

## HBEP Premises Generic Risk Assessment Sept 24-Sept 25

(Adapted from Glenfield Parish Council Building Condition Assessment)

What are the hazards?	Who might be at risk and how?	What is in place to reduce risk?
Continuous fire alarm sounds	Students, staff and visitors.  Injury from fire	Signs in place to indicate exits. Information regarding evacuation procedure given at induction. Member of staff to inform Emergency Services. All to assemble at the identified muster point. Staff to collect register and check numbers and account for any visitors. Relay outcomes to emergency services as appropriate.
First Aid required	Students, staff and visitors  General injuries	First aid box located in kitchen and office area. Staff to contact emergency services if appropriate. Staff to transport to A&E accompanied by responsible escort. Carer to be informed. Key worker to be informed. Accident book/form to be completed. First Aid Policy to be followed.
Smoking	Students, staff and visitors  Smoke inhalation	Smoking is discouraged and only occurs off site (including e cigarettes) just outside of the perimeter fence.
Attendance and absconding	Students  Injury/abuse	Attendance for all students is reported to HBEP office within the first 30 minutes. HBEP absences are reported to carer via phone (text if no reply) requesting contact with information regarding students whereabouts. Key worker is informed. Students have staff emergency mobile number for contact. Absconding is reported in the same way. If no reply police may be informed. All actual attendance is reported to host school once a week and data is kept for HBEP records. If no host school is allocated information is sent to appropriate agency eg care worker/social services. Non-attendance/absconding of non HBEP students is reported to relevant key worker/admin and records kept by HBEP.

Other users of the venue	Students, staff and visitors  Injury/abuse	From time to time visits from maintenance staff, other partnership staff, and drivers of transport may occur. There may also be instances of one to one work occurring in a separate room with a member of staff or a member of staff from an outside agency. HBEP staff are aware of their presence. Students are supervised at all times and reminded of behaviour expectations.
Internet/computers/printer/scanner	Students, staff and potential recipients of communication	Students use internet and equipment for research, completing work and online tests. They are monitored by HBEP staff. The internet, computers and laptops have school filters and no access to social media, Youtube etc.
Confidentiality	Students and staff	Students are made aware of confidentiality issues and are monitored by HBEP staff. Data protection Policy and safe use of IT policy to be followed.
Trip hazards	Students and staff	No use of extension cables, entrances and exits to be kept clear
Challenging behaviour/physical aggression	Students and staff	Staff are TEAM TEACH trained and able to use positive handling should this arise; all instances of restrictive handling are recorded in the bound book and parents/carers are made aware. Students are supervised 1:1 in a separate area while they regulate.

<b>What are the hazards?</b>	<b>Who might be at risk and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Target Date</b>
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Hygiene	Students and staff  Stomach upsets	Hot and cold beverages available. Qualified First Aiders on site. Perishables refrigerated and use by dates adhered to. Crockery and cutlery washed hygienically (dishwasher). Signs displayed. Toilet paper, soap and hot water available. Designated First Aid room available.	Information explained at induction and evidenced in induction file.	Ongoing.
Hot beverages/snacks	Student and staff  Burns and scolds  Collision with vehicles	Kettle, toaster and sandwich maker to be used on stable work surface. Staff to supervise safe use of all appliances and appropriate method of transporting drinks etc. Agreed area for consumption. Students may visit local shop for snacks at break times. Agreement signed by carer. Students warned of car park dangers at induction.	Information explained at induction and evidenced in induction file.  Parental agreement on file.	Ongoing.  Ongoing
		Qualified First Aiders on site. Designated First Aid room available.		

Cutting blades and cutting tools	Students and staff.  Risk of cutting self or others	Students are shown how to cut safely using cutting boards, rulers, bench hooks. Equipment to be counted in at end of use. Equipment stored in a locked cupboard not accessible to students.	None	
Use of kitchen knives and peelers	Student and staff.  Cutting of self and others	Students are shown how to use small paring knives and peelers safely, using chopping board. They are also reminded that horseplay is not appropriate and the knives should be carried blade down. Equipment stored in a locked cupboard not accessible to students.	None	
Removing/checking hot foods from heat source	Students and staff.  Burns, spillages, slips and falls.	Students are instructed to make a clear area prior to removing from heat source. Use of oven gloves/tea towel to protect hands where necessary. Students are instructed not to run and to clear up spillages as soon as they occur. All students are instructed that running cold water is	Signage at new site	

		to be applied to minor burns.		
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