



On site risk assessment

The Hub Alternative Provision

148 Loughborough Road

Hathern

LE12 5JB

Placement Description - Alternative Provision

The Hub Educational Services CIC was established in October 2023, providing an alternative education for those with SEND and SEMH. All of us here at the Hub, are all SEND and SEMH trained and we really understand each of our learners own needs, and we work closely with each on to develop a bespoke package that offers a low impact on each learner, with high expectations Our unique selling point is that we also offer our students the chance to access support and through formal assessments and much more, which allows them to heal any trauma, or anxiety, and assist them with the healing process, and formal diagnosis such as ADHD, dyslexia and Autism, We offer ASDAN, Art Awards, GCSE and Functional Skills for all core subjects along with life skills, cookery, enterprise, work experience, languages, therapeutic intervention, and interest led opportunities and curriculum.

Hazard	Risk	Control measures
A learner in the workplace	<ul style="list-style-type: none"> • Age • Immaturity • Lack of maturity • Inexperience • Unfamiliar surroundings and environment • Personal issues ie hypervigilance 	<ul style="list-style-type: none"> • Alternative Provider to advise learner of any restricted access areas • Alternative Provider to maintain up to date Health and Safety information • Appropriate supervision • Induction i.e. fire, first aid, emergency procedures • Introduction to staff • Provision of Personal Protective Equipment • Safeguarding / child protection information is available to all relevant staff • Tour of premises • Training for learner
Fire	<ul style="list-style-type: none"> • Asphyxiations • Burns • Physical injury • Death • Emotional stress • Panic 	<ul style="list-style-type: none"> • Assembly point discussed • Danger areas identified • Fire Blanket • Fire exit and egress routes free from obstruction • Fire extinguishers • Fire fighting equipment regularly maintained and in good working order • Visible signage

		<ul style="list-style-type: none"> • Programme of Fire Marshall training
Handling food	<ul style="list-style-type: none"> • Cross contamination • Infection, illness, sickness, disease 	<ul style="list-style-type: none"> • Hygiene standards relating to working with food must be observed at all times including food temperatures, fridge and freezer temperatures and cleaning schedules • Not to attend whilst ill • Not to return until 48 hours after recovery • Open wounds to be covered • Provision of Personal Protective Equipment • Wash hands regularly and use of antibacterial gels / soaps and dry thoroughly especially before eating • LA registered for food preparation and food hygiene certification given • Regular programme of training staff and learners to an accredited standard.
Hygiene	<ul style="list-style-type: none"> • Infection, illness, viruses, sickness, contagious disease 	<ul style="list-style-type: none"> • Learner to have restricted access regarding any legionella risks • Not to attend whilst ill • Not to return until 48 hours after recovery • Provision of Personal Protective Equipment (Masks etc) • Wash hands regularly and use of antibacterial gels / soaps and dry thoroughly • Regular yearly testing of water storage
Learner Working Isolated locations and/or one to one working	<ul style="list-style-type: none"> • Lack of awareness • Unfamiliar surroundings and workforce • Vulnerable pupils 	<ul style="list-style-type: none"> • Alternative Provider provided with safeguarding guidelines / policy to implement and share with relevant staff • AP to brief learner on safeguarding protocols prior to placement
Making foods and serving hot drinks – hot surfaces	<ul style="list-style-type: none"> • Burns, cuts and abrasions, scalds 	<ul style="list-style-type: none"> • Alternative Provider to assess and approve learner competence through provision of training and supervision • Dangerous areas identified to learner and suitably signed • Heat insulated gloves or material to be used where practicable • Learner to wear as much body cover as is practicable • Prohibited areas within kitchen identified • Provision of Personal Protective Equipment • First aid training of staff and immediate access to First aid
Manual handling	<ul style="list-style-type: none"> • Physical injury • Strains, pulls and back injury 	<ul style="list-style-type: none"> • Appropriate lifting and handling training given • Good handling technique and appropriate equipment used • Learner only to undertake manual handling tasks that

		<ul style="list-style-type: none"> are within their own acceptable capabilities Load reduced to acceptable levels Provision of Personal Protective Equipment Working environment / route free from obstructions
Members of the public – offsite only	<ul style="list-style-type: none"> Distress Disturbing scenes and sounds Physical injury Stress Trauma Verbal abuse 	<ul style="list-style-type: none"> Alternative Provider assess suitability of situation Learner informed of procedures and protocols Learner removed from scene where appropriate Learner will not be left alone with members of public and will be supervised at all times
Slips, trips and falls	<ul style="list-style-type: none"> General harm Physical injury Strain 	<ul style="list-style-type: none"> Adequate lighting Alternative Provider to maintain a safe and tidy working environment Learner informed of danger areas Spillages cleared appropriately Suitable footwear to be worn Staff trained in First Aid and access to quality First Aid equipment
Social media	<ul style="list-style-type: none"> Inappropriate comment/contact with vulnerable groups 	<ul style="list-style-type: none"> Alternative Provider must not make contact with learner on any social network site as a result of this placement Alternative Provider to make learner aware of company social media policy and get them to sign responsible user agreement Learner must not pass comment about their placement experience on any social network site without prior Alternative Provider approval
Travelling in a vehicle as a passenger either hired in or public	<ul style="list-style-type: none"> Injury due to TRA Physical Injury Mental distress 	<ul style="list-style-type: none"> Alternative Provider to ensure insurance is in place to carry the learner as a passenger Seat belts to be worn (where appropriate) Trips and visit policy in place
Travelling in a member of staff's car	<ul style="list-style-type: none"> Injury due to TRA Physical Injury Mental distress Safeguarding of staff against allegation 	<ul style="list-style-type: none"> Alternative Provider to ensure insurance is in place to carry the learner as a passenger Seat belts to be worn (where appropriate) Trips and visit policy in place Directors have seen driver has suitable insurance, license and that the vehicle is roadworthy. Parental permission is received and they are informed of filming via dashcam Dashcam both video and audio is running for the journey and signage to make learner aware.

<p>Use of general office and IT equipment</p>	<ul style="list-style-type: none"> • Burns • Confidentiality • Cuts and abrasions • Electrocutation • General fatigue • Unsuitable material on the internet 	<ul style="list-style-type: none"> • All equipment used with due care • Alternative Provider to assess and approve learner competence through provision of training and supervision • Confidentiality / secrecy discussed (where appropriate) • Equipment Portable Appliance Tested (PAT) • IT Policy including social networking • Learner will not have access to unsuitable material on the internet • Regular breaks • Regular inspection
<p>Use of hand tools</p>	<ul style="list-style-type: none"> • Cuts, abrasions, bruises • Physical injury 	<ul style="list-style-type: none"> • Alternative Provider to assess and approve learner competence through provision of information, instruction, training and supervision • Alternative Provider to ensure right tool is used for the right job • Alternative Provider to identify any restricted machinery / equipment • Learner will only use small knives after • Provision of Personal Protective Equipment • Tools inspected prior to use
<p>Use of work equipment and machinery</p> <ul style="list-style-type: none"> • All domestic appliance • Glue gun • Hot equipment and surfaces • Hot water • Radiators 	<ul style="list-style-type: none"> • Cuts, burns, scalds, abrasions • Physical injury • Electrocutation 	<ul style="list-style-type: none"> • All equipment used with due care • Alternative Provider to assess and approve learner competence through provision of information, instruction, training and supervision • Alternative Provider to identify any restricted machinery / equipment • Appropriate guards fitted and used • Dangers of using electrical equipment in wet conditions explained • Equipment Portable Appliance Tested (PAT) • No cleaning or using work equipment with exposed dangerous parts/sharp edges • Provision of Personal Protective Equipment • Regular inspection
<p>Working away from base – trips and visits</p>	<ul style="list-style-type: none"> • Separation/lost • Dehydration • General harm • Physical injury 	<ul style="list-style-type: none"> • All rules and site regulations are explained and obeyed • Hazards to be pointed out • Inform Alternative Provider if colour blind, epileptic or asthmatic • Initial site assessment for suitability • Mobile phone carried • Procedure in case of separation identified • Provision of Personal

		<ul style="list-style-type: none"> • Protective Equipment • Welfare provision accessed and discussed
Car park – traffic	<ul style="list-style-type: none"> • RTA • Injury • Mental distress 	<ul style="list-style-type: none"> • Gates so that learners can not access the car park without supervision. • Road safety built in to learners' programme • All learners escorted to their transport by staff or parents. • Staggered opening time to allow for less traffic and cars arriving together.
Arrival and departure from the building	<ul style="list-style-type: none"> • Absconding • Injury • Missing child 	<ul style="list-style-type: none"> • Signed in by staff as they arrive • Doorbell be used to enter building to ensure that an adult sees them • Telephone schools to inform that learners have arrived or that they are not in placement • Absconding policy in place
Handling of dangerous substances	<ul style="list-style-type: none"> • Poisoning • Burns, scalds 	<ul style="list-style-type: none"> • Staff receive COSSH training • Use of a locked and secure COSSH drawer for all harmful substances • First aid training for emergencies
Outside gardening/ activities/sports	<ul style="list-style-type: none"> • Cuts, abrasions, splinters, tetanus • Physical injury • Strains • Falls, trips and slips 	<ul style="list-style-type: none"> • All equipment used with due care • Alternative Provider to assess and approve learner competence through provision of information, instruction, training and supervision • Alternative Provider to identify any restricted machinery / equipment • Appropriate guards fitted and used • Dangers of using electrical equipment in wet conditions explained • Equipment Portable Appliance Tested (PAT) • No cleaning or using work equipment with exposed dangerous parts/sharp edges • Provision of Personal Protective Equipment • Regular inspection
Absconding from premises	<ul style="list-style-type: none"> • Physical injury • Mental distress • Risk of unknown adults • Falls, trips and slips • Cuts, abrasions • Access to harmful materials 	<ul style="list-style-type: none"> • Alarmed doors to alert staff • High staff ratios of 1 to 3 • Windows that learners have access to can not be opened for escape • Absconding policy in place and followed • Learners are told about the consequences of absconding
Medications	<ul style="list-style-type: none"> • Allergy risk • Poisoning • Physical harm 	<ul style="list-style-type: none"> • Staff trained in administering and securing medications. • Policy in place for storing and administering medications • Secure locked cupboard for medications and double locking in place for controlled drugs.

		<ul style="list-style-type: none"> Controlled drugs book and MARS charts used.
Emergency event such as intruder	<ul style="list-style-type: none"> Physical injury Cuts, bruises, injuries kidnapping 	<ul style="list-style-type: none"> All staff trained in emergency lockdown procedure Emergency lockdown protocol documented. Staff keep telephones within easy reach

Date of assessment: 16/4/26

Date of review: 16/4/27