

Explore Learning Ltd Centre Risk Assessment Implementation Date: January 2023

Area of Risk/Hazard	Risk	People at Risk	Status
Fixtures and fittings			
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 and have regular interval breaks during each session. 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, 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 (category 2) standard. Children's sessions at computers are limited to one hour with short breaks between each assignment.
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.
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Practises & Procedures			
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	Adminstrating the incorrect medication to a child. Child accessing medication that is not their own	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 Administration of Medicine Record Form at the time of the occurrence and stored in the First Aid & Medicine Folder.

			<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. The "Compere" has responsibility for monitoring the entrance with back up from the Tutor operating the front zone. It is not possible to enter or leave the Centre without being seen by one of these two members of staff. If the centre has a rear door 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. Staff are responsible for ensuring this alarm is switched on every day before children enter the premises and that it remains on throughout sessions. Staff get to know children and parents well. Names are requested for who is permitted to collect all children and contact details are available.</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.</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	Abuse or neglect Children left in centre alone	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>
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.</p>

			"Compere" has responsibility for monitoring entrance with back up from Tutor operating the front zone. It is not possible to enter or leave the Centre without being seen by one of these two staff. 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.
Manging Violent Incidents	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 lead 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 linked to local Police.</p> <p>Supermarket store staff know how to contact their store security.</p>
Manual Handling	Injury to persons	Staff	All staff are required to complete H&S training annually, including advise 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.
Covid Risk Assessment	H&S, Infection Control	Children, Staff & Visitors	We have a separate Covid 19 Risk Assessment and Outbreak Management Contingency Plan.
Online Tuition Offering Risk Assessment	Full review	Children and Staff	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. Access on the Bubble/Facilities/H&S/Centre Risk Assessments/Online Risk Assessment