

Risk Assessment – Workshops and Groups Tuition

Hazard	Persons at Risk	Risk	Control Measures	Additional Actions Required
Safeguarding and supervision	Children	Abuse, neglect, accidents	DBS-checked staff; safeguarding training; correct ratios maintained	Regular safeguarding audits and logs
Obstructions in walkways	All attendees	Trips, injury	Keep areas clear; staff vigilance; signage	Staff briefing to maintain tidy areas
Hallway congestion	Children, Parents	Trips, fire safety issue, access obstruction	Clear signage; no waiting in hallways; waiting area assigned	Communicate clearly to parents
Parent drop-off & collection	Children, Parents, Staff	Traffic, congestion, child safety	Supervised collection; Written parental consent is required if children are allowed to walk home on their own	Communicate clearly with parents in advance
Children using toilets	Children	Safeguarding, slips/falls	All children are advised to go to the toilet before attending sessions; Parents are informed that all toilets are open to the public; Children to be supervised when using toilets during sessions	Ensure safeguarding policy is followed
Fire or evacuation procedure	All attendees	Injury, panic, confusion during emergencies	Following Halls Protocols for Fire and Evacuation procedures; Induction for staff/children; visible signage	Maintain updated register and emergency contact info

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Blocked emergency exits	All attendees	Delay during evacuation, injury	Regular checks; clearly marked; no storage in exit areas	Include in session setup checklist
Access to public areas	Children	Child wandering off, interaction with strangers	Restricted access; adult supervision; clear boundaries	Reiterate boundaries in risk briefings
Children escaping or running away	Children	Children leaving the premises without permission	Children to always be supervised; Parent contact details to be kept up to date	Parents to stay on site to be 1:1 with child
Weather-related slip hazards	All attendees	Slips from mud, water, or ice	Non-slip mats at entrances; grit during icy weather	Monitor weather and prepare accordingly
Poorly maintained outdoor areas	All attendees	Trips, falls, access issues	Clear pathways; remove obstacles; good lighting	Grounds check before evening sessions
Car park use	Children, Parents	Moving vehicles, poor visibility	Parental supervision; marked drop-off zones; children not allowed to cross unsupervised	Assess site-specific layout regularly
Parking for disabled	Parents, Visitors	Lack of access	Clearly marked disabled bays; close proximity to entrance	Include in site layout planning
Use of WiFi	Staff, Children (if allowed)	Inappropriate access, data security	Secure network; password protected; monitored usage; children's access restricted	Review filtering software regularly

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Resources and equipment – unsafe or missing	Children, Staff	Injury, poor experience	Equipment checked before use; maintained and stored safely	Inventory and regular condition checks
Users unaware of safety rules	All attendees	Improper use of equipment, emergency confusion	Safety information shared with hirers and staff	Induction pack or welcome sheet
Slips, trips, and falls	Children, Staff, Parents	Injuries from wet floors or clutter	Regular cleaning; cordons for wet floors; tidy environment	Keep cleaning log updated
Illness or medical emergency	Children, Staff	Spread of infection or untreated condition	First aid kits; trained staff; emergency contact list	Ensure all allergies/conditions are documented
Allergic reactions (food, latex, animals)	Children, Staff	Severe allergic reaction (anaphylaxis), illness	Gather medical info at registration; no food sharing; no allergens allowed in classroom; EpiPens easily accessible	Staff trained in allergy response; maintain allergy register
Undeclared allergies	Children	Delayed response, increased medical risk	Require parental disclosure of allergies; highlight on register	Include allergy status on sign-in sheets
Parents'/carers' conflict behaviour	Staff, Other parents, Children	Verbal abuse, conflict, disruption	Clear code of conduct; warning system; staff supported to de-escalate	Policy communicated; incidents reported

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Stress or anxiety due to academic pressure	Children	Reduced wellbeing, disengagement	Supportive environment; regular breaks; praise-based motivation	Include wellbeing checks

Updated: September 2026