

# The Hub Educational Services CIC

## Brooklyn Court – Alternative Provision

### *Comprehensive Risk Assessment (Crime-Linked & Site-Specific) – Procedures Only*

*Location: Brooklyn Court, Shepshed, Leicestershire – [Insert full address here]*

Prepared: 20 October 2025 | Version 2.0 (Landscape)

## 1. Scope & Methodology

This assessment covers learners, staff, visitors, neighbours, and contractors at Brooklyn Court (Shepshed). It focuses on crime-linked/public-realm risks (e.g., violence/ASB, criminal damage, trespass) and internal AP-specific risks (e.g., absconding, dysregulation). It reflects our cohort profile (SEMH/SEND, ASD/ADHD), the use of 1:1 support where already in place, and trauma-informed practice.

Method: 5×5 matrix using Likelihood (L) and Severity (S). Risk Rating = L × S. Residual risk recorded after actions complete. Review after incidents or when neighbourhood context changes.

### Risk Matrix Legend

Score	Likelihood (L)	Severity (S)
1	Rare – highly unlikely	Minor – first aid only
2	Unlikely – could occur	Moderate – short-term harm
3	Possible – has occurred locally	Serious – medical treatment
4	Likely – recurring pattern	Major – significant harm
5	Almost certain – frequent	Severe – life-threatening/fatality

## 2. Roles & Responsibilities

- Director (Finan: approves procedures, neighbor liaison, key/fob control register, escalation for complaints).
- Provision Manager: daily H&S oversight, staffing for arrivals/dismissals and transitions, visitor control, drills.
- DSL/SENCo: safeguarding, AWOL plans, CCE/CSE/PREVENT, trauma-informed practice, multi-agency liaison, CPOMS QA.
- H&S Lead/Site Manager: perimeter walkarounds, lighting/door checks, weekly logs, contractor coordination (RAMS & sign-in).
- All Staff: dynamic risk assessment, de-escalation, incident reporting, agreed comms channel, supervision as directed.

### 3. Risk Register (Crime-Linked & AP-Specific – Procedures Only)

Notes: Actions below are procedural/administrative only. No new equipment purchases, installations, or personal searches are required or authorised by this assessment.

Hazard	Who is at risk	What we do now (Existing controls)	What we will do (Procedural actions only)	L	S	Risk (L×S)	Owner	Target date	Status	Residual L	Residual S	Residual Risk
External anti-social behaviour (ASB) near site (loitering, nuisance, rowdy behaviour)	Learners (incl. SEND/SEMH), staff, visitors	Staff presence at start/end of day; staggered arrivals; staff meet-and-greet at gate; behaviour policy; incident log.	Allocate visible staff 15 mins before/after sessions; maintain an ASB log; report hotspots to local SNT; brief learners on calm entry/exit routines.	3	3	9	Site Manager	03 Nov 2025	Open			
Violence or assault in vicinity (youth conflict; spillover to gate/reception)	Learners, staff	Controlled entry; de-escalation training; dynamic RA; immediate 'safe-room' move if required; 999 when appropriate.	Dual-cover at during arrival/dismissal; use pre-agreed scripts to disperse groups outside; notify parents of temporary alternative entrance if needed.	3	4	12	Provision Manager	10 Nov 2025	Open			
Criminal damage / vandalism and arson	All persons on site; property	End-of-day walkaround to remove combustibles; secure doors/windows; document any damage; report patterns to SNT/landlord.	Nominate a daily 'lock-up' role with checklist; (Last TM EOD)	2	5	10	Day to Day workers EOD	27 Oct 2025	Open			
Burglary/theft of IT, tools, or learner property	Staff, learners, organisation assets	End-of-day secure storage using existing cupboards; keep blinds closed after hours; visitor sign-in/out; minimal valuables on display.	remind staff to avoid leaving items in view.	2	3	6	Director (F&S)	30 Oct 2025	Open			
Drug activity / county lines exploitation targeting learners	Learners (CCE/CSE), families, staff	DSL-led safeguarding; arrival 'wellbeing check-ins'; CPOMS logging; information-sharing	Termly staff refresher on CCE/CSE indicators; brief parents on safer travel routes and how to report concerns; schedule	3	5	15	DSL	07 Nov 2025	Open			

		with police/LA as appropriate.	check-ins for any learner with new risk indicators.									
Prohibited items/weapons risk (no-search approach)	Learners, staff, visitors	Clear behaviour and prohibited items policy; staff avoid physical searches; separation to a supervised calm space; 999 if immediate risk.	Adopt a non-contact approach (observe, communicate, move others away, seek DSL/SLT); contact parents/carers; escalate to police per policy; record and review triggers.	2	5	10	Provision Manager	27 Oct 2025	Open			
Public order incidents near site affecting SEMH/ASD learners	Neurodivergent learners, staff	Calm spaces; flexible timetables; visual supports; staff de-escalation strategies; option to re-route entry temporarily.	Identify 2-3 'quiet route' options; provide visual schedule changes; text parents about temporary changes; add post-incident regulation breaks to schedules.	3	3	9	SENCo	10 Nov 2025	Open			
Absconding/AWOL (triggered leaving; roads/shops)	Learners, staff, public	Individual AWOL plans; sign-in/out; controlled exits; safe-follow at distance; agreed call-chain.	DSL to follow.	3	4	12	Floor Manager	01 Nov 2025	Open			
Traffic/parking at drop-off & pick-up (incl. roadside risk)	Learners, staff, drivers, pedestrians	Staff-guided pedestrian route; arrival windows; parent driver expectations sent termly; staff on duty in hi-vis if already issued.	Publish/update the parent 'drop-off/pick-up code of conduct'; schedule two staff for car-park duty; maintain a near-miss log for entry/exit times.	3	4	12	Site Manager	30 Oct 2025	Open			
Trespass/unauthorised visitors	All on site	Locked doors; visitor verification; staff challenge from a secure point; panic/emergency call route via existing phones.	Use agreed challenge script; do not allow tailgating; keep internal doors closed	2	4	8	H&S Lead	27 Oct 2025	Open			
Neighbour relations (noise, vape/smoke, litter) escalating into conflict	Staff, learners, neighbours	No-smoking perimeter; litter checks; timetable noise awareness; complaints log; courteous parking guidance to parents.	Issue a Good-Neighbour note each term; log and respond to complaints within 3 working days; add a staff reminder on	2	3	6	Director (F&S)	10 Nov 2025	Open			

			break-time volume by outdoor areas.									
Out-of-hours lone working / evening clubs	Staff, contractors	Lone-working policy; sign-in/out; pre-agreed check-in calls/texts; well-lit exit routes assessed on arrival.	Buddy check-in every 30–60 mins; final call on leaving site; lock internal doors to unused zones; record lone-working periods in weekly log.	2	4	8	Provision Manager	27 Oct 2025	Open			
Cyber-enabled harassment/doxxing of staff or learners linked to site	Staff, learners	Social media policy (no geotagging); staff briefings; curriculum input on online safety; CPOMS reporting.	Publish a simple takedown/escalation pathway; staff privacy hygiene reminders; parent info note on safeguarding online; audit of school accounts' privacy settings.	3	3	9	IT Lead	17 Nov 2025	Open			

## 4. Operational Procedures (No-Purchase, No-Search)

### 4.1 Access & Visitors

- Use a single controlled entrance where practicable; do not admit without verification. Staff challenge from a secure point using the agreed script. Tailgating is not permitted.
- Contractors provide RAMS and sign in/out. Staff ensure doors are not propped open.

### 4.2 Arrival & Dismissal

- Stagger arrival/dismissal windows. Staff meet-and-greet at the gate. Use a calm entry routine and visual prompts for learners who need them.
- If disruption occurs outside, temporarily redirect to an alternative entry and text parents/carers when needed.

### 4.3 Staffing & Supervision

- Use risk-based 1:1 support where already in place. Provide cover at transitions, toilets, and practical spaces. Keep an agreed comms channel live (e.g., existing phones).
- Encourage dynamic risk assessment and immediate escalation to DSL/H&S when required.

### 4.4 Prohibited Items & Weapons – No-Search Approach

- Staff do not conduct physical searches. If a prohibited item is suspected: move others away, seek DSL/SLT support, supervise the pupil in a calm space, and call 999 if there is immediate risk. Parents/carers are contacted per policy. An incident form is completed and triggers reviewed.

#### 4.5 Safeguarding & PREVENT

- DSL oversight of CPOMS; termly refresher on CCE/CSE indicators; arrival 'wellbeing check-ins' for identified learners; multi-agency information-sharing as appropriate.

#### 4.6 Absconding (AWOL) Protocol

- Follow individual AWOL plans. Use safe-follow at distance. Notify parents/carers and police per plan. Hold a post-incident review within 24 hours and adjust plans.

#### 4.7 Emergency Arrangements

- Fire: weekly call-point test record; termly drill; close internal doors; remove combustibles during end-of-day check. Arson concerns recorded and reviewed.
- Lockdown/Safe-Room: termly drill; coded announcement; room-by-room 'deny access' steps; 999 when appropriate.

### 5. Monitoring & Review

- Monthly: review Police.uk Shepshed map/category trends; update risk register; brief at Monday huddle and minute in H&S log.
- Termly: meet Safer Neighbourhood Team/PCSO for hotspot intel; refresh learner risk plans (AWOL/CCE/CSE).
- Post-incident: complete review; re-score risks; update controls; communicate learning to staff and families as appropriate.

### Appendix A – No-Search Stance & Escalation Pathways

- Staff do not physically search pupils. Where risk is suspected, supervise in a calm space, move others away, notify DSL/SLT, and escalate to police if necessary. Parents/carers are informed promptly.

### Appendix B – Review Log (to complete)

Review date	Attendees	Key changes	Next actions	Signed
20/09/26	VB, SB			