

Roots and Rise Shop – Alternative Learning Provision (ALP)

Location: Roots and Rise Unit

Activity: Education, mentoring, workshops, creative arts, and practical learning

Assessor: [Add Name]

Date of Assessment: [Add Date]

Next Review Date: [Add Date]

Manager Responsible: [Add Name]

1. Description of Environment

Multi-room urban learning environment including:

Workshop and creative activity areas

Lounge/social zone with sofas

Painted walls with murals and student art

Storage and shelving areas

Artificial turf area (possible indoor activity zone)

Staff office/refreshment area

Shared corridors, fire exits, and lift access

2. Identified Hazards and Control Measures

Control Measures in Place

Hazard

Who Might Be Harmed

Risk

Further Action Needed

Slips, trips, and falls (uneven floors, cables, clutter, wet areas)

Students, staff, visitors

Medium

Floors kept clear; cables secured; wet floor signs used; regular housekeeping checks

Weekly inspections and immediate clean-up policy

Manual handling (moving furniture, equipment, art supplies)

Staff, students (if involved)

Medium

Manual handling training for staff; heavy items lifted by adults only

Provide trolleys or moving aids

Fire safety (multiple rooms and corridors)

All occupants

High

Fire exits clearly marked and unobstructed; extinguishers in place; fire alarm tested regularly

Conduct regular fire drills; ensure staff know assembly points

Electrical hazards (tools, lighting, appliances, extension leads)

Students, staff

Medium

PAT testing of all electrical items; no overloading sockets; supervision when using powered tools

Annual PAT review

Workshops/tools/art materials (paint, adhesives, scissors, etc.)

Students

Medium

Supervised use only; non-toxic materials; PPE where required

Keep COSHH data for all substances

Trips due to storage or clutter

Students, staff

Medium

Shelving organised; no items stored on floors or walkways

Staff to perform daily visual checks

Kitchen/refreshment area (boiling water, cleaning chemicals)

Staff, students

Medium

Students supervised at all times; cleaning products stored securely

Provide clear signage and access restrictions

Lift area and loading zones

Students, staff

Medium

Access restricted to staff only; clear signage

Keep doors closed when not in use

Behavioural risks (students with challenging behaviour)

Students, staff

High

Staff trained in de-escalation; supervision ratios maintained; safeguarding policy in place

Regular staff training updates

COVID-19/general hygiene

All

Low/Medium

Handwashing facilities; regular cleaning; ventilation maintained

Continue to monitor hygiene standards

First Aid incidents (cuts, falls, illness)

All

Medium

First aid kit on-site; trained First Aiders present

Keep record of incidents and restock kits monthly

Safeguarding and lone working

Staff, students

High

Safeguarding policy followed; no lone student access; DBS-checked staff only

Regular safeguarding review meetings

Noise or overcrowding

Students, staff

Low/Medium

Manage group sizes; break-out zones available

Monitor noise levels and adjust session numbers

3. Emergency Procedures

Fire Assembly Point: [Insert location – e.g., main car park or open yard area]

First Aid Station: [Insert location]

Nearest Hospital: [Insert local hospital name and address]

Emergency contacts clearly displayed in all staff areas.

4. Supervision and Safeguarding

Minimum ratio: 1 adult per 6–8 students (adjusted for needs).

DBS checks completed for all staff and volunteers.

All staff aware of safeguarding lead and reporting procedure.

CCTV in communal areas (if applicable).

Separate quiet area for de-escalation or student time-out.

5. Review and Monitoring

Risk assessment to be reviewed termly or after any incident.

Daily checks for trip hazards, cleanliness, and safety equipment.

Annual review of fire safety, electrical testing, and safeguarding procedures.

Would you like me to turn this into a branded, fillable PDF (with Roots & Rise logo, signature boxes for staff initials, and date fields)?

That version would look professional and can be printed or filled digitally.