

## WEST END IN SCHOOLS RISK ASSESSMENT - IN SCHOOL WORKSHOPS

What is the hazard?	Who might be harmed and how?	What have we already done to prevent this?	What more do we need to do?	Who needs to do this, and when?
Lots of people in confined space	Pupils, workshop leader, teachers bumping into each other	- Workshop plans are designed to be safe for one class of pupils in a school hall.	- Visually check the workshop space on arrival to ensure it is an appropriate size. - Throughout the session highlight any hazards to the participants. - Make changes to the lesson plan as necessary if room is too small for the number of people.	The workshop leader, for every teaching session
Trip hazards or furniture in space	Pupils, workshop leader tripping over, or hitting head on furniture if they fall.	- We have requested a clear school hall from the school - Workshop is carefully designed with movement when necessary but no unnecessary running around.	- Check the workshop space on arrival to identify any hazards, and remove any we can. - Throughout the session workshop leaders will highlight any hazards to the participants, for example leaving a space around pillars or furniture if dancing. - Controlling conduct of the room at all times during the session.	The workshop leader, for every teaching session
Electrical equipment	Workshop leader using mains electrical equipment - electric shock risk	- We no longer provide 240V equipment, instead using battery powered speakers. - School equipment is typically well maintained and required to be PAT tested.	- Check electrical equipment seems safe whenever using it	The workshop leader, whenever using electrical equipment
Behaviour risks	Workshop leader or pupils - physical or emotional harm	- A member of the school staff - ideally the class teacher - will be in attendance during all sessions. - Workshop plans include appropriate, topical strategies to regain focus which are discussed in training.	- Conduct code for the session put in place at the start.	The workshop leader, each session.
Accident involving vehicle on school grounds	Pupils and workshop leader	- Workshop leaders are aware of the possible risk to pupils when driving on school grounds. - Many workshop leaders travel on public transport - School car parks and car park access times are designed taking this risk in to account based on the design of the school.	- Workshop leaders will follow school guidance and signage and park where indicated. - Driving safely and slowly being aware of any pupils or staff entering the site.	The workshop leader, when driving on school grounds.

### Responsibility

Overall responsibility for the risk assessment - Nigel Godfrey, Director, West End in Schools

Updated 11 May 2023

Review by 11 May 2024