setting a child leaving with an unauthorised person a child not arriving for	Potential for child abuse	Safeguarding policy; supervision of students at all times; any concerns around members of the public reported; parents/guardians to name adults who will collect the child or arrangements for the child leaving tuition at the end of the session if they are over 11 (within Terms and Conditions). Tutor to carefully supervise students leaving at the	High	Low	A.Miller 26.06.26

tuition and may be missing		end of the session ensuring students are leaving with nominated parents/guardians or are following the leaving procedure outlined by parents/guardians. Parents/guardians to inform the tutor if the child is unable to attend. Tutor will call parent/guardian if they are not notified about non-attendance to check the student is safe.			
Safeguarding - child on child abuse	Potential for child on child abuse	Safeguarding policy; the Tutor will supervise students at all times; any unacceptable behaviour will be addressed by the Tutor on a 1:1 basis with the student; parents will be informed. Should a student's behaviour be negatively impacting another student/s and remain unresolved, the Tutor will terminate the tuition agreement to ensure the safety and wellbeing of all.	Medium	Low	A.Miller 26.06.26
Health and Safety - fire or accident	Potential for injury	Health and Safety Policy in place including fire evacuation - explained to children and parents- evacuation to playing fields via hall door, kitchen door, doors accessible by walking through the toilets. Fire extinguisher in the hall and in the kitchen, plus fire blanket in the kitchen. Setting has fire alarms fitted and tested annually; mobile phone kept on person in case of emergency. First aid kit stored in the kitchen. Minimum equipment and furniture in the hall to minimise risk of tripping; Fire exits kept clear. All	Medium	Low	A. Miller 26.06.26

		electrical equipment will be checked and maintained. Students will not access the kitchen; the Tutor will access water for drinks as needed.			
Setting is too hot or too cold	Feeling or becoming unwell, spreading of viruses	The setting is bright and spacious, benefiting from patio style doors which open out to the playing fields. In summer, a door will be kept open to maintain air flow. Fans will be utilised to keep the setting comfortable. Where amber, red heat or snow warnings have been issued, the Tutor may cancel the session if they feel the setting is unsafe to work in. In winter, the heating works on a timer to ensure the setting is warm. A window will be opened to support ventilation.	Medium	Low	A.Miller 26.06.26
Medical emergency (for example, serious allergic reaction)	Potential for death or serious illness	Parents/guardians have provided all children's medical details, including allergies, to the tutor in advance. The Tutor knows how to support individual students in case of emergency. Specialised training may be required in advance of a student commencing tuition. Mobile phone on person in case of medical emergency Students may bring their own drink to the lesson but should not bring snacks to avoid the risk of other students coming into contact with allergens. Water will always be readily available, provided by the Tutor. The Tutor will ensure any snacks offered do not contain	High	Medium/ Low	A.Miller 26.06.26

		ingredients that students are allergic to. Nut free zone.			
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