CREATIVE MAKERS CIC

SITE & OPERATIONAL RISK ASSESSMENT

Nunney Village Hall – Meeting Room

Alternative Provision

Document Control

Item	Details
Organisation	Creative Makers CIC
Site	Nunney Village Hall – Meeting Room
Address	Nunney Village Hall, Castle Street, Nunney, Frome, Somerset BA11 *(confirm full postcode before final submission)*
Activity	Alternative Provision for Children and Young People
Policy Owner	Rebecca Knee
Prepared By	Rebecca Knee
Designated Safeguarding Lead	Rebecca Knee
Deputy Designated Safeguarding Lead	Leah Harwood
Date Produced	3 July 2026
Review Date	3 July 2027
Review Frequency	Annually or following any significant incident, change of premises or change in activities
Maximum Group Size	To be determined by referral and staffing ratios
Staff Ratio	Minimum in accordance with individual risk assessments and commissioning agreements

Purpose of this Risk Assessment

This document identifies foreseeable hazards associated with delivering Creative Makers CIC Alternative Provision from the meeting room at Nunney Village Hall.

It considers the building, surrounding environment, educational activities and operational procedures used by Creative Makers CIC to ensure the safety and wellbeing of children, staff, volunteers and visitors.

The assessment is intended to:

- identify hazards that could reasonably be expected to arise;
- evaluate the level of risk presented by each hazard;
- identify existing control measures;
- identify any additional actions required to further reduce risk;
- support compliance with health and safety legislation;
- demonstrate that Creative Makers CIC has considered the specific needs of children attending Alternative Provision, including those with SEND, SEMH, autism, ADHD, EBSA and other additional needs.

This document should be read alongside:

- Safeguarding and Child Protection Policy
- Health & Safety Policy
- Fire Evacuation Procedure
- First Aid Policy
- Behaviour Policy
- Educational Visits Policy
- Lone Working Policy
- Medication Policy
- Missing Child Procedure

Description of the Premises

Creative Makers CIC will initially operate from the meeting room within Nunney Village Hall.

The meeting room provides a self-contained teaching space suitable for small-group Alternative Provision. Access to the room is through the main hall of the building.

The provision has agreed sole occupancy of the building during operational hours. No other user groups will be present whilst children are attending Creative Makers sessions.

The premises include:

- Meeting room
- Main hall (access route only)
- Kitchen
- Toilet facilities
- Secure enclosed rear garden
- Storage cupboard
- Main entrance
- Rear fire exit
- Private car park

The building is situated adjacent to a public play area and village amenities.

Children will only access external areas under direct supervision by Creative Makers staff.

How the Premises Will Be Used

Creative Makers CIC delivers Alternative Provision for children and young people who may require an educational environment that is smaller, quieter and more personalised than mainstream school.

Typical activities may include:

- Art
- Drawing
- Painting
- Sculpture
- Textiles
- Sewing
- Photography
- Digital media
- Creative writing
- Design projects
- Cooking
- Small group learning
- One-to-one support
- Emotional regulation activities
- Outdoor learning within the enclosed garden
- Community-based educational visits

Many children attending the provision may present with:

- Autism Spectrum Condition (ASC)
- ADHD
- PDA profile
- SEMH needs
- EBSA

- Anxiety
- Trauma-related behaviours
- Sensory processing differences
- Learning differences

Creative Makers recognises that these needs influence both behaviour and risk management. Risk assessments therefore consider environmental, emotional and safeguarding factors alongside physical hazards.

Persons Who May Be Affected

This assessment applies to:

- Children attending Alternative Provision
- Staff
- Volunteers
- Contractors
- Visiting professionals
- Parents and carers during arrival and collection
- Taxi drivers
- School transport staff
- Visitors authorised to enter the building

Responsibilities

Director

Rebecca Knee has overall responsibility for ensuring:

- suitable risk assessments are completed;
- staff understand this assessment;
- risks are reviewed regularly;
- incidents are investigated;
- additional control measures are implemented where required.

Staff

All staff are responsible for:

- reading this assessment;
- following control measures;
- reporting hazards immediately;
- recording accidents and near misses;
- maintaining safe working practices;
- monitoring children appropriately;
- challenging unsafe behaviour.

Children

Children are encouraged to contribute to a safe environment by:

- following staff instructions;
- reporting hazards;
- using equipment safely;
- respecting others;

- remaining within agreed boundaries.

Staff recognise that some children may require additional support to understand or follow safety expectations.

Dynamic Risk Assessment

Creative Makers CIC recognises that Alternative Provision often requires dynamic decision-making.

Staff are expected to continually assess changing circumstances throughout the day.

Where risks increase unexpectedly—for example through deteriorating weather, emotional dysregulation, equipment failure or medical concerns—staff will adapt activities immediately to maintain safety.

Dynamic risk assessment does not replace this written assessment but complements it.

Risk Rating Matrix

The following scoring system is used throughout this assessment.

Likelihood	Description
1	Unlikely
2	Possible
3	Likely

Severity	Description
1	Minor injury or negligible impact

Likelihood	Description
2	Injury requiring medical treatment or significant disruption
3	Serious injury, life-changing injury or fatality

Overall Risk Rating

Score	Rating
1–2	Low
3–4	Medium
6–9	High

Where risks remain High following control measures, activities must not proceed until further controls have been implemented.

General Safety Arrangements

Creative Makers CIC will ensure that:

- all children are registered on arrival and departure;
- emergency contact details are available at all times;
- staff carry mobile telephones whilst off-site;
- a stocked first aid kit is available;
- at least one trained first aider is present;
- medication is stored safely;
- safeguarding procedures are followed at all times;
- visitors are supervised;
- equipment is inspected regularly;
- hazardous materials are stored securely;
- fire exits remain unobstructed;

- staff know evacuation procedures.

SECTION 2 – SITE & BUILDING RISK ASSESSMENT

Area / Activity	Hazard / Identified Risk	Who May Be Harmed	Control Measures / Mitigation	Further Action Required	Responsible Person
Arrival & Car Park	Vehicle movements during arrival and collection	Children, staff, visitors	Children remain with responsible adult until met by staff. Staff supervise arrivals and departures. Vehicles use designated parking/drop-off area.	Review traffic management after first month of operation.	Rebecca Knee
Arrival	Child exits vehicle unexpectedly	Children	Staff present before arrival times. Children escorted safely into building. Individual risk assessments followed where required.	Review for children with known absconding risk.	Staff
Arrival	Child becomes distressed on arrival	Children, staff	Calm transition procedures. Staff trained in de-escalation. Quiet space available within meeting room.	Individual transition plans where required.	Staff
Main Entrance	Unauthorised person enters building	Children, staff	Sole occupancy of building. External doors monitored. Visitors challenged and signed in. Children never released to unknown adults.	Review visitor signing-in procedure.	Rebecca Knee
Main Entrance	Child leaves building unsupervised	Children	External doors monitored during sessions. Children supervised at all times. Individual risk assessments for children at risk of absconding.	Daily checks that doors close securely.	Staff
Main Hall	Slips, trips or falls whilst walking to meeting room	All building users	Walking route kept clear before each session. Staff supervise movement through hall. Bags and equipment stored safely.	Daily visual inspection before children arrive.	Staff
Main Hall	Furniture stored within hall creates obstruction	Children, staff	Furniture checked before each session. Unsafe storage reported immediately to Village Hall management.	Record hazards in daily checklist.	Rebecca Knee
Meeting Room	Overcrowding	Children, staff	Numbers limited in accordance with staffing ratios and room capacity. Furniture arranged to maintain safe circulation routes.	Monitor if group sizes increase.	Rebecca Knee
Meeting Room	Trailing electrical leads	Children, staff	Cable management used. Equipment PAT tested where	Weekly equipment	Staff

Area / Activity	Hazard / Identified Risk	Who May Be Harmed	Control Measures / Mitigation	Further Action Required	Responsible Person
			required. Extension leads kept to a minimum.	inspection.	
Meeting Room	Electrical sockets accessible to children	Children	Children supervised. Socket covers only used where recommended. Equipment unplugged when not in use.	Monitor younger pupils closely.	Staff
Meeting Room	Furniture tipping or climbing	Children	Furniture positioned securely. Staff intervene if unsafe behaviour observed.	Review room layout if required.	Staff
Meeting Room	Windows	Children	Windows opened only where safe. Children discouraged from climbing near windows.	Review during hot weather.	Staff
Storage Cupboard	Children access specialist equipment	Children	Cupboard locked when not in use. Keys held by staff only.	Monthly key audit.	Rebecca Knee
Storage Cupboard	Heavy items falling from shelves	Staff, children	Heavy equipment stored on lower shelves. Shelving inspected regularly.	Review storage quarterly.	Staff
Fire Exits	Fire exit obstructed	All occupants	Exit routes checked before every session. Furniture never stored in escape routes.	Include in opening checklist.	Staff
Fire Exits	Child refuses to evacuate	Children, staff	Staff trained in evacuation procedures. Individual evacuation plans developed where required.	Produce Personal Emergency Evacuation Plans (PEEPs) if needed.	DSL
Emergency Evacuation	Register unavailable during evacuation	Children	Daily register maintained and taken during evacuation.	Check register at start of each day.	Staff
Building Security	Building not secured at end of day	Staff	Closing checklist completed daily. Windows and doors checked before leaving.	Weekly management audit.	Rebecca Knee
Lighting	Poor lighting during	All	Lighting checked before sessions. External lighting used	Review seasonally.	Staff

Area / Activity	Hazard / Identified Risk	Who May Be Harmed	Control Measures / Mitigation	Further Action Required	Responsible Person
	winter months		where available.		
Weather	Ice, snow or heavy rain	All	External paths visually inspected before arrival. Unsafe areas avoided. Activities adapted where necessary.	Seasonal review.	Rebecca Knee
Utilities	Power failure	All	Activities paused if lighting or safety compromised. Hall management contacted. Emergency contact numbers available.	Torch available on site.	Staff
Utilities	Water leak	All	Area isolated. Children moved away from affected area. Hall management informed immediately.	Review after any incident.	Staff
Utilities	Gas leak	All	Building evacuated immediately. Emergency services and hall management contacted. No one re-enters until declared safe.	Confirm gas isolation point during induction.	Rebecca Knee
Visitors	Contractor working unexpectedly on site	Children, staff	Sole occupancy agreed. No contractor access during sessions without prior agreement. Children kept away from work areas.	Record all contractor visits.	Rebecca Knee
Lone Working	Staff member alone before children arrive	Staff	Lone Working Policy followed. Mobile phone carried. Expected arrival/departure times known.	Review if staffing changes.	Rebecca Knee
Cleaning	Wet floors following cleaning	All	Floors checked before children arrive. Wet floor signage used if necessary.	Liaise with hall management.	Staff
Infection Control	Spread of illness	Children, staff	Good hand hygiene. Cleaning of shared equipment. Children with infectious illness advised not to attend in line with guidance.	Review during outbreaks.	Staff

SECTION 3 – OPERATIONAL, SAFEGUARDING & ACTIVITY RISK ASSESSMENT

Area / Activity	Hazard / Identified Risk	Who May Be Harmed	Control Measures / Mitigation	Further Action Required	Responsible Person
Kitchen	Burns from kettle or hot water	Children, staff	Hot drinks prepared by staff. Children only use kettle under direct supervision and where	Complete separate cooking activity risk assessment when	Staff

Area / Activity	Hazard / Identified Risk	Who May Be Harmed	Control Measures / Mitigation	Further Action Required	Responsible Person
			appropriate to individual ability.	cooking sessions take place.	
Kitchen	Burns from oven, hob or microwave	Children, staff	Cooking activities supervised at all times. Heat-resistant equipment used. Safety instructions given before activities.	Review before each cooking session.	Staff
Kitchen	Cuts from knives	Children, staff	Age-appropriate knives used. Direct supervision maintained. Knife safety taught before use.	Individual risk assessments where required.	Staff
Kitchen	Food allergies	Children	Medical information reviewed before activities. Parents/carers consulted where appropriate. Allergy information readily available.	Allergy register reviewed termly.	DSL
Kitchen	Cross-contamination	Children, staff	Separate utensils where required. Good food hygiene maintained. Surfaces cleaned before and after use.	Staff to complete basic food hygiene awareness.	Staff
Kitchen	Slips due to spillages	All	Spillages cleaned immediately. Wet floor signage used where required.	Include in daily checks.	Staff
Kitchen	Cleaning chemicals	Children	Cleaning products stored securely and inaccessible to children. COSHH guidance followed.	COSHH inventory maintained.	Staff
Kitchen	Choking	Children	Age-appropriate food prepared. Staff supervise eating. First aider available.	Review individual medical needs.	Staff
Kitchen	Electrical appliances	Children, staff	Equipment visually checked before use. Defective appliances removed immediately.	Annual PAT testing where applicable.	Rebecca Knee
Toilets	Child becomes distressed or	Children	Staff aware of individual needs. Appropriate supervision based on age, EHCP and risk	Review individual supervision	DSL

Area / Activity	Hazard / Identified Risk	Who May Be Harmed	Control Measures / Mitigation	Further Action Required	Responsible Person
	dysregulated		assessment. Children's privacy respected.	plans.	
Toilets	Child leaves toilet area and exits building	Children	Staff aware when children leave the room. External doors monitored. Sole occupancy of building reduces risk.	Daily door checks.	Staff
Toilets	Slips on wet floor	All	Floors monitored. Spillages cleaned immediately.	Daily inspection.	Staff
Garden	Child climbs fence or boundary	Children	Enclosed garden inspected before use. Children supervised at all times.	Weekly boundary inspection.	Staff
Garden	Uneven ground	Children, staff	Area visually checked before activities. Unsafe areas avoided.	Ongoing monitoring.	Staff
Garden	Insects, plants or stings	Children	Staff aware of allergies. First aid kit available. Children advised not to handle unknown plants or insects.	Check seasonal hazards.	Staff
Garden	Extreme weather	All	Activities moved indoors during high winds, thunderstorms, excessive heat or icy conditions.	Dynamic risk assessment each session.	Staff
Adjacent Park	Public interaction	Children	Visits only take place under direct supervision. Appropriate staffing ratios maintained.	Dynamic risk assessment before each visit.	Staff
Adjacent Park	Dog fouling or unsafe objects	Children	Area visually checked before activities. Children instructed not to touch unknown items.	Staff to inspect before use.	Staff
Educational Visits	Child becomes separated from group	Children	Headcounts undertaken regularly. Children remain within agreed boundaries. Emergency contact details carried.	Individual risk assessments where appropriate.	Staff

Area / Activity	Hazard / Identified Risk	Who May Be Harmed	Control Measures / Mitigation	Further Action Required	Responsible Person
Photography	Trip hazards from tripods and lighting stands	Children, staff	Equipment positioned safely. Cables managed. Equipment packed away immediately after use.	Staff supervision at all times.	Staff
Photography	Camera batteries and charging equipment	Children	Batteries stored securely. Charging supervised. Damaged batteries removed from use.	Equipment inspection.	Staff
Art Activities	Scissors and craft knives	Children	Appropriate tools selected according to age and ability. Direct supervision maintained. Tools counted in and out.	Tool inventory maintained.	Staff
Art Activities	Paints, inks and adhesives	Children	Only child-safe materials used unless directly supervised. Safety information available. Hands washed after use.	Material safety sheets retained where required.	Staff
Textiles	Sewing needles	Children	Needles counted before and after sessions. Supervision maintained. Safe storage in locked cupboard.	Needle inventory.	Staff
Textiles	Sewing machines	Children	Safety demonstration before use. Machines used only under direct supervision. Fingers kept clear of moving parts.	Equipment servicing as required.	Staff
Behaviour	Verbal aggression	Children, staff	Positive Behaviour Policy followed. Calm, restorative approach used.	Behaviour support plans reviewed.	DSL
Behaviour	Physical aggression	Children, staff	Staff trained in de-escalation. Environment made safe. Additional support requested where required.	Incident review after each event.	DSL
Behaviour	Throwing objects	Children,	Potential projectiles removed if behaviour	Dynamic risk assessment.	Staff

Area / Activity	Hazard / Identified Risk	Who May Be Harmed	Control Measures / Mitigation	Further Action Required	Responsible Person
		staff	escalates. Calm space available.		
Behaviour	Damage to equipment	Children	Staff supervise use of equipment. Expensive equipment stored securely when not in use.	Review after incidents.	Staff
Emotional Regulation	Child becomes overwhelmed	Children	Quiet regulation area available. Sensory resources available. Staff trained in recognising early signs of distress.	Individual regulation plans where appropriate.	Staff
Safeguarding	Child discloses abuse during session	Children	Staff follow Safeguarding & Child Protection Policy. DSL informed immediately. Accurate records completed.	Annual safeguarding refresher.	DSL
Safeguarding	Child absconds from activity	Children	Staff aware of known absconding risks. Individual risk assessments followed. Immediate search and safeguarding procedures initiated if required.	Regular review of individual risk assessments.	DSL
Collection	Child collected by unauthorised adult	Children	Approved collection arrangements confirmed. Identification requested if necessary. Child not released where doubt exists.	Update collection records promptly.	Staff
Medical	Child requires emergency medication	Children	Medication stored safely but accessible. Staff aware of medical needs. Emergency procedures displayed.	Medication checks at start of each day.	First Aider
Infection Control	Blood or bodily fluids	Children, staff	PPE available. Spill kits used. Staff follow infection control procedures.	Annual infection control briefing.	Staff
Lone Working	Staff member left alone unexpectedly	Staff	Lone Working Policy followed. Staff communicate arrival and departure. Emergency phone available.	Review staffing arrangements.	Rebecca Knee

SECTION 4 – DAILY SAFETY CHECKS, EMERGENCY PROCEDURES & REVIEW

Daily Opening Checklist

To be completed before children arrive

Check	✓ ✗ Action Taken
Building externally secure on arrival	
Main entrance safe and accessible	
Car park free from hazards	

Check	✓ ✗	Action Taken
Walkways free from ice, leaves or trip hazards		
Fire exits unlocked and unobstructed		
Escape routes clear		
Meeting room clean and ready		
Furniture arranged safely		
Electrical equipment visually checked		
No trailing cables		
Windows secure		
Storage cupboard locked		
Kitchen safe and clean		
Kettle and appliances visually checked		
Cleaning chemicals secure		
Toilets clean and stocked		
Garden boundaries secure		
Garden gate secure		
First Aid kit complete		
Emergency medication available		
Mobile phone charged		
Register available		
Safeguarding contact details available		
Dynamic risks considered (weather etc.)		
Site safe to open		

Opening Decision

☐ Site safe to operate

☐ Additional controls required

☐ Site unsafe — session postponed or relocated

Completed by:

Date:

Daily Closing Checklist

To be completed before leaving the site

Check	✓ ✗
All children collected safely	
Register completed	
Visitors signed out	
Windows closed	
Fire exits checked	
Kitchen cleaned	
Appliances switched off	
Sharps accounted for	
Sewing needles counted	
Scissors counted	
Photography equipment stored	

Check	✓ ✗
Laptops stored	
Storage cupboard locked	
Medication secured	
First Aid kit restocked if required	
Toilets checked	
Garden checked	
Building locked	
Incident forms completed	
Safeguarding records completed if required	

Completed by:

Fire & Emergency Checklist

Before every session confirm:

□ Fire exits unobstructed

□ Escape routes clear

□ Fire doors close correctly

□ Register available

□ Staff know evacuation procedure

□ Emergency contacts available

□ Mobile phone available

□ First Aid kit available

□ Emergency medication available

□ Assembly point known

(Assembly point to be confirmed with Nunney Village Hall during site induction.)

Kitchen Safety Checklist

Before any cooking activity:

□ Children washed hands

□ Allergy information checked

□ Medical information available

□ Knives appropriate

□ Hot equipment supervised

□ Cleaning materials stored safely

□ Floors dry

□ First Aid kit available

□ Fire blanket location known

□ Children briefed on safety

Visitor Management Checklist

Every visitor must:

□ Sign in

□ Wear visitor badge (if used)

□ Be supervised where appropriate

□ Never be left alone with children unless authorised

□ Sign out

Unexpected visitors should be challenged politely and their identity confirmed before entry.

Accident & Near Miss Review

Following every accident or significant near miss:

- Accident form completed.
- Parents informed where appropriate.
- Referring school informed where appropriate.
- First Aid recorded.
- Risk assessment reviewed.
- Additional controls identified.
- Safeguarding considered.

Building Inspection Record

To be completed monthly.

Item	Satisfactory	Action Required
External building		
Car park		
Entrance		
Main hall		
Meeting room		
Kitchen		
Toilets		
Garden		
Fire exits		
Storage		
Electrical equipment		
Furniture		
Security		

Risk Assessment Review Log

Date	Reason for Review	Changes Made	Reviewed By
	Annual Review		
	Following Incident		
	Building Changes		
	Activity Changes		

Staff Declaration

I confirm that I have read and understood this Site & Operational Risk Assessment and agree to follow the control measures identified within it.

Name	Signature	Date

Manager Approval

This Site & Operational Risk Assessment has been completed following consideration of the activities undertaken by Creative Makers CIC at Nunney Village Hall.

The assessment will be reviewed:

- annually;
- following any significant incident;
- following changes to the building;
- following changes to activities;
- where legislation changes.

Prepared by

Rebecca Knee

Director

Creative Makers CIC

Signature: RKNEE

Date: 10.03.2026