Risk Assessment Policy

Purpose

The purpose of this policy is to set out Prime Tutors approach to risk assessment and management. Effective risk assessment helps safeguard learners, staff, and visitors, ensuring a safe and supportive environment while enabling high-quality teaching and learning to take place.

Scope

This policy applies to all staff, contractors, and volunteers working for Prime Tutors across all sites, activities, and services.

Policy Statement

Prime Tutors is committed to:
- Providing a safe environment for all learners, staff, and visitors.
- Identifying, assessing, and managing risks in all areas of operation.
- Ensuring that safeguarding, health, and wellbeing remain at the centre of all decisions.
- Complying with all relevant legislation and statutory guidance.
- Embedding risk management into everyday practice.

Responsibilities

- **Senior Leadership Team (SLT):** Ensure compliance with this policy, oversee risk management processes, and review assessments regularly.

- **Managers/Supervisors:** Carry out and monitor risk assessments within their areas of responsibility.
- **All Staff:** Follow risk assessments, report hazards, and contribute to a safe environment.
- **Health & Safety Officer (if applicable):** Provide guidance and support in completing and reviewing risk assessments.

Risk Assessment Process

Risk assessments will:
1. Identify hazards – what could cause harm.
2. Decide who may be harmed and how.
3. Evaluate risks – consider likelihood and severity, and decide on control measures.
4. Record findings – document assessments and actions taken.
5. Review regularly – update assessments when there are changes in circumstances, incidents, or annually as standard.

Types of Risk Assessments

- General Workplace Assessments: Cover daily operations including classrooms, offices, and communal areas.
- Activity/Trip Assessments: Completed for off-site visits, practical sessions, or higher-risk activities.
- Individual Risk Assessments: For learners or staff with specific needs, completed with input from young person. (e.g., SEND, health conditions, pregnancy).
- Safeguarding-Related Risks: Ensuring learners are protected from harm, abuse, exploitation, or neglect.

Recording & Monitoring

- Risk assessments will be written, dated, signed, and stored securely.
- The SLT will maintain a central log of all risk assessments.
- Actions required must be followed up within agreed timescales.
- Non-compliance will be addressed through staff supervision and, if necessary, disciplinary procedures.

Training & Awareness

- All staff will receive training on how to identify and report risks.

- Staff responsible for completing assessments will receive additional guidance or formal training as required.

Review & Evaluation

- Risk assessments will be reviewed annually, or sooner if significant changes occur.
- This policy will be reviewed annually by SLT to ensure ongoing compliance and effectiveness.