

Risk Assessment



Setting Name: The Tutoring School

Location: 14 Levett Road, Polegate, East Sussex, BN26 6NE

Assessor: Amy Sams

Assessment completed on: 27th November 2025

Review schedule: Every 6–12 months or sooner if changes occur

Purpose of This Document

This assessment identifies potential risks within the home-based learning environment and outlines the safety measures in place to minimise harm. The aim is to ensure that all children attending the pod can learn in a safe, calm and secure space.

Hazard	Who may be harmed?	Risk level	Control Measures
Fire/emergency Evacuation	Children and adults	Medium	Smoke alarms installed and checked regularly. The fire exit kept clear. Fire blanket/extinguisher available. Emergency route known to all.
Slips, trips and falls	Children and adults	Medium	Floors kept clear of bags/resources. Wires secured. Spills cleaned quickly. Non-slip mats used if

			needed.
Kitchen/Hot drinks	Children	Medium	Hot drinks kept away from learning area. Cooking appliance only used with adult supervision. Non unsupervised access to kitchen.
Electrical equipment	Children	Low-Medium	Equipment checks frequently, damaged cables replaces. Chargers kept out of walkways. Safe usage explained.
Allergies/food reactions	Children	Medium/high	Written allergy information collected from parents. No food sharing without consent. Parents informed of menu/snack provided.
Outdoor area use	Children	Medium	Area checked before use. Secure boundaries. No sharp/unsafe objects. Supervised at all times.
Furniture layout/sharp edges	Children	Low-medium	Furniture arranged safely with clear walkways. Sharp corners padded where required.
Illness and infection spread	Children and adults	Medium	Unwell children should not attend. Good ventilation maintained. Hygiene practices promoted.
Behaviour risks	Children	Medium	Clear expectations shared with parents. Calm and supported behaviour management. Unsafe behaviour address promptly.
Digital/online	Children	Medium	Safety rules

sessions			provided. No one-to-one video sessions without parent knowledge or consent.
Transport	Children and adults	Medium - high	Consent forms required. Seatbelts worn at all times. Clear pickup/drop-off procedures.

CONTROL MEASURES

Supervision

- Maximum group size: 8 learners
- Children supervised at all times in learning areas
- No unsupervised access to kitchen or exit routes

First Aid & Medication

- First aid kit available on site
- Medical/allergy form completed by parents before starting
- Medication only administered with written parental consent

Environment Checks

- Daily visual safety check before sessions
- Monthly full safety review
- Hazards reported, recorded and addressed immediately

Emergency Procedure

- Fire exits kept clear
- Meeting point designated outside property

- Register taken in evacuation
- Parents contacted in event of incident

Review Record

Task	Frequency	Completed by:	Notes
Full safety reviews	Annually	Amy Sams	
Smoke alarm test	Monthly	Amy Sams	
First aid kit check	Termly	Amy Sams	
Room Hazard Scan	Daily	Amy Sams	

Sign off:

I confirm that the safety measures above reflect the conditions and procedures of The Tutoring School Home Education Pod. I agree that maintaining and updating the risk assessment is necessary.

Signature: *Amy Sams*

Date: 27/11/2026