

Risk Assessment

Task/area to be assessed: WOODWORKS Café Visit	Description of task/area: Car park and road crossing, Café	
Assessing officer: Frances Morgan	Date: 29/04/2025	Review date: 04/2026

Hazard	Who may be harmed and how	How is it currently controlled	Initial Risk Level			Further action to reduce risk	Risk Outcome			Actioned by	Target date
			Severity	Likelihood	Risk Level		Severity	Likelihood	Risk Level		
Slips, trips and falls on way to venue and at venue	Student, Staff Minor injury, sprain, breaks, blood loss, concussion	1. Wear appropriate footwear 2. No running 3. Warnings of steep steps/ changes in height / uneven surfaces, slopes etc	3	3	9	1. Inspection of site if new activity 2. First aider on site and kit carried by staff. 3. Remind and check for laces to be secured.	2	2	4	FMO	1/4/25
Injury from vehicles using the car park, business park and nearby road	Student, Staff, Public Road traffic accident, minor injury, breaks, blood loss, concussion, broken limbs, death	1. Pre-planned route that is appropriate for ability/aptitude. 2. Children walk in pairs with an adult supervising at the front and rear of the group. 3. Walk with an awareness of vehicles parked on and near pavements, and objects and potential obstructions on pavements e.g. wheelie bins, lampposts. 4. Children cross car park and roads between two adult markers, in an organised and calm manner at appropriate points with good vision of cars parking and traffic. 9. Avoid routes with no pavement if possible, if necessary walk facing oncoming traffic (in car park area).	5	1	5	1. Staff and children to wear hi-vis item of clothing 2. Briefing of children prior to visit. 3. Brief children about potential interaction with member of the public or if dogs and cats are encountered and they may be tempted to cross or leave the pavement whilst distracted.	5	1	5	FMO	1/4/25
Weather, exposure to elements	Students, Staff Hayfever, sunburn, dehydration, sun-stroke, temperature sensitivity, cold, wet, hot, frost bite, slippery underfoot, reduced visibility	1. Appropriate clothing 2. Appropriate footwear 3. Apply sun protection 4. Wear sunglasses	3	3	9	1. Staff to monitor weather prior to visit. 2. Persons with allergies take antihistamines in advance. 3. Sun protection applied in advance 4. Reminder for appropriate attire when needed in advance	2	2	4		1/4/25

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Lost or separated children/ adults	Students, Staff Disruption, stress, anxiety, panic, possible injuries	1.Group to be supervised closely at all times 2.Staff members head count before departure, at the venue, when leaving venue and on return.	3	3	9	1.Students to be briefed 2. Staff to supervise and check numbers	3	1	3		1/4/25
Strangers / Safeguarding	Students, Staff, Venue Staff, Public Disruption, missing persons,, stress, anxiety, image capture	1.Children supervised by DBS checked adult at all times 2. Children supervised with correct ratio of adults to ensure contact with the public is minimal and always under supervision. 4.Supervision and vigilance by staff, awareness of general public, dogs. 5. Adult routinely do head count to ensure all children are accounted for. 7. Staff have mobile contact numbers of all other staff and centre. 8.Appropriate supervision and checking of public toilets if used. 9.Appropriate usage of electronic devices by participants.	3	3	9	1.Children to be informed that they must stay with adults and within specified areas at all times. 2. Children to be advised about interacting with members of the public. 3. Children to be briefed and staff to be vigilant for use of image capture	3	1	3		1/4/25
Food and Drink Consumption. Allergens	Children, Staff Choking risk, allergic reaction, anaphylaxis	1.Staff are vigilant and children supervised when eating 2.Staff have first aid training and access to suitable first aid kit. 3.Staff to carry a mobile phone 4.Ensure those with allergies are known and carry any relevant medication, EpiPens, Inhalers and other medication. 5.Staff know procedure to summon emergency assistance and location of nearest A&E 6.School has emergency plan in place and access to contingency funds on visit.	5	3	15	1.Inform venue staff of any known allergies present 2.Double check on arrival of food of any potential allergen risk 3.Have Up-to-date medical information on potential allergens. 4. Staff to doublecheck first aid kit is present, and appropriate medication, EpiPen and inhalers to minimise risk	3	3	9		01/04/25

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Illness	Children, Staff, Venue Staff, Public Ingestion of bacteria due to unclean services/space cutlery	1.Access to suitable first aid kit and first aid trained member of staff. 2.Staff carry a mobile phone 3.Relevant school staff and parents contacted where appropriate 4.Have Up to date medical information. 5.Staff know procedure to summon emergency assistance and location of nearest A&E 6.School has emergency plan in place and access to contingency funds on visit.	3	2	6	1.Staff to be vigilant and ensure clean cutlery. 2.Give advice if needed if cutlery touches unclean surface ie. Floor 3. Reminder of need for good personal hygiene and washing of hands	3	1	3		1/4/25
Food or Drink Spillage	Children, Staff, Venue Staff, Public Trip or Fall causing minor injury, sprain, breaks, blood loss, concussion	1.Staff are vigilant and children supervised when eating to avoid food spilling over onto the floor. 2. Children supervised to travel safely to their seats, minimise travel time	3	3	9	1.Venue to be advised to use wet floor signs if applicable and enable staff to clear up quickly.	2	2	4		
Behaviour	Children, Staff, Venue Staff, Public Use of inappropriate language or attitude	1.Individuals supervised by staff. 2.Expectations of respect to be clearly relayed to all children being mindful of language and attitude in an all-age environment	2	3	6	1.Reminder of expected respect to all children being mindful of language and attitude in an all-age environment	1	3	3		
Public Toilet Facilities	Children, Staff, Venue Staff, Public Hygiene, Safeguarding	1.Children go to the toilet as required supervised by staff. 2. Ensure hand washing. 3. Toilet may need assessing before child access	3	2	6	1.Reminder of need for good personal hygiene, washing hands	2	2	4		1/4/25
Animal/ insect bites and allergic reactions	Students, Staff, Minor injury, cuts and stings Major injury, serious allergic reactions, anaphylaxis	1. Access to suitable first aid kit and first aid trained member of staff. 2.Staff carry a mobile phone 3.Relevant school staff and parents contacted where appropriate 4. Staff to be fully aware of any health care plan or health requirements for any individual.	4	3	12	Students needing EpiPens- staff to carry in First Aid, site to have medical details of all students prior to visit.	2	2	4		1/4/25

		5.Ensure those with allergies are known and carry any medication, EpiPens, Inhalers and other medication and be available when required.									
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Fire	Children, Staff, Venue Staff, Public Burns, minor injury	1.In the event of a fire activities must cease and all staff and children will proceed to the Fire Evacuation Point/Safe Area, and follow any relevant directions or instructions. 2.Staff check and register children	4	2	8	Staff to brief children and staff where necessary on any change to the protocols incollaboration with the venue	4	1	4	FEM	1/4/25

Notes

Likelihood	Severity					
		1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
1. Rare		1	2	3	4	5
2. Unlikely		2	4	6	8	10
3. Possible		3	6	9	12	15
4. Likely		4	8	12	16	20
5. Almost Certain		5	10	15	20	25
Risk level = severity x likelihood						
	High	15-25	Immediate action			
	Medium	5-12	Action within 30 days			
	Low	1-4	Monitor			

	Risk Assessment ID Number:	1	Revision	1/04/26
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