Gateways Education & Wellbeing Ltd

Paving the Way to Success

Gateways Alternative Provision — Learning your way

Gateways Tuition — Confidence through learning

Risk Assessment

Policy owner:	Director
Lead responsible:	Carly Mason
Location covered:	Home-based tuition delivered at the learner's home
Date approved:	22/04/2026
Review date:	22/04/2027
Applies to:	All staff, tutors, volunteers, learners, contractors, parents/carers and visitors

1. Statement of intent

Gateways Education and Wellbeing Limited is committed to providing safe, calm and well-organised tuition in the learner's home where this forms part of a child's education package. This risk assessment identifies foreseeable hazards associated with home tuition and sets out the control measures in place to reduce risk so far as is reasonably practicable for learners, staff and others present.

This document must be read alongside Gateways' Health and Safety Policy, Safeguarding Policy, Behaviour Policy, Lone Working arrangements, individual learner risk assessments and any relevant support, medical or regulation plans. As many learners supported by Gateways may have special educational needs and disabilities, anxiety, sensory differences, trauma-related needs or communication needs, risk management arrangements must be implemented in a way that is safe, proportionate and responsive to individual needs.

2. Aims of this risk assessment

- identify the main hazards associated with delivering tuition in a learner's home;
- set out the control measures used to protect learners, staff, parents/carers and visitors;

- support safe teaching, arrival, departure and working practices in a home environment;
- reduce the likelihood of injury, safeguarding concerns, lone working issues or avoidable disruption; and
- ensure risks are reviewed regularly and updated following incidents, changes to provision or changes in learner need.

3. Legal and guidance framework

This risk assessment reflects Gateways' duties under health and safety, safeguarding and equality law and guidance, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Children Act 1989 and 2004, Working Together to Safeguard Children, Keeping Children Safe in Education, the Equality Act 2010 and, where relevant, the Regulatory Reform (Fire Safety) Order 2005.

4. Location and persons affected

This assessment applies where Gateways staff, tutors or approved volunteers deliver tuition at a learner's home. The people who may be affected are learners, staff, tutors, parents/carers, siblings, visitors and any other person present during the session.

5. Identified risks and control measures

Hazard	Risk	Control measures
1. Lone working and staff safety	Staff vulnerability, inability to summon help, or unsafe practice	• Pre-visit information gathered and suitability of home tuition agreed in advance • Staff follow Gateways lone working procedures and share visit details with management • Mobile phone kept accessible and emergency contacts available • Staff do not enter or remain in any environment they consider unsafe
2. Unsafe home environment	Injury from slips, trips, fire risks, hazards or poor space set-up	• A suitable teaching space is agreed on arrival where possible • Walkways kept clear and obvious hazards identified and managed before

		starting • Sessions are paused or relocated if the environment is unsafe • Staff remain aware of exits and emergency arrangements
3. Safeguarding and professional boundaries	Safeguarding concern, allegation, or breach of professional conduct	• Staff follow Gateways safeguarding procedures at all times • Parents/carers are expected to be on the premises unless otherwise risk assessed and agreed • Sessions take place in an appropriate space that supports visibility and safety • Any concern, disclosure or allegation is recorded and reported immediately in line with policy
4. Behaviour, emotional dysregulation or distress	Harm to self or others, damage to property, or unsafe session delivery	• Known triggers, regulation strategies and behaviour support information reviewed in advance • Staff use calm communication, de-escalation and agreed routines • Sessions may be shortened, paused or ended if safety cannot be maintained • Additional risk assessments completed where presentation indicates a higher level of risk
5. Medical needs and emergencies	Illness, injury or delay in responding to an emergency	• Relevant medical information and emergency contacts obtained before tuition begins

		• Staff know how to summon help and when to contact emergency services • Medication remains the responsibility of the parent/carer unless otherwise formally agreed • Any medical incident is recorded and reported promptly
6. Animals, smoking or substance use in the home	Allergic reaction, intimidation, respiratory risk or unsafe working conditions	• Parents/carers asked to secure animals before and during sessions where needed • No smoking, vaping or substance use should take place in the teaching area during the session • Staff may end the session if the environment presents a health or safety risk
7. Travel, arrival and departure	Risk to staff personal safety, parking issues, or accidents when attending the home	• Visit times and access arrangements agreed in advance • Staff park safely and remain alert to surroundings when arriving and leaving • Management is informed of significant concerns linked to access, neighbourhood risks or repeated issues
8. Infection control and illness	Spread of infection to learner, family members or staff	• Sessions should not proceed where there is known significant infectious illness that makes attendance unsafe • Hand hygiene is encouraged and shared equipment kept clean • Alternative arrangements should be considered

where illness prevents safe face-to-face delivery

6. Monitoring and review

- This risk assessment will be reviewed annually, and sooner where there is a significant incident, change to the home learning environment, change in staffing, or change in learner needs.
- Any concerns arising from day-to-day practice, accidents, near misses, safeguarding issues or incidents during travel, arrival or departure must be reported promptly so that control measures can be reviewed.
- Additional individual risk assessments should be completed where a learner's presentation, medical needs, home environment or behaviour requires more specific arrangements.

7. Approval

Approved by: Carly Mason
Role: Director
Date: 22/04/2026
Next review due: 22/04/2027