

MASTER RISK ASSESSMENT

Creative Makers

Assessor: Rebecca Knee

Location: Studio classroom, garden & forest learning areas

Age Range: KS2–KS4

Group Size: 4–7 children

Premises & Environment

Hazard	Risk	Who at Risk	Controls in Place	Action if Risk Occurs	Risk Level
Trips, slips, clutter	Falls, sprains	Children, staff	Clear walkways, tidy storage, daily checks	First aid administered; area made safe immediately; incident recorded; parent informed if needed	Low
Access to unsafe areas	Absconding, injury	Children	Boundaries explained, supervised transitions	Follow child immediately while maintaining group safety; use calm verbal prompts; inform parent and record incident	Medium
Outdoor uneven ground	Trips, falls	Children	Area checked before sessions, footwear guidance	Check for injury; first aid; adjust activity area if needed; record incident	Medium

Creative Equipment

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Sewing machines	Needle injury	Supervision, safety demo	Stop activity immediately; clean wound; first aid; review child readiness before reuse	Medium
Irons/heat tools	Burns	Adult-controlled, heat mats	Cool burn under water; first aid; inform parent; record incident	Medium
Glue guns	Minor burns	Low-temp guns, supervision	Cool area; first aid; reinforce safety expectations	Medium
Craft knives/scalpels	Cuts	Stored locked, 1:1 supervision	Apply pressure; first aid; tool removed; incident logged	Medium

Kitchen

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Hot surfaces	Burns	Supervised use	Cool burn; first aid; stop activity; review supervision	Medium
Sharp utensils	Cuts	Age-appropriate tools	First aid; review handling skills	Medium
Food allergies	Allergic reaction	Medical info collected, no food sharing	Follow care plan; administer medication; call emergency services if needed	High (controlled)

Outdoor Learning

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Branches/tools	Injury	Tool safety briefing	First aid; remove unsafe tool; reassess activity	Medium
Weather	Heat/cold	Clothing advice, shade/rest	Move indoors; hydration; monitor child	Low

Off-Site Walks

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Road proximity	Traffic accident	No main roads, close supervision	Move group to safe area; first aid; emergency services; contact parents	Medium
Child wandering	Separation	Head counts, close ratios	Immediate search; keep group safe; contact parent if needed	Medium

Transport

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Vehicle accident	Injury	Insurance, seatbelts	Follow road emergency procedure; ensure child safety; call emergency services; inform parents	Medium
Child distress	Dysregulation	Pre-planning	Stop vehicle safely; support regulation	Low

SEND & Behaviour

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Emotional dysregulation	Physical harm risk	Calm environment, de-escalation	Reduce demands; provide space; ensure safety of others; follow behaviour support plan; record incident	Medium
Absconding	Child leaving area	Clear boundaries	Follow child while supervising group; contact parent if risk escalates	Medium

Medical

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Medical episode	Illness/emergency	First aid trained adult	Follow medical care plan; administer meds; call emergency services; contact parent	Medium

Fire

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Fire	Injury	Alarms, exits	Evacuate immediately; headcount; call fire service; contact parents	Medium

Hygiene

Hazard	Risk	Controls	Action if Risk Occurs	Risk Level
Spread of illness	Infection	Handwashing	Isolate if unwell; inform parent; clean area	Low

General Emergency Response

In any serious incident:

1. Ensure immediate safety
2. Administer first aid
3. Contact emergency services if required
4. Inform parents/carers
5. Record incident
6. Review procedures