



Generic Risk Assessment: Hub Groups

Location: Woodland View Junior School	Date Reviewed: Autumn 2022	Those at Risk: Users
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Hazard	Control Measures
Club does not meet needs of the group	<ul style="list-style-type: none"> • Programme is agreed with provider before visit
Inadequate procedures for booking attendees in and out	<ul style="list-style-type: none"> • Register kept of attendees in sessions
Inadequate staff : attendee ratio, poor supervision	<ul style="list-style-type: none"> • Group maximum numbers agreed prior to start date • Register taken
Inadequate health and safety measures in place regarding first aid training, contact details for attendees, use of equipment, catering needs, administration of medicines, hygiene, etc.	<ul style="list-style-type: none"> • All group leaders first aid trained, contact details kept and group leaders aware of any attendees having special medical needs • First Aid available on school site. Group leaders aware of school health and safety lead and have robust recording and reporting procedures • Access to warm and cold water
Outbreak of fire	<ul style="list-style-type: none"> • Fire risk assessment carried out • All group leaders aware of school evacuation procedures and review this with group members
Poor standards of hygiene, risk of infection	<ul style="list-style-type: none"> • Group leaders trained in food hygiene as appropriate
Poor standards of cleanliness in the event of spillages – risk of slips, trips, and falls	<ul style="list-style-type: none"> • Group leaders understand basic health and safety • Basic cleaning resources available • Spillages dealt with immediately
Poor conduct of attendees during group time	<ul style="list-style-type: none"> • Group leaders monitor rooms/spaces in use • Attendees informed of group rules and reminded of these regularly • Group leader and school based leader retain right to refuse entry to any person that has caused damage to property or distress to any other user
Adult or child user identified as potentially at risk	<ul style="list-style-type: none"> • Group leader understands safeguarding procedures and confident to be professionally curious • School Safeguarding Lead poster displayed at all times • Children’s services contact known: 0344 800 8020



Community Hub Agreement and Risk Assessment

This agreement is between:

The Federation of Spixworth Schools

and

..... (“external provider”).

The external provider hereby agrees to use the Community Hub for the purpose agreed with full knowledge and understanding of:

Code of Conduct

Group Rules

Risk Assessment

Safeguarding procedures

Health and Safety including Fire procedures

Signed Date

Print Name

Thank you.

Please sign and return to Woodland View Junior School office