

Theatre Trip

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 22/11/2024

Date assessment was carried out: 22/11/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Traveling by coach: Traffic accidents or collisions Motion sickness Injuries during boarding or disembarking</p> <p>Attending a theatre performance: Fire hazards</p>	<p>Traveling by coach: Students and accompanying staff could be harmed in the event of an accident or during boarding/disembarking.</p> <p>Attending a theatre performance: All participants could be harmed in case of a fire or during an emergency evacuation.</p>	<p>Traveling by coach: Employing a reputable coach company with a good safety record. Ensuring all students wear seat belts. Providing guidelines for safe boarding and disembarking.</p> <p>Attending a theatre performance: Checking the theatre's fire safety measures. Informing students about emergency exits and evacuation procedures. Confirming the theatre's compliance with safety regulations.</p>	<p>Traveling by coach: Conducting a pre-trip safety briefing for students. Confirming the coach's emergency procedures. Attending a theatre performance:</p>	Management	December 2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Slip, trip, and fall hazards</p> <p>Emergency evacuation issues</p> <p>Watching "The Lion, The Witch and The Wardrobe": Strobe lights or other visual effects causing discomfort or triggering seizures</p> <p>Loud noises impacting hearing</p> <p>Emergency evacuation issues in the theatre</p>	<p>Slip, trip, and fall hazards may affect anyone.</p> <p>Watching the performance: Individuals with photosensitive conditions may be harmed by strobe lights. Loud noises may harm participants with hearing sensitivities.</p>	<p>Watching the performance: Checking with the theatre about any potential triggering effects and adjusting plans accordingly.</p> <p>Ensuring students with hearing sensitivities have ear protection.</p>	<p>Providing a list of emergency contact numbers to students and staff.</p> <p>Ensuring there's a designated meeting point outside the theatre in case of evacuation.</p> <p>Watching the performance: Requesting detailed information</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>from the theatre about any potentially triggering effects. Confirming availability and proper functioning of emergency equipment in the theatre.</p>			

Risk Assessment Multi-Sport / Outdoor Activities (Update: Outdoor Fun Activities)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 12/06/2024

Date assessment was carried out: 12/06/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Perimeter fence - breaches	Staff, Students	Always checking gates are closed and adult supervision at all times.	N/A	Management	N/A	N/A
Gates - trapped fingers, toes, escape, intruders	Staff, Students	Adult supervision at all times.	N/A	Management	N/A	N/A
Gap in wall that enters neighbouring car park.	Staff, Students, Public - child might run though gap into carpark or intruder come through.	Barrier in place to prevent escape. If no physical barrier is available, a staff member must be present at that point to ensure safety.	N/A	Management	N/A	N/A
Weather	Staff, Students, - Rain / Hail – injury from slips trips and falls, chafing from	First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children First Aid Kit and first aider available to	Purchasing of grit and sand.	Management	03/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>wet clothes, injury from heavy or large hail Frost/Ice/Snow/Cold – Slips trips and falls, Chilblains, Ingestion of snow</p>	<p>all group attendees Staff to be vigilant at all times Parents encouraged to supply appropriate clothing Parents encouraged to supply change of clothes Waterproof clothing Areas of shelter provided Deploy staff to support safety -Reduce area of play if necessary Benefits of play in all-weather reiterated where necessary. Outdoor play to end should there be too much ice to play safely Outdoor play to be restricted to shorter periods throughout the day where necessary</p>				
Environment	<p>Staff, Students - Uneven ground, Slips, Trips and Falls</p>	<p>First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children First Aid Kit and first aider available to all group attendees</p>	N/A	Management	N/A	N/A
Equipment	<p>Staff, Students - Hurdles, training equipment,</p>	<p>Ensure experienced staff are supervising.</p>	<p>Hiring experienced personal</p>	Management	03/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	basketballs and footballs due to improper use.		trainer to support sessions.			
Peers	Staff, Students - mixed of children with different ages, abilities and experiences	Ensure staff are vigilant Ratios considered to meet children's individual needs. Reduction in area of play if necessary. Knowledge of any children's developmental needs and abilities prior to activity.	Gain background check on children participating in activity.	Management	03/04/2023	N/A
Fun Activity Equipment (Mainly the Bouncy Castle, but including other activity equipment included in the set)	Staff, Students - mixed of children with different ages, abilities and experiences a. Children using the equipment: There is a risk of falls, collisions, and other injuries while playing on the	Ensure staff are vigilant. Ratios considered to meet children's individual needs. Reduction in area of play if necessary. Knowledge of any children's developmental needs and abilities prior to activity. a. Conducting regular inspections: Regular inspections of the activity equipment, including the bouncy castle, are performed to ensure they	a. Age-appropriate usage: Restrict access to the equipment to the appropriate age group to minimize the risk of	Management	24/06/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>bouncy castle or using other activity equipment. This includes the potential for strains, sprains, fractures, or head injuries.</p> <p>b. Supervisors and attendants: There is a risk of injuries while setting up, monitoring, or supervising the activity equipment. This includes lifting heavy objects, tripping hazards, or being struck by equipment during assembly.</p>	<p>are in good working condition, free from defects, and meet safety standards.</p> <p>b. Proper installation and setup: Trained personnel are responsible for the proper installation and setup of the equipment, following manufacturer guidelines and safety procedures.</p> <p>c. Adult supervision: Adequate adult supervision is provided during the use of the activity equipment to ensure safe and responsible play.</p> <p>d. Establishing safety rules: Clear safety rules and guidelines are communicated to users to minimize risks and promote safe behaviour.</p> <p>e. Providing safety instructions: Users are given instructions on how to use</p>	<p>injuries due to size and physical abilities.</p> <p>b. User capacity: Ensure the maximum number of users on the bouncy castle or other activity equipment is not exceeded to prevent overcrowding and potential collisions.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>the equipment safely, including guidelines for entering and exiting the bouncy castle and using other activity equipment correctly.</p> <p>f. Maintaining a safe environment: The activity area is inspected and cleared of any potential hazards, such as debris or tripping hazards, before use.</p>	<p>2-4 students at a time depending on age and size.</p> <p>c. Regular maintenance: Implement a schedule for regular maintenance and servicing of the equipment to identify and address any potential faults or wear and tear.</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>d. Emergency procedures: Develop and communicate clear emergency procedures to be followed in case of accidents, injuries, or equipment malfunctions.</p> <p>e. Training and supervision: Ensure all staff members</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			involved in the setup, operation, and supervision of the equipment receive appropriate training on safety procedures and are adequately supervised during their duties.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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Risk Assessment Game Room and Indoor Sport Activities

Company name: **Heroes Centre Limited**

Assessment carried out by: **Management**

Date of next review: **02/04/2024**

Date assessment was carried out: **02/04/2023**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Dart Board Darts	Staff, Students - darts are sharp and can pierce or harm if used incorrectly	Only available with adult supervision and on request	N/A	Management	N/A	Yes
Basketballs	Staff, Students - trip over basketballs falling into other items in the room, can cause injury	Placing balls in designated area for use. Adult supervision	N/A	Management	N/A	Yes
Pool Tables Sicks	Staff, Student,- accidental hit when using if user	Adult supervision	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	is not aware of surroundings					
PSP Charging Wires	Staff, Students - loose cables can cause trips and falls onto other items - can cause injury	Charging cables are close as possible to reduce wire on floor	Better cable management/trunking	Management	03/04/2023	N/A
Ping Pong Table	Staff, Students - rare accidental risk to eyes if ball is hit in face	Adult supervision. Low risk incident	First aid provisions.	Management	N/A	Yes
Football	Staff, Students - injury from force of football, accidental slips, trips, falls, collisions, impacts and damage with neighbouring equipment.	Adult supervision at all times. Banning of students who do not follow instructions. Inform students that the ball must be kicked with appropriate force.	First aid provisions.	Management	N/A	Yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive

Risk Assessment Classroom Activities

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Movement around the classroom (slips and trips)	Staff, Students - Slips and trips	Ensure flooring in good condition. Gangways between desks kept clear. Procedures in place to deal with spillages e.g. water.	N/A	Management	N/A	Yes
Furniture and fixtures	Staff, Students - bumps and burns.	Permanent fixtures in good condition and fastened securely. Window restrictors in good condition. Hot surfaces e.g. radiators are protected to prevent burns	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		and only operated by adults.				
Fires	Staff, Students - Fire	Fire exits are unobstructed, unlocked, easy to open.	One fire exit downstairs in the lounge area is slightly stiff. The correct individuals have been notified and it is being fixed to ensure smooth opening.	Management	N/A	N/A
Electrical Equipment	Staff, Students, Public - Electric shock, fire	Fixed electrical switches and plug sockets. Portable electrical equipment has been tested and deemed safe for use.	N/A	Management	N/A	Yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive

Risk Assessment Healthy Food and Cooking Instruction

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Movement around the classroom (slips and trips)	Staff, Students - Slips and trips	Ensure flooring in good condition. Gangways between desks kept clear. Procedures in place to deal with spillages e.g. water.	N/A	Management	N/A	Yes
Spread of germs and disease, food poisoning	Staff, Students - Illness	Practical elements will be limited. Hot items and devices e.g. kettles will not be used. Handling of food items will solely be using cold items. Personal hygiene must be maintained	The use of appropriate cleaning materials will prevent damage to the slip-resistant properties of the flooring whereby prolonging the life of the floor. Suitable cleaning equipment such as mops and cloths must be colour coded to prevent	Management	03/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		at a very high standard in order to avoid food poisoning. People dealing with food must always wear the protective clothing provided for food preparation.	their inadvertent use in non-kitchen “dirty” areas such as toilets. Cleaning staff should be appropriately briefed to ensure that this does not happen. Suitable food storage will be implemented.			
Equipment Handling Accidents	Staff, Students - Lifting items incorrectly can cause injury. Using of forks and knives may cause injury if used improperly.	Only adults will lift items and layout the classroom in a safe manner for the activities. Children behaviour is monitored to ensure misuse will not occur. Blunt forks and dull butter knives used.	N/A	Management	N/A	Yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Risk Assessment Arts and Crafts

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Scissors - Sharps	Staff, Students - Improper use	School appropriate scissors used that have blunt tips to minimise stab risk. Student behaviour monitored.	N/A	Management	N/A	Yes
Laminator - Burns	Staff, Students - Laminator can overheat.	Safety and function of laminator tested before classroom use. Used only under adult supervision.	N/A	Management	N/A	Yes
Paint / Glue - Chemical allergy, eye irritant.	Staff, Students - eye irritation if paint or glue in eye.	School appropriate paints and glue used that have passed health and safety assessments. Used	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		with adult supervision. First aider on site to respond to allergies.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive

Risk Assessment Animal Wildlife Visit and Activities (HAF)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Movement around the classroom (slips and trips)	Staff, Students - Slips and trips	Ensure flooring in good condition. Gangways between desks kept clear. Procedures in place to deal with spillages e.g. water.	N/A	Management	N/A	Yes
Furniture and fixtures	Staff, Students - bumps and burns.	Permanent fixtures in good condition and fastened securely. Window restrictors in good condition. Hot surfaces e.g. radiators are protected to prevent	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		burns and only operated by adults.				
Fires	Staff, Students - Fire	Fire exits are unobstructed, unlocked, easy to open.	One fire exit downstairs in the lounge area is slightly stiff. The correct individuals have been notified and it is being fixed to ensure smooth opening.	Management	N/A	N/A
Electrical Equipment	Staff, Students, Public - Electric shock, fire	Fixed electrical switches and plug sockets. Portable electrical equipment has been tested and deemed safe for use.	N/A	Management	N/A	Yes
Injury by Animals	Staff, Students - Animals cause physical harm to individual. Bites and scratches	External experts on animal handling are present. First aider present.	N/A	Management	N/A	Yes
Disease from Animals	Staff, Students - Illness	Hand cleansing facilities. Ensure hands are cleaned before and after	Purchase of sanitary equipment	Management	03/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		contact with animals.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive

Risk Assessment Trips (HAF)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Weather Exposure	Students, Staff - Cold injury, wetness.	Parents encouraged to supply appropriate clothing Parents encouraged to supply change of clothes	Plan for students who may not bring suitable clothing	Management	06/04/2023	N/A
Pupil lost or separated from group	Students - mental or physical injury and stress	Ensure supervising staff are competent and understand their roles. Sufficient supervision Plan and use suitable group control measures (e.g. buddy system, large groups)	Inform staff appropriately.	Management	06/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		splitting into smaller groups, named leaders, identification system) Discuss itinerary with students. Briefing on what to do if separated from group Head counts particularly on arrival or departure.				
Specific needs of specific pupils - medical, behavioural, educational	Students - mental or physical injury and stress	Obtain information from parents. Make necessary arrangements.	Inform staff appropriately.	Management	06/04/2023	N/A
Injury	Students, Staff- physical injury and stress. Heavy objects. Slips, trips and falls.	First aid present at facility. Leaders know to call emergency services when necessary.	Inform staff appropriately. Students are to be supervised at all times.	Management	06/04/2023	N/A

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive

Risk Assessment Supercar Trip (HAF)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Weather Exposure	Students, Staff - Cold injury, wetness.	Parents encouraged to supply appropriate clothing Parents encouraged to supply change of clothes	Plan for students who may not bring suitable clothing	Management	04/04/2023	N/A
Pupil lost or separated from group	Students - mental or physical injury and stress	Ensure supervising staff are competent and understand their roles. Sufficient supervision Plan and use suitable group control measures (e.g. buddy system,	Inform staff appropriately.	Management	04/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>large groups splitting into smaller groups, named leaders, identification system) Discuss itinerary with students. Briefing on what to do if separated from group Head counts particularly on arrival or departure.</p>				
Specific needs of specific pupils - medical, behavioural, educational	Students - mental or physical injury and stress	Obtain information from parents. Make necessary arrangements.	Inform staff appropriately.	Management	04/04/2023	N/A
Injury	Students, Staff- physical injury and stress. Bowling ball. Slips, trips, and falls.	First aid present at facility. Leaders know to call emergency services when necessary.	Inform staff appropriately. Students are to be supervised at all times.	Management	04/04/2023	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Travelling in a taxi	Road traffic accident potentially causing death or injury to staff or students. Kidnap or assault.	Using a reputable taxi company. At least one staff is present in each taxi. Everyone wears a seatbelt.	Inform staff appropriately.	Management	04/04/2023	N/A

Risk Assessment Magician (HAF Easter)

Company name: Heroes Centre Limited

Assessment carried out by: Management

Date of next review: 02/04/2024

Date assessment was carried out: 02/04/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Movement around the classroom (slips and trips)	Staff, Students - Slips and trips	Ensure flooring in good condition. Gangways between desks kept clear. Procedures in place to deal with spillages e.g. water.	N/A	Management	N/A	Yes
Furniture and fixtures	Staff, Students - bumps and burns.	Permanent fixtures in good condition and fastened securely. Window restrictors in good condition. Hot surfaces e.g. radiators are protected to prevent	N/A	Management	N/A	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		burns and only operated by adults.				
Fires	Staff, Students - Fire	Fire exits are unobstructed, unlocked, easy to open.	One fire exit downstairs in the lounge area is slightly stiff. The correct individuals have been notified and it is being fixed to ensure smooth opening.	Management	N/A	N/A
Electrical Equipment	Staff, Students, Public - Electric shock, fire	Fixed electrical switches and plug sockets. Portable electrical equipment has been tested and deemed safe for use.	N/A	Management	N/A	Yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive

Fire Evacuation Plan

General Emergency Evacuation Plan for Heroes Centre LTD

Premises address and contact number: Heroes Centre LTD, Bentley Lane, Walsall, WS2 8TL

Plan date 03/02/24

Review date 03/02/25

Sound of the alarm

The sound of the alarm will be: A continuously ringing bell, a continuous warning siren etc.

Raising the alarm

In the event of a fire:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (whistle, shout etc.)

If fire is detected by automatic detectors, this will trigger the fire alarm

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

(modify/delete as applicable to your site)

- Management will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire (Note – you may already have a direct link to the Fire Service but details of how/when this would activate should be determined)
- Admin pick up visitors signing in book/sheet from reception desk (You may decide this is not necessary if the building is small/there are no hidden areas etc. and it is obvious where any contractors visitors would be and so would be easily covered in a sweep)
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner (Note, you may need to divide larger buildings into areas/sections to be swept by designated staff members), providing assistance to those needing additional help in evacuating

- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building.
- Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Lifts are not to be used for evacuation (Note –You may have written confirmation stating they are suitable for this purpose i.e. they may be properly designed fire evacuation lifts)
- Staff to sweep the building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at the assembly point and check all contractors and staff members are accounted for
- Management to liaise with Fire Service upon their arrival

The escape routes from the building are: (detail designated fire escape routes):

- Top floor fire exit is in the boardroom, open door and head down the stairs
- Bottom floor fire exits are the main door, manager office fire door and waiting area door

The assembly point is: Industrial estate car park

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

Mains fuse box: Outside Building

Circuit Breaker: Downstairs (Rehmans) Room

Mains water inlet: TV Cupboard

Location of fire alarm panel: Front Door

Equipment needed to effect the emergency plan

This will vary depending on the site and fire measures in place but could include:

Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc.

Variations to plan

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc. and what alternative measures would be needed. If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances.

During educational hours a minimum 2 staff are needed to be present

If alarm fails then verbal instruction to be given by staff

Young Person Risk Assessment for Heroes Centre LTD

General Risk Assessment:

The following will take place for a young person wishing to work or volunteer at Heroes Centre LTD. Below is a general guide which is adapted based on role.

Physical Safety:

Identify any potential physical hazards related to the activity.

Implement measures to address and minimize physical risks, such as ensuring a safe environment, proper equipment, and supervision.

Emotional Well-being:

Consider potential emotional challenges or stressors associated with the activity.

Establish mechanisms for emotional support and communication, ensuring a supportive and inclusive atmosphere.

Health Considerations:

Take into account any specific health conditions or allergies of the young person.

Ensure staff members are aware of health concerns and necessary precautions.

Supervision:

Assess the adequacy of supervision for the young person during the activity.

Ensure there is sufficient supervision to address the needs and safety of the individual.

Communication:

Establish effective communication channels between staff, the young person, and parents/guardians.

Ensure the young person is aware of how to communicate any concerns or emergencies.

Transportation Safety:

If applicable, evaluate transportation safety for off-site activities.

Confirm that transportation providers adhere to safety regulations and standards.

Emergency Procedures:

Establish clear emergency procedures, including evacuation plans and communication strategies.

Ensure all staff members are familiar with and trained on emergency protocols.

Behavioural Concerns:

Identify potential behavioural concerns or conflicts for the young person.

Implement strategies for conflict resolution and behavioural management.

Inclusion and Diversity:

Consider the diverse needs of the young person, including abilities, backgrounds, and cultures.

Ensure inclusive practices and accommodations are in place.

Independence and Autonomy:

Assess the young person's level of independence and ability to navigate the environment.

Provide appropriate support to encourage autonomy while minimizing risks.

Communication and Reporting:

Clearly define reporting mechanisms for any incidents, concerns, or changes in the young person's condition.

Encourage open communication among staff, the young person, and parents/guardians.