

H&S RISK ASSESSMENT – TEACH US ON TOUR

Risk Assessment: Team Building Workshop for Pupils

Location: School grounds (e.g. hall, field, classroom)

Date: Active from 7/9/26

Organisation: Teach Us on Tour

Assessed by: Lizzie Richardson & Holly Hill

Date of Assessment: 7/9/26

Review Date: 7/9/27



1. General Information

Activity: Team-building workshop including games, challenges, and group activities.

Participants: School pupils, teachers, workshop facilitators.

Supervision Ratio: Teach us on Tour aims to maintain a minimum ratio of 1 workshop facilitator to 18 pupils during practical and activity-based workshops. This ratio supports safe supervision, effective participation and engagement. The final staffing requirements will be determined by the nature of the activity, the age and needs of the pupils, the venue and the individual risk assessment. School staff will remain responsible for the general supervision and safeguarding of pupils throughout the session.

2. Risk Assessment Table

Hazard	Who Might Be Harmed?	Risk Level	Control Measures	Responsibility
Play Scarves – misuse (wrapping around necks, tripping)	Pupils	Low	Pupils briefed on safe use. Scarves only used as directed. Staff supervise closely.	Teach Us On Tour Facilitators
Flat-pack MDF Car Build – splinters from wood	Pupils	Low	All wooden surfaces sanded smooth. No sharp edges. Supervision during construction.	Teach Us On Tour Facilitators
Car Assembly (Nuts & Bolts) – finger nipping during assembly	Pupils	Low	Clear demonstration. Safety talk given by leaders. Pupils supervised at all times. Age-appropriate handling. Care taken when using nuts and bolts to avoid nipping fingers.	Teach Us On Tour Facilitators / School Staff

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Car Use (Rope Pulling & Movement) – tripping, falling, or excessive speed	Pupils	Low	Brief pupils on how many can pull at once. Clear safety talk given on rope use, including direction of pulling and avoiding tripping. Clear instructions and adult supervision. Brakes on the car must always be engaged when climbing in or exiting. Adults to keep checking that the nuts are securely fastened after each pull along as vibrations may cause them to become loose on the wheels.	Teach Us On Tour Facilitators / School Staff
Rope Attachment (Clipping On) – risk of finger nipping	Pupils	Low	Demonstration given. Pupils supervised closely. Care taken to avoid finger nipping when clipping attachments.	Teach Us On Tour Facilitators
Exercise Ladder (Obstacle Course) – tripping	Pupils	Low	Pupils briefed before use. Equipment laid flat and checked. Staff supervise use.	Teach Us On Tour Facilitators
Low Balance Beam / tunnel – slips, falls, or ankle twists	Pupils	Low	Beam placed on flat, stable surface. Tunnel weighted down. Used weather permitting if outdoors. Staff supervise closely.	Teach Us On Tour Facilitators
General Obstacle Course Risks – slips, trips, bumps	Pupils	Low	Safety briefing at start. Equipment positioned with sufficient space between activities to prevent pupils colliding. Equipment placed on a suitable, stable surface and checked before use. Pupils instructed not to run between obstacles or use equipment in an unauthorised manner. Activities adapted or stopped where ground conditions are unsuitable. Close supervision maintained throughout.	Teach Us On Tour Facilitators
Cups used in games – breakage causing cuts	Pupils	Low	Safety talk given before use. If a cup breaks, pupils told to report immediately to an adult. Broken items removed safely.	Teach Us On Tour Facilitators
Discussion of Emotions / Wellbeing Activities – safeguarding disclosures	Pupils	Low	At least one staff member safeguarding trained. Any concerns reported immediately to the school's Designated Safeguarding Lead (DSL). Follow school safeguarding policy.	Teach Us On Tour Facilitators / School staff

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Slips, trips, and falls	Pupils, staff	Medium	Clear floor space; check for hazards; ensure appropriate footwear.	Teach Us On Tour Facilitators / School staff
Minor injuries (cuts, bruises)	Pupils	Medium	First aid kit on hand; trained first aider present; safety briefing given.	Teach Us On Tour Facilitators / School staff
Overexertion/physical strain	Pupils	Low–Medium	Activities tailored to age and ability; water breaks; monitor pupils.	Teach Us On Tour Facilitators / School staff
Allergic reactions	Pupils	Low–High	Collect medical info in advance; ensure no allergens in materials or snacks.	Teach Us On Tour Facilitators / School staff
Behavioural issues/disruption	Pupils, staff	Medium	Clear rules set; staff present to intervene; pupil code of conduct enforced.	Teach Us On Tour Facilitators / School staff
Equipment misuse	Pupils	Medium	Supervision at all times; instructions given; safe, age-appropriate equipment used.	Teach Us On Tour Facilitators
Weather conditions (if outside)	Pupils, staff	Medium	Check forecast; have indoor backup; hats/sunscreen or rain gear as needed.	Teach Us On Tour Facilitators
Infectious illness – transmission between pupils/staff/facilitators	Pupils, staff	Low–Medium	Good hand hygiene encouraged. Equipment cleaned where appropriate. Facilitators will not attend where they are experiencing symptoms of an infectious illness that would make attendance inappropriate.	Teach Us On Tour Facilitators / School staff
Lost child	Pupils	Low	Headcounts before/after activities; defined boundaries; pupils stay in groups.	Teach Us On Tour Facilitators / School staff

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Water play – slips, trips and falls	Pupils, staff	Medium	Water kept within designated activity areas. Pupils briefed to walk, not run, around wet areas. Water spills cleared or managed promptly. Suitable, stable surfaces used. Close adult supervision maintained throughout.	Teach Us On Tour Facilitators / School Staff
Gutter water runs – trips, falls or contact with equipment	Pupils	Low–Medium	Gutters securely positioned and checked before use. Pupils instructed not to climb, stand or sit on gutters. Equipment positioned to allow safe movement between activities. Damaged or unstable equipment removed from use.	Teach Us On Tour Facilitators
Downpipes with holes – sharp edges or trapped fingers	Pupils	Low	Downpipes checked before use to ensure edges are smooth and there are no sharp or exposed areas. Pupils shown how to use the equipment safely. Fingers kept clear of holes where appropriate. Close supervision maintained.	Teach Us On Tour Facilitators
Water containers / watering cans – lifting, carrying or spilling water	Pupils	Low	Watering cans and containers kept at a suitable size and weight for the age of pupils. Pupils instructed to carry carefully and not overfill. Adults supervise filling and use.	Teach Us On Tour Facilitators / School Staff
Sponges – slipping, misuse or throwing	Pupils	Low	Pupils instructed on safe use of sponges. Sponges are not to be thrown at people or used in a way that could cause injury. Water kept within designated areas.	Teach Us On Tour Facilitators
Water quality / contamination	Pupils	Low–Medium	Clean water used for activities. Water is not for drinking. Water containers and equipment cleaned appropriately after use. Pupils encouraged to wash hands after the activity.	Teach Us On Tour Facilitators
Weather / cold or excessive heat during outdoor water play	Pupils, staff	Medium	Weather conditions checked before the activity. Activity adapted, shortened, moved indoors or cancelled where conditions are unsuitable. Appropriate clothing, sun protection and access to drinking water encouraged during hot weather.	Teach Us On Tour Facilitators / School Staff
Water entering eyes or being splashed	Pupils	Low	Pupils briefed that water should be used for the activity only and not deliberately directed into another person's face. Supervision maintained.	Teach Us On Tour Facilitators

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3. Car Safety for the Ultimate Car Quest:

Car construction

- Equipment checked before use.
- Pupils shown how to use nuts, bolts and spanners safely.
- No running with tools.
- Tools remain in the designated working area.
- Adults supervise construction.

Car movement

- Only the agreed number of pupils pull the car at one time.
- Pupils remain behind/in designated safe areas when the car is moving.
- No pupil to stand on or ride on the car unless the activity specifically requires it and the equipment has been assessed for that purpose.
- Car only operated on a suitable, level surface.
- Brakes engaged whenever pupils enter or leave the car.
- Wheels, nuts, bolts, rope and attachments checked before and during use.
- Stop the activity immediately if any component becomes loose or damaged.

4. Water Play Safety:

All water-play equipment will be checked before use and positioned on a suitable, stable surface. Activities will be explained and demonstrated before pupils participate. Pupils will be supervised throughout and activities will be adapted or stopped if conditions or equipment become unsafe. Water will be used for play activities only and will not be for drinking.

5. Workshop Setup and Pack-down

Equipment is transported, assembled and packed away safely by facilitators. Heavy or awkward items handled by two adults where necessary. Equipment is checked before use and stored safely when not in use. Pupils kept away from setup and pack-down areas.

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6. Equipment Inspection

All Teach Us On Tour equipment is visually checked before each session for damage, loose components, sharp edges, wear or other defects. Damaged equipment is removed from use immediately. Guttering and downpipes with holes are checked to make sure they have no sharp cut edges around the holes. The edges are smoothed and checked before every session.

7. Medical/SEND/Individual Needs

Schools to inform Teach Us On Tour of any relevant medical conditions, allergies, disabilities, additional needs or other individual requirements that may affect participation. Activities will be adapted where reasonably necessary to enable safe participation.

8. Emergency Procedures

First Aid Provision: The school remains responsible for its first aid arrangements. Teach Us On Tour will ensure that at least one facilitator attending the workshop holds appropriate first-aid training. Any injury will be reported to the school and dealt with in accordance with the school's first-aid procedures.

Emergency Contact: School contacts

Fire/Evacuation Plan: Follow school's fire drill procedures

9. Additional Notes

All staff and facilitators must be briefed on risk control measures.

Pupils should be made aware of safety rules at the start of the session.

A debrief can be held after the workshop to evaluate safety and effectiveness.

At least one Teach Us on Tour staff member is trained in safeguarding and first aid.

School's first aid kit to be used in event of injury.

School emergency procedures (fire, lockdown, evacuation) followed.

Dynamic Risk Assessment: This risk assessment will be reviewed by Teach Us On Tour facilitators before and throughout each workshop. If circumstances, equipment, environmental conditions or pupil needs change, activities will be adapted, paused or stopped where necessary to maintain safety.

Signed: H.Hill E.Richardson Date: 7.9.26

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