Grace Foundation Risk Assessment: Running an Event, Social Action Activity, Community Activity, Trip

These risk assessment grids can be customized for the specific nature of your trip/event and activities. Ensure all relevant parties are briefed on the control measures before the trip takes place.

Please ensure that risk assessments are always considered for the correct event, and you add any local requirements. You must check activities organised on behalf of a school or college are covered under their insurance as well as their policies and procedures. These events should also not contradict any of Grace Foundation's risk assessments, procedures and guidance documents. Please ensure that you have the correct parental/guardian consent and school approval (as well as any other relevant permissions). **Please note that some areas such as Benedict's Law/Martyn's Law are currently listed in the Events section but should also be considered for all activities you are risk assessing.**

These risk assessments should be read in addition to relevant Grace Foundation policies and risk assessments (and national/local guidelines) as well as any relating to the site/school in which you are working. Grace Foundation expects staff to act in a way that promotes safety and reduces risk in a reasonably practicable manner.

Updated: *October 2026*

Events

Hazard	Risk Group	Risk	Initial Risk Rating	Control Measures	Residual Risk Rating	Person Responsible Please note that staff are expected to take reasonable and practicable steps to ensure the safety of themselves and others and help reduce risk.
Lack of following School Systems and Procedures	All	Risk of harm due to poor planning	High	All staff to follow school systems and procedures when planning events.	Low-Medium	Staff
Slips and trips	All	Injuries from tripping or slipping	Medium	Maintain clear walkways, ensure cables are properly secured, and keep work areas tidy.	Low	Staff
Manual handling of equipment	Organisers – Staff or students	Back injuries or strains from lifting heavy objects	Medium	Use trolleys for heavy items, lift with correct technique, and have two people handle large items when needed. Ensure students are only manual handling equipment where the risk is sufficiently minimal (very small and light loads or using appropriate lifting equipment) and ensure students are supervised doing this- when in doubt, do not allow students to be involved.	Low	Staff (Trip/event lead to brief staff)

Updated: *October 2026*

Security risks	All	Unapproved external visitors entering event	High	Use a pre-approved guest list, enforce security and safeguarding protocols for external attendees.	Low-Medium	Staff (Trip/event lead to brief staff)
Electrical hazards	Staff or participants	Risk of electric shock or fire from faulty equipment	High	Use only pre-approved and PAT-tested electrical equipment. Ensure students only use electrical equipment where it is appropriate to do so under supervision (such as vacuum cleaners). More high-risk items such as kettles, and garden equipment must only be used where the school's insurance policy specifically allows this (paying special attention to age limits and capacity of student).	Low-Medium	Staff (Trip/event lead to brief staff)
Fire safety	All	Risk of injury from fire hazards	High	Ensure fire procedures are clear and reasonable, fire exits are identified (and usable), and staff know emergency procedures.	Low-Medium	Staff
Food, drink, and catering risks	All	Food poisoning or allergic reactions	Medium	Work with approved caterers (where appropriate), brief guests about allergens in advance, and ensure proper food handling.	Low	Staff
Inflatables (e.g. bouncy castles, inflatable games)	Students, Staff, Visitors	Serious injury from falls, collisions or entrapment; risk of inflatable becoming unstable or airborne	High	Ensure use of inflatables is approved by the school/venue in advance and aligns with their	Low-Medium	Event Lead/ Staff monitoring activity

		(particularly outdoors); inadequate supervision leading to unsafe use; uninsured activity leading to lack of cover in event of incident		policies and procedures. Confirm activity is covered by school/hirer insurance and/or provider's public liability insurance. Only use reputable, competent providers. Ensure inflatables are correctly inflated, anchored and secured (especially outdoors) in line with guidance. Do not use in unsafe weather conditions (e.g. high winds). Provide appropriate supervision at all times with clear staff responsibility. Follow strict limits on the number of users and total weight at any one time in line with manufacturer/provider guidance, including appropriate age/size groupings. Set and enforce safe use rules (e.g. no overcrowding, no flips). Ensure safe space around equipment and carry out regular checks during use, stopping activity if concerns arise.		

Terrorism / serious security incident – Martyn's Law	All	Injury or harm arising from a terrorist or serious security incident	High	For larger events, ensure staff understand the venue's emergency arrangements, including evacuation, invacuation, lockdown and communication. Follow the school/venue's procedures and establish who is responsible for leading in an emergency. Brief relevant staff before the event and consider anyone who may need additional assistance. Include relevant arrangements within event planning and risk assessment.	Low-Medium	Event Lead / Staff
Allergies and Anaphylaxis – Benedict's Law	Students, Staff, Visitors	Exposure to allergens causing an allergic reaction or anaphylaxis	High	Follow the school/venue's allergy procedures and identify any known allergies relevant to the event. Consider potential allergens in food, drink, activities and materials and take reasonable steps to minimise exposure. Ensure relevant staff know how to recognise and respond to an allergic reaction, including how to access emergency medication/adrenaline auto-injectors where required. Ensure allergy information is considered when planning trips, events and activities and that students with allergies are not unnecessarily excluded.	Low-Medium	Event Lead / Staff

GRACE FOUNDATION

Social Action

Hazard	Risk Group	Risk	Initial Risk Rating	Control Measures	Residual Risk Rating	Person Responsible Please note that staff are expected to take reasonable and practicable steps to ensure the safety of themselves and others and help reduce risk.
Lack of following School Systems and Procedures	All	Risk of harm due to poor planning	High	All staff to follow school systems and procedures when planning events, ensuring safeguarding and risk management protocols are met as per UK Government guidance.	Low-Medium	Staff
Injury from tools (litter pickers, spades, forks, clippers, etc.)	Staff and pupils	Cuts, bruises, sprains, broken bones	Medium-High	Students will wear gloves and appropriate clothing. Training provided on tool use. Staff supervision required. Pick axes and power tools must not be used by under 18s in accordance with Health and Safety Executive (HSE) regulations.	Low	Staff
Litter Picking Hazards (Sharp or heavy objects, hazardous waste)	Staff and pupils	Risk of cuts, infection, or musculoskeletal injury	Medium-High	Students must not pick up large, sharp, or hazardous	Low	Staff

Updated: *October 2026*

				objects—report to staff. Use litter pickers and gloves. Dispose of waste safely following UK health and safety standards for waste management.		
Use of electrical equipment (e.g. lawnmowers)	Staff and pupils	Risk of electric shock, injury	High	Only school-approved and PAT-tested equipment to be used. Under 18s are not permitted to use power tools, lawnmowers, or other hazardous machinery, following Health and Safety Executive (HSE) guidelines.	Low	Staff
Insurance and Liability	All	Risk of uninsured activities leading to financial loss or lack of coverage for accidents	High	Ensure all activities are covered by school/public liability insurance. Activities must follow employer/school policies on off-site visits and risk management. Schools must comply with UK regulations on insurance coverage for educational visits.	Low	Staff
Working with Vulnerable Community Members and Adults at Risk	Students, Staff	Risk of inappropriate behaviour from community members (e.g., inappropriate comments,	High	- Staff must be accessible during student interactions with community	Low-Medium	Staff (Trip/Event Lead)

		unwanted physical contact); exposure to individuals involved in unsavoury or illegal activities		members and should be actively supervising the students. - Students should be briefed beforehand on appropriate boundaries and behaviour. - Students must be informed who to speak to if they feel uncomfortable or have safeguarding concerns. - Follow UK government safeguarding guidance (e.g., *Keeping Children Safe in Education)*. - Ensure all activities align with local school (and Grace Foundation) safeguarding policies and procedures. - A more detailed risk assessment should be conducted if the placement involves regular contact with vulnerable individuals or higher safeguarding risks.		

Working in a community venue

Hazard	Risk Group	Risk	Initial Risk Rating	Control Measures	Residual Risk Rating	Person Responsible Please note that staff are expected to take reasonable and practicable steps to ensure the safety of themselves and others and help reduce risk.
Travel risks	Staff	Accidents or delays while travelling to community venues	Medium	Plan travel in advance, ensure vehicles are roadworthy, allow extra time for journeys.	Low	Staff
Safety concerns at community venues	Staff	Unsafe conditions or lack of emergency procedures	High	Conduct risk assessments for community venues before activities take place.	Low-Medium	Trip/Event Lead
Safeguarding concerns	Staff, Young People, Families	Potential safeguarding risks when working with young people or families	High	Follow safeguarding procedures, report concerns immediately and ensure proper supervision.	Low-Medium	Staff

Updated: *October 2026*

Handling food and drinks	Staff, Community Members	Risk of food poisoning or allergic reactions	Medium	Ensure proper food hygiene, handle allergens carefully, and use individual packaging. Ensure students are supervised if involved in the preparation of food/drink in line with school policies and procedures (including in their usage of equipment).	Low	Staff
Working with Vulnerable Community Members and Adults at Risk	Students, Staff	Risk of inappropriate behaviour from community members (e.g., inappropriate comments, unwanted physical contact); exposure to individuals involved in unsavoury or illegal activities	High	- Staff must be accessible during student interactions with community members and should be actively supervising the students. - Students should be briefed beforehand on appropriate boundaries and behaviour. - Students must be informed who to speak to if they feel uncomfortable or have safeguarding concerns. - Follow UK government safeguarding guidance (e.g., *Keeping Children Safe in Education)*. - Ensure all activities align with local school (and Grace Foundation) safeguarding policies and procedures. - A more detailed risk assessment should be conducted if the placement involves regular contact with vulnerable individuals or higher safeguarding risks.	Low-Medium	Staff (Trip/Event Lead)

Trips

Hazard	Risk Group	Risk	Initial Risk Rating	Control Measures	Residual Risk Rating	Person Responsible Please note that staff are expected to take reasonable and practicable steps to ensure the safety of themselves and others and help reduce risk.
Slips, trips, and falls	Students, Staff	Injury from slipping or tripping on uneven ground or wet surfaces	High	Ensure proper footwear is worn. Inspect the area for hazards before the trip and make participants aware of any significant trip hazards during the activity. Consider whether routes need to be adjusted in order to avoid hazards. Remind students to stay alert.	Medium	Trip Leader/Staff

Updated: *October 2026*

Traffic/Vehicle Accidents	Students, Staff, Drivers	Injury from accidents while crossing roads or traveling by bus	High	Designate a safe crossing area. Ensure proper supervision at all times. Use seat belts in transport. Only use vetted transport providers.	Low	Staff/Drivers
Weather Conditions	Students, Staff	Injury or discomfort due to extreme weather (e.g., rain, heat)	Medium	Check the weather forecast before the trip. Ensure appropriate clothing and protection (raincoats, sun protection). Provide regular water breaks.	Low	Trip Leader/Staff
Medical Emergencies	Students, Staff	Illness or injury requiring first aid or medical attention	High	Collect medical information for all students beforehand. Carry a first aid kit and ensure participants have applicable medication with them (inhalers/epi-pen). Have a designated first aider. Emergency contact numbers available.	Medium	Staff/First Aider
Lost Students	Students	Students becoming separated from the group	High	Set clear meeting points with regular	Medium	Staff

				head counts Consider using a buddy system. Carry a register of all students. Ensure close supervision, particularly in crowded areas. Consider giving students an information sheet which explains key meeting points and contact numbers if they are separated from the group or lost.		
Behavioural Issues	Students, Staff	Disruption, bullying, or inappropriate behaviour	Medium	Set clear behavioural expectations before the trip. Keep students engaged in planned activities. Have a behaviour policy in place.	Low	Staff/Support Staff
Injury from Equipment	Students, Staff	Injury from use of sports or activity equipment (if applicable)	Medium	Ensure equipment is in good condition. Provide appropriate training on how to use equipment. Ensure there is correct supervision for each activity and where qualifications	Low	Staff/Activity Leaders

				are required, instructors are qualified and competent to deliver this activity. Use protective gear (e.g., helmets, pads).		
Water Activities **PLEASE BEWARE THIS IS A HIGH RISK ACTIVITY AND YOU WILL NEED TO ENSURE YOU HAVE CORRECT PARENTAL CONSENT AND SCHOOL PERMISSION TO DO THIS.** **Even with correct permissions, please ensure conditions are appropriate for this activity to take place (including with correct staff/lifeguard supervision).**	Students, Staff	Drowning or water-related injury (if applicable)	High	Ensure trained lifeguards are present for water based activities. Verify students can swim if required. Provide appropriate life jackets for relevant activities. Limit group size for supervision.	Low	Staff/Lifeguard (if required)
Food Allergies	Students	Allergic reactions due to food intolerance/allergies	Medium	Collect allergy information beforehand. Ensure food provided is allergy-free or alternatives are available. Carry medication (e.g., epipens).	Low	Staff/Trip Coordinator
Fire or Emergency Evacuation	Students, Staff	Injury or panic in the event of a fire or other emergency	Medium	Familiarize all participants with evacuation routes. Conduct a pre-trip safety briefing.	Low	Staff/Trip Leader

				Ensure staff know emergency procedures.		
Exposure to Dangerous Substances	Students, Staff	Exposure to harmful substances (chemicals, allergens, etc.)	Low	Avoid contact with hazardous substances. Ensure supervision near hazardous areas. Use appropriate protective equipment where necessary.	Low	Staff/Trip Leader

Review & Monitoring

- Risk assessment to be reviewed annually or when a significant change occurs.
- Staff to report new hazards or concerns to the Ethos Lead or designated Health & Safety Officer where they are working.
- Training and refresher sessions to be scheduled for all staff involved in running school events.

Updated: *October 2026*