



Phoenix Learning Centre LTD Risk Assessment and Fire Safety Plan

Reviewed Last – April 2024



Cadburys World Risk Assessment

Company name: Phoenix Learning Centre LTD

Assessment carried out by: Management

Date of next review: 28/03/2025 (or next visit)

Date assessment was carried out: 28/03/2024

At Phoenix Learning Centre LTD, the safety and well-being of all participants during our outings are our top priority. As we prepare for the upcoming excursion to Cadbury's World, we have conducted a thorough risk assessment to identify and mitigate potential hazards to ensure a safe and enjoyable experience for all involved. This risk assessment outlines the measures we have taken to address various risks associated with the trip.

Details of the Trip:

We will be embarking on a trip to Cadbury's World with a total of 100 children, accompanied by 23 staff members and 2 volunteers. Our transportation will be provided by licensed coaches, ensuring compliance with safety regulations throughout the journey.

Safety Measures:

Staffing and Supervision: To maintain a safe environment, we adhere to strict supervision ratios. For children under 8 years old, there will be one staff member for every five children. For children aged 8 and above, the ratio will be one staff member for every ten children. This ensures adequate supervision and assistance throughout the trip.



Identification and Accountability: All staff members will be easily identifiable in Phoenix Learning Centre LTD uniforms. Regular headcounts will be conducted at designated intervals to ensure that all participants are present and accounted for.

Buddy System: To enhance the safety of early-year children, a buddy system will be implemented, pairing each child with a designated staff member or volunteer for added supervision and support.

Medical Preparedness: Our staff includes trained medical personnel equipped to handle any medical emergencies that may arise during the trip. Additionally, all participants have registered with detailed emergency contact information to facilitate swift response in case of any unforeseen circumstances.

Licensed Transportation: We have arranged for licensed coaches to transport us to and from Cadbury's World, ensuring compliance with safety standards and regulations for road travel.

Below is the detailed risk assessment:



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?	Reviewed
General	Students	Teachers, lecturers or accompanying adults are responsible for the care of students at all times.	Cadbury World education and attraction staff are facilitators only. Staff/ accompanying adults to be made aware of their responsibilities.	Implemented by management and staff	March 2024	Yes
Car park	Students & Staff	Private car park. Coach drop-off & pick-up points. Coach car park at rear of site. Private roads to cross using pedestrian crossing.	Head counts. Designated group leaders. Divide into groups. Clear instructions to stay with group leader.	Implemented by management and staff	March 2024	Yes
Vehicles	Students & Staff	Footpaths, crossings, signposting.	Instruct students to be vigilant when walking along & across the roads and car	Implemented by management and staff	March 2024	Yes
Trip & Slip	Students & Staff	Staff must instruct students not to run or engage in horseplay during visit. Signage in place. Anti-slip flooring present in certain areas.	Stay on designated pathways. Wear suitable footwear and clothing for your visit. Respect others personal space.	Implemented by management and staff	March 2024	Yes
Stairs	Students & Staff	Handrails available on all stairs and ramps. Signage present advising to hold the handrails. Anti-slip flooring on internal staircases.	Instruct students to hold handrail on stairs. No running on the stairs.	Implemented by management and staff	March 2024	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?	Reviewed
Reduced/Strobe Lighting	Students & Staff	Reduced lighting in the Aztec Jungle area, Bull Street shows and the 4D Chocolate Adventure cinema. Some strobe lighting found in the 4D Chocolate Adventure cinema and Cadabra ride.	Advise students with any light sensitivity of these areas and possibly avoid them. Be vigilant in areas of low light for changes in floor level.	Implemented by management and staff	March 2024	Yes
Motion seats in the "Making Chocolate Story" and 4D Chocolate Adventure cinema.	Students & Staff	Static seats available for those with mobility issues, back pain or those who are pregnant. Wheelchair spaces available.	Discuss any mobility issues with your students. Speak to staff when arriving in these areas, as they will be able to support you further.	Implemented by management and staff	March 2024	Yes
Members of Public coming in contact with group	Students	Students kept in groups. Teaching staff with groups at all times.	Teachers and students aware that they are in a public place.	Implemented by management and staff	March 2024	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?	Reviewed
Behaviour of students	Students & Staff	Accompanying adults are in charge of the group. Staff at Cadbury World are not responsible for students behaviour.	All adults with group have prior knowledge of students and a register.	Implemented by management and staff	March 2024	Yes
Weather	Students & Staff	Areas of Cadbury World are located outside the main exhibition. Visitors should bring suitable clothing.	Staff should inform students in advance of the visit to bring suitable clothing.	Implemented by management and staff	March 2024	Yes
Lost Persons	Students	Staff must remain with groups at all times. Sign posts. Staff available throughout the site. Radio communication throughout the site.	Conduct head counts regularly. Instruct students to stay with their group. Stay in pairs and never wander off alone. Suggested meeting spot is reception in the main entrance (near the shop).	Implemented by management and staff	March 2024	Yes
Fainting, injury & illness	Students & Staff	Trained first aiders on site. First aid room. First aid boxes at key locations throughout the site. Staff member or nominated person to stay with sick/ injured student.	Instruct students to eat breakfast to avoid fainting. Students to bring water.	Implemented by management and staff	March 2024	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?	Reviewed
Water	Students & Staff	Water feature in Aztec Jungle roped off. Handwashing stations in the Have-a-Go zone.	Be aware of any spillages in these areas. Inform staff if you notice any spillages. Take note of any "Wet Floor" signs.	Implemented by management and staff	March 2024	Yes
Outdoor Play Area	Students	Signage on entrance of play areas outlining which age groups each area is suitable for. One play area is suitable for wheelchair users.	Teachers and students aware that they may be sharing the play areas with other schools. Inform students of proper behaviour when using the play area.	Implemented by management and staff	March 2024	Yes
Fire	Students & Staff	Comprehensive evacuation procedures in place. All staff trained to support visitors in safely exiting the attraction. Designated assembly points.	Follow the instructions of Cadbury World staff. Staff to remain with students at all times and bring a register. Do not re-enter the building until Cadbury World staff have given the all clear and they will escort your group back into the attraction.	Implemented by management and staff	March 2024	Yes
Allergens	Students & Staff	All chocolate bars will be handed to the lead teacher. None of the sample bars contain nuts but may contain traces of nuts due to the manufacturing process.	If the chocolate bar samples are unsuitable for a student, please take their samples to reception who will issue a suitable alternative for your specific needs.	Implemented by management and staff	March 2024	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?	Reviewed
		Students will be given a pot of melted Cadbury Dairy milk with their chosen toppings. Allergen information is available at the counter and staff are trained to support most allergen requests.	If the student has any specific allergies; please speak to the staff serving the melted chocolate pots who will be able to make recommendations on what is suitable for that dietary need and take any necessary precautions.			
Chocolate	Students & Staff	Chocolate making staff trained to instruct visitors on how to safely undertake the activities. Signs around the Have-a-Go zone and demonstration areas informing visitors not to eat the demonstration chocolate. Hand washing areas available in Have-a-Go zone.	Remind students to follow the instructions of the Cadbury World staff. Supervise students in these areas and encourage them to take note of the information signs in the areas. If students have allergies to chocolate/dairy, discuss this with them prior to the visit. The Have-a-Go zone allows visitors to interact with chocolate with the guidance of our chocolatiers, this may not be suitable for children with severe chocolate/dairy allergies.	Implemented by management and staff	March 2024	Yes
Lunch areas	Students & Staff	Covered marquees and picnic tables available for use by visitors.	Please be aware that our lunch areas are not bookable and may have to be shared with other visitors/schools.	Implemented by management and staff	March 2024	Yes



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Photos	Students	There are two photo opportunities at Cadbury World; the Green Screen and the Cadabra ride. The Green Screen is an optional area and can be easily avoided if necessary. The Cadabra ride takes a photo of visitors during the ride; if the photo is deemed offensive or inappropriate, it will be deleted before visitors exit the ride. Visitors have the opportunity to view or purchase any photos before they enter the Chocolate Making area.	If your group has any concerns about photography during their visit to Cadbury World; please contact us prior to your visit so we can try to accommodate any requests.	Implemented by management and staff	March 2024	Yes



Additional information as stated from Cadbury's World

Public Liability

Cadbury World public liability insurance is provided as part of the Merlin Entertainments Limited global insurance arrangements and carries an indemnity of £10 million provided by Chubb European Group Limited. Policy number: UKCANC33447

First Aid

We have trained staff able to provide first aid treatment. If you require first aid, contact the nearest member of staff with as much detail about the injury/incident as possible so they can get you the assistance you require as quickly as possible. The main first aid room is located in reception with first aid equipment located throughout the site.

The nearest hospital with A&E is Queen Elizabeth Hospital which is 2.5 miles away, the contact number is 0121 627 2000.

Birmingham also has a paediatric emergency department located on the ground floor of Parsons House, Children's Hospital which is 4.9 miles away, the contact number is 0121 333 9510.

Cadbury World complies with the relevant health and safety statutory legislation including the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1999.

CCTV

Cadbury World is covered by a network of CCTV cameras. Images are recorded to help ensure the safety of our visitors and staff.

Advice

If you would like more information or advice when planning your visit to Cadbury World, please contact the education team who will be happy to help.



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Theatre Trip

Company name: Phoenix Learning Centre LTD

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
Traveling by coach: Traffic accidents or collisions Motion sickness Injuries during boarding or disembarking Attending a theatre performance: Fire hazards Slip, trip, and fall hazards	Traveling by coach: Students and accompanying staff could be harmed in the event of an accident or during boarding/disembarking. Attending a theatre performance: All participants could be harmed in case of a fire or during an emergency evacuation. Slip, trip, and fall	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. Attending a theatre performance: Checking the theatre's fire safety measures. Informing students about emergency exits and evacuation procedures. Confirming the theatre's	Traveling by coach: Conducting a pre-trip safety briefing for students. Confirming the coach's emergency procedures. Attending a theatre performance: Providing a list of emergency contact numbers to students and staff. Ensuring there's a designated meeting point outside the theatre in case of evacuation.	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>Emergency evacuation issues Watching "The Lion, The Witch and The Wardrobe": Strobe lights or other visual effects causing discomfort or triggering seizures Loud noises impacting hearing Emergency evacuation issues in the theatre</p>	<p>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>compliance with safety regulations.</p> <p>Watching the performance: Checking with the theatre about any potential triggering effects and adjusting plans accordingly. Ensuring students with hearing sensitivities have ear protection.</p>	<p>Watching the performance: Requesting detailed information 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: Phoenix Learning Centre LTD

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
Weather	Staff, Students, - Rain / Hail – injury from slips trips and falls, chafing from wet clothes, injury	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	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>from heavy or large hail Frost/Ice/Snow/Cold – Slips trips and falls, Chilblains, Ingestion of snow</p>	<p>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



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
Equipment	Staff, Students - Hurdles, training equipment, basketballs and footballs due to improper use.	Ensure experienced staff are supervising.	Hiring experienced personal trainer to support sessions.	Management	03/04/2023	N/A
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
Outdoor Activity Equipment	Staff, Students - mixed of children with different ages, abilities and experiences a. Children using the equipment: There is a risk of	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. Age-appropriate usage: Restrict access to the equipment to the appropriate age group to minimize the risk of injuries due to size and physical abilities.	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>falls, collisions, and other injuries while playing on the 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>a. Conducting regular inspections: Regular inspections of the activity equipment, including the bouncy castle, are performed to ensure they 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>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. 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> <p>d. Emergency procedures: Develop and communicate clear emergency procedures</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. 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 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>to be followed in case of accidents, injuries, or equipment malfunctions.</p> <p>e. Training and supervision: Ensure all staff members involved in the setup, operation, and supervision of the equipment receive appropriate training on safety procedures and are adequately supervised during their duties.</p>			



Risk Assessment Game Room and Sport Activities

Company name: Phoenix Learning Centre LTD

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
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
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	N/A	N/A
Football	Staff, Students - injury from force of football, accidental slips, trips, falls,	Adult supervision at all times. Banning of students who do not follow instructions.	First aid provisions.	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
	collisions, impacts and damage with neighbouring equipment.	Inform students that the ball must be kicked with appropriate force.				

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: Phoenix Learning Centre LTD

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 and only operated by adults.	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
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: Phoenix Learning Centre LTD

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	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	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
		must be maintained 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.	colour coded to prevent 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



Risk Assessment Arts and Crafts

Company name: Phoenix Learning Centre LTD

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	School appropriate paints and glue used that have passed	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
	paint or glue in eye.	health and safety assessments. Used with adult supervision. First aider on site to respond to allergies.				



Risk Assessment Animal Wildlife Visit and Activities (HAF)

Company name: Phoenix Learning Centre LTD

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	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
		hands are cleaned before and after contact with animals.				

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

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Risk Assessment Trips (HAF)

Company name: Phoenix Learning Centre LTD

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	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
		control measures (e.g. buddy system, 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.				
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



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
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: Phoenix Learning Centre LTD

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	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
		(e.g. buddy system, 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.				
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	First aid present at facility. Leaders know to call	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
	ball. Slips, trips, and falls.	emergency services when necessary.				
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: Phoenix Learning Centre LTD

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 Phoenix Learning Centre LTD

Premises address and contact number: Phoenix Learning Centre LTD, 308 Skip Lane, Walsall, WS53RA

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, there will be a 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 room (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 should be off limits during working hours. For any circumstance an individual is at the top floor the main exit is the front door.
- Bottom floor fire exits are the main door, garden door and classroom door.

The assembly point is: Front of the building.

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: Main Classroom

Circuit Breaker: Main Classroom



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 1 staff are needed to be present

If alarm fails then verbal instruction to be given by staff



Young Person Risk Assessment for Phoenix Learning Centre LTD

General Risk Assessment:

The following will take place for a young person wishing to work or volunteer at Phoenix Learning 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.