

Explore Learning Ltd Centre Risk Assessment Implementation Date: January 2025

Area of Risk/Hazard Fixtures and fittings	Risk	People at Risk	Status
Flooring	Slip, trip, fall	Children, Staff & Visitors	Low risk. Carpet tiles are non-slip and fire retardant. Tiles will be replaced if loose.
Electrics	Electric shock Tripping over cables	Children, Staff & Visitors	Wiring inspected and checked by external electricians at time of installation - ongoing responsibility belongs to the centre team, or Sainsburys/Tesco for those in supermarket based centres. Appliances all new at centre launch. First electrical appliances check at time of launch. Wireless network connection system installed so fewer cables in use. Cables are tucked away in specially designed troughs under desks. All records of appliance checks are held centrally by the IT/Facilities Team.
Work Stations and Computers	Repetitive strain - damage to eyes Neck Strain, postural injury.	Children and Staff	Children only use the computers for a maximum of 1 hour at a time. All equipment is modern and appropriate. Desks and chairs are at the appropriate height. Foot steps and adjustable chairs can be made available if an individual requires them. Screens are high quality. Staff activities are varied.
Furnishing	Accident from falling or hitting body. Injury from continued use of unsuitable furniture.	Children, Staff & Visitors	The only loose furniture are chairs and foot steps, which are tucked away when not in use. Other furniture is suitable for purpose, i.e. adjustable height chairs (on request), sharp corners are minimised. Furniture must not be stood on. A stable step up stool for staff is made available.
Lighting	Damage to eyes	Children, Staff & Visitors	Lighting is excellent and is of the appropriate standard and emergency lighting is also in place. Children's sessions at computers are limited to one hour.
Temperature Control	Too hot or cold	Children, Staff & Visitors	Centre is air conditioned by ceiling units.
Drinking water	Illness from contaminated water or lack of water	Children, Staff & Visitors	Water supply provided by water fountain/bottle. Bottled water will be provided if the unit is out of service.
Glass	Injury from broken glass or walking into glass	Children, Staff & Visitors	All glazing is newly installed and toughened. Large panes of glass have safety markings to prevent someone walking into the glass.
Toilet	Risk of locking inside Hygiene	Children, Staff & Visitors	Toilets are cleaned and inspected regularly. Door can be opened from the outside. Toilet easily monitored.
Area of Risk/Hazard Practises & Procedures	Risk	People at Risk	Status
Medical Conditions and Allergies	Illness or adverse reaction	Children and Staff	All staff complete a self-declaration of any current or history of medical conditions, any disclosures are followed up if considerations need to be made, by the HR team. All parents are required to give details of children's medical conditions/allergies when they join and keep the team up to date with any changes on our membership database. Parents of those with medical conditions/allergies are required to complete a Medical/Treatment Permission form. Details are recorded on the membership database. A list of children with serious medical conditions/allergies is made available to staff in the office. All managers undergo paediatric first aid training every 3 years and have a first aid kit in the centre. Staff and children are also requested not to attend the centre if they are ill or infectious to reduce the spread of infection. Good hygiene practises are available and encouraged.
Medication	Administering the incorrect medication to a child.	Children and Staff	Any medication administered to a child requires written permission from the parent on our Emergency Medication/Treatment forms, stored in the First Aid/Medicine folder which should contain specific medication instructions from the parent. Administration must be recorded on an

	Child accessing medication that is not their own		<p>Administration of Medicine Record Form at the time of the occurrence and stored in the First Aid & Medicine Folder.</p> <p>Staff are instructed to not bring on site any non-essential medication. Any medication that staff require must be kept in the office and out of reach of children Inc. paracetamol etc. Should staff require to take any medication while on the premises, they must check with a Manager whether they are permitted to work whilst on that medication and record its use on an Administration of Medicine Record Form, even if self-administered.</p> <p>All medication provided for children is stored in a sealed Medicine Box kept in a locked cupboard or out of reach of children. Each medicine must be labelled with their name and dosage details and stored inside a ziplock bag with a copy of the child's medical permission form. Medicine must be signed in and out of the centre using appropriate forms in First aid and Medicine Folder.</p>
Security and Safeguarding	Abduction, physical violence, abuse or child escape.	Children and Staff	<p>Centre is very open and all areas are highly visible to staff throughout the centre. Access from the entrance area is controlled by a button operated, one metre high solid gate. Only staff are permitted to open the gate. The Showtime Manager has responsibility for supervising the entrance. All staff are aware that children should not leave unsupervised without recorded consent. The Showtime Manager has been trained in the safe departure of children in line with our P&Ps. Staff get to know children and parents well. Names are requested for who is permitted to collect all children and contact details are available on the membership database.</p> <p>Parents are required to provide a private password which is recorded on the membership database, in case they need to give verbal permission or send someone who does not normally collect the child. They will be asked for the password and to provide photo ID.</p> <p>Any visitors including parents must be supervised at all times by a member of staff. This includes being accompanied in any areas of the centre including to/from the bathroom if they require to use it during their visit. If the centre has a rear door that can not be locked or fire exit then a 'door alarm' is located on these doors which sound if unauthorised access is undertaken whilst the centre is in operation. Management are responsible for ensuring this alarm is switched on every day before children enter the premises and all staff using it are responsible that it remains on throughout sessions.</p>
Security – signing in and out	Fire Register, unsupervised visitors, risk of staying over normal length of stay, staff and child presence at end of day.	Children, Staff & Visitors	<p>In addition to guidance above, children's arrival and departure time is logged on the membership system, staff and visitors must sign in and out with the time upon entering and leaving the centre. This must be checked throughout the time the centre is open to members, to check members have been collected in their appropriate timeframes and that no child or staff has been unaccounted for if not signed out at the end of the day.</p> <p>Unknown or unexpected visitors such as Ofsted Inspectors must provide valid identification before entering the centre.</p>
Abuse or Neglect by Staff	<p>Abuse or neglect</p> <p>Children left in centre alone</p>	Children	<p>Exceptional care is taken in recruiting, vetting and training staff, including Enhanced DBS/PVG/Ni Access checks. Staff work in a very low ratio with children. Staff work in a single open environment with an exceptional level of peer visibility and scrutiny. See also Company Safeguarding Policy & Procedures.</p> <p>Two members of staff aged 18 or over with an enhanced DBS/PVG/Ni Access are advised to be on site at all times when children are present. Staff have been trained to remain vigilant at all times and must ensure all members have left the centre during any evacuation of the centre and at centre closing. Tutors will conduct a full sweep of the centre before leaving their shift at the end of the day, and a Manager will do a second sweep before leaving and locking up.</p>

CCTV	Recording of persons	Children, Staff & Visitors	In certain locations there may be CCTV installed, focussing on the public facing areas of the centre such as entrances and rear fire doors. If this is the case the DBS checked IT team control access to the system to recover recorded data. Recordings operate on a 24/7 basis and are automatically overwritten. Recorded data will be retained dependant on the disc size on site, this is between 7-28 days, depending on the unit installed. Centres with CCTV have external signage, and posters on the staff notice board to provide staff with the CCTV specifications.
Fire Safety	Asphyxiation or burning	Children, Staff & Visitors	See Company Fire Policy & Procedure and individual centre Fire Risk Assessment. Evac chairs are accessible for centres that are only accessed by stairs/lifts.
Managing risk of Violence	Injury to persons	Children and staff	<p>External Risk: Centre is very open and all areas are highly visible to staff throughout the centre. Access from the entrance area is controlled by a button operated, one metre high solid gate. The Showtime Manager has responsibility for supervising the entrance. Any authorised visitors must sign in and be supervised.</p> <p>Internal Risk: Explore operates a behaviour policy which staff are trained to enforce. All staff are Enhanced DBS/PVG/Ni Access checked. Low ratios allow close supervision of children to maintain high standards of behaviour.</p>
Managing Violent Incidents/Public Disturbances	Injury to persons	Children and staff	<p>Low staff ratios allow issues to be dealt with swiftly. Bonds are built quickly with staff and respect is quickly attained as well as behaviour expectation setting. When staff encounter difficulties with a child they do not raise their voice. They speak quietly and calmly to the child, and lower themselves so that they are speaking with the child on their level.</p> <p>Whilst every effort should be made to prevent such situations arising, if a child is behaving physically in an inappropriate manner the child should be restrained using appropriate force (to their age, size and development) for the minimum period of time required. They will be led to a seat, and sat down with to discuss the situation calmly. Where a child is being difficult and they have to be reprimanded, staff make sure that they understand they are disagreeing with their behaviour rather than them as a person. Staff make it clear that by being disruptive they are spoiling other children's experiences and that this is unfair; they make them see that they wouldn't like being disturbed by someone else. Older children are encouraged to set an example to the other younger children. Staff encourage them to take a mature attitude, deciding independently how to behave themselves, rather than having to be told by a member of staff.</p> <p>Stand Alone centres are fitted with panic buttons which can be used to alert local Police. Centre Management are responsible for ensuring staff know how to use these. Information on how to use panic alarms is located on the company intranet.</p> <p>Supermarket store staff know how to contact their store security and to contact police if appropriate.</p> <p>Centre management are responsible for communicating centre lockdown procedures to all staff, as per guidelines which can be found in Company Policies & Procedures.</p>
Manual Handling	Injury to persons	Staff	All staff are required to complete H&S training annually, including advice on safe manual handling procedures if they need to handle heavy loads. Staff with back problems or who are pregnant are advised not to do any manual handling or partake in any activities which may set them off balance.
Cleaning Products	Poisoning	Children, Staff & Visitors	Cleaning products are provided by our cleaning company and are low risk to handle. All cleaning products are kept out of reach of children and/or in a locked cabinet.
Online Tuition Offering Risk Assessment	Full review	Children and Staff	<p>We have a separate risk assessment for our online offering which covers both the risks associated for children and staff engaging online as well as staff working from home while delivering tuition.</p> <p>Access on the Bubble/Facilities/H&S/Centre Risk Assessments/Online Risk Assessment</p>

ANNUAL REVIEW AND ANY IDENTIFIED RISKS – Must record annual review even if no actions required

DATE DD/MM/YY	RISK AREA	SPECIFIC RISK IDENTIFIED	DETAILS OF ACTION TAKEN	DATE RISK RESOLVED
Examples: 1/12/2016 1/12/2016	Examples: N/A Cleaning Products	Examples: None identified Cleaning products found on shelf in bathroom.	Examples: None required Moved to top shelf in store room. All staff reminded to keep them out of reach of children.	Examples: N/A 1/12/16

The centre should be visually risk assessed by the centre management team on a daily basis. Any risks highlighted should be addressed or removed immediately.

Every year Explore Learning will review the risk assessment and publish any changes to centre management teams.

At least once a year the centre management team are required to review their Risk Assessment by reading the above Risk Assessment. Any risks highlighted should be:

1. **Addressed immediately to remove the risk to staff, members and visitors.**
2. **Record any risks identified and actions taken in response on the table below.**
3. **A record of the annual review must be recorded, even if no risks are identified or actions required.**

ONCE THIS SHEET IS COMPLETED, STORE IN CENTRE FIRE/H&S FOLDER & PRINT OUT REPLACEMENT - DO NOT THROW THIS RECORD AWAY

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