

Safety Risk Assessment For¹: Storymaking workshop

Activity Date/Time: 2 hours (10am – 12pm or 12.30 - 3.30pm)

Activity Venue/Location: 159 Hoxton Street, N1 6PJ

Date of Safety Risk Assessment: 02/12/2015

Description of Work/Event Activity:

Class or group of students aged 8-14 visit for a writing workshop at Ministry of Stories. They work as a group and individually to produce a story, which is printed and bound for them.

Persons at Risk²:

Children, teachers and accompanying adults, volunteers, MoS staff

Safety Risk Assessment Carried Out By: Lucy Macnab

PRINT _____

SIGNATURE _____

IDENTIFIED HAZARD	CONTROL MEASURES	Probability P	Severity S	Risk Level (PxS)	Follow Up Action Required (Owner) ⁶
<i>Blocking of emergency exits</i>	<i>Emergency exits to be kept clear at all times.</i>	1	1	L	<i>Monitor emergency exits during event (MoS staff)</i>
Children at risk of harm	Dedicated staff member as liaison. Full supervision by teachers at all times. Children never alone with anyone other than designated adult(s). Kitchen out of bounds and staffed at all times. Designated toilet. MoS staff CRB checked. Event conducted in accordance with MoS Safeguarding & H&S Policies.	1	1	L	
Fire	All volunteers and staff are briefed in fire evacuation procedure. Emergency lighting installed throughout and sufficient fire exits available. MoS staff to lead evacuation and	1	5	L	Fire information displayed in kitchen for volunteers. All volunteers given fire evacuation induction and briefed at start

¹ Name of activity

² Including MoS staff, volunteers, visiting children, adults. State age of any children.

	take register at muster point on Hoxton St. Teachers and volunteers to take care of leading children out of the building. Regular tests of fire alarm equipment and evacuation practice are carried out. Visual checks to ensure fire exits are not obscured take place daily.				of event (MoS staff). Register of visitors taken on arrival (volunteer)
Children at risk of harm	Children never alone with an adult. Teachers supervising at all times. All volunteers have received Safeguarding induction. Designated Responsible Person available for child protection concerns. Kitchen out of bounds to children. Designated toilet for children. MoS staff CRB checked. Event conducted in accordance with MoS Safeguarding & H&S Policies.	1	4	L	No photography or filming without MoS official consent/media permission forms. Safeguarding reminder at every volunteer briefing (MoS staff). Visiting artists/writers to sign safeguarding guidelines.
Trips, slips and falls	Carpets firmly secured. Spills on vinyl floors cleared immediately. Sound/lighting cables routed away from areas of heavy traffic and secured. Bags and coats stored on hooks and in lockers. Safe working atmosphere with no running, fighting or other dangerous behaviour allowed.	2	2	L	MoS staff and volunteers encouraged to visually check for any trip hazards regularly. All staff and volunteers to maintain positive behaviour and safe working atmosphere.
Unsafe drinking/eating	Water served from filtered machine in clean plastic cups. Tea and coffee from kettle in clean mugs.	1	2	L	MoS staff to ensure a clean kitchen. All volunteers briefed on keeping clean and tidy and using machine for drinks.
Violence against MoS staff or volunteers	Safe working atmosphere with no running, fighting or other dangerous behaviour allowed. Alarm bell installed in shop. Contact details of Local Community Police officer in office. No lone working.	1	4	L	All staff and volunteers to maintain positive behaviour and safe working atmosphere.
Injury when moving furniture	Any tables and chairs lifted carefully and by at least 2 volunteers/members of staff. Children kept away from moving furniture. Avoid moving desks if possible.	1	2	L	If lifting or moving any furniture, ensure careful lifting and carrying at all times.

Probability (P)	Severity (S)
5 Almost inevitable	5 Death or very serious
4 Very likely	injuries/irreparable implications

Calculation of Risk (R)						
P	5	5 L	10 H	15 H	20 H	25 H
	4	4 L	8 H	12 H	16 H	20 H

Action Level
HIGH – immediate action. Further controls needed. Safety Risk

3 Likely	4 Very serious injury/very serious implications
2 Unlikely	3 Major injury/serious implications
1 Very unlikely	2 Minor/first aid
	1 Very minor

	3	3 L	6 M	9 H	12 H	15 H
	2	2 L	4 L	6 M	8 H	10 H
	1	1 L	2 L	3 L	4 L	5 L
		1	2	3	4	5
		S				

Assessment to be reviewed by Co-Directors before activity start date

MEDIUM – justify or review for each work day

LOW – no further controls required but kept under review