Risk Assessment

Organisation: P.E. Hackney

Location: Wing Chun School Studio

Activity: Children's Physical Education Sessions

Day: Thursdays

Participants: Children aged approximately 8-14 years

Assessment Date: 3rd November 2026

Assessor: Lindsay Segall

Activity / Area	Hazard	Who is at Risk	Existing Controls	Additional Controls Needed	RAG Rating (L x S)	Notes (Site-Specific)
Arrival & Registration	Slips, trips and falls on entry	Children, staff, parents	Children signed in on arrival. Staff supervise entry. Walkways kept clear.	Continue visual inspection on arrival.	🟢 2 x 2 = 4	Entrance and staircase up to the second floor monitored during drop-off and collection.
Studio Floor	Slips, trips and falls during movement activities	Children, staff	Floor inspected before session. Equipment and bags stored away from activity space.	Halt activities if the floor becomes wet or obstructed.	🟢 2 x 2 = 4	Wing Chun floor checked before use.
Movement Activities	Collision between participants	Children	Activities explained clearly. Appropriate spacing maintained. Staff supervision throughout.	Adapt activity intensity to group size.	🟡 2 x 3 = 6	Increased vigilance during high-energy games.

Movement Activities	Collision with walls, doors or fixed objects	Children	Safe activity zone established away from boundaries.	Reconfigure activities if attendance is high.	🟡 2 x 3 = 6	Studio dimensions reviewed before session.
Equipment Use	Misuse of equipment leading to injury	Children	Equipment checked before use and clear instructions provided.	Remove damaged equipment immediately.	🟢 2 x 2 = 4	Minimal equipment used where possible.
Physical Exercise	Strains, sprains, bumps and minor injuries	Children	Warm-up and cool-down included. Activities scaled to ability.	Ongoing observation of children showing signs of fatigue.	🟡 2 x 3 = 6	Activities designed around competency rather than competition.
Medical Conditions	Asthma attack, allergic reaction or existing health condition	Children	Medical information collected from parents. Emergency contacts available.	Confirm inhalers/medication available where required.	🟡 2 x 4 = 8	Staff aware of relevant medical needs before the session.
Safeguarding	Child welfare concern or disclosure	Children	Safeguarding policy in place. Appropriate DBS checks completed. Designated Safeguarding Lead identified.	Annual policy review and staff briefing.	🟡 2 x 4 = 8	All concerns recorded and reported appropriately.
Behaviour Management	Injury caused by inappropriate behaviour	Children	Clear behaviour expectations established at start of session. Staff intervene promptly.	Remove participant from activity if necessary.	🟡 2 x 3 = 6	Restorative approach used wherever possible.
Fire & Emergency Evacuation	Fire or other emergency requiring evacuation	Children, staff, visitors	Staff aware of exits and assembly point. Register maintained.	Brief volunteers on evacuation procedures.	🟡 2 x 4 = 8	Register taken during evacuation if required.
Collection & Departure	Child leaving with unauthorised adult	Children	Children released only to parent/carer or agreed adult. Register maintained.	Record any changes to collection arrangements.	🟢 1 x 4 = 4	Staff remain present until all children collected.

Infection Control	Spread of illness	Children, staff	Handwashing encouraged. Unwell children advised not to attend.	Maintain cleaning of high-contact areas.	🟢 2 x 2 = 4	Shared equipment cleaned regularly.
Toilets & Shared Areas	Unsupervised access or accidents	Children	Children informed of boundaries and expectations. Staff aware when children leave activity area.	Ensure children know where to seek assistance.	🟢 2 x 2 = 4	Shared facilities managed respectfully with venue users.

Risk Rating Matrix

Rating	Score	Action
🟢 Low	1-4	Adequately controlled, monitor routinely
🟡 Medium	5-9	Control measures required and reviewed regularly
🔴 High	10+	Immediate action required before activity proceeds

Emergency Procedures

First Aid

- First aid kit available on site.
- Any accidents recorded in an accident book.
- Parents/carers informed of significant injuries.

Fire/Evacuation

- Stop activity immediately.
- Evacuate via nearest safe exit (the Main Door.)
- Assemble at agreed meeting point outside the building.
- Conduct register check.
- Contact emergency services if required.

Safeguarding

- Any safeguarding concerns reported immediately to the Designated Safeguarding Lead - Lindsay Segall
- Written records maintained securely.

Staffing Controls

- Appropriate adult-to-child ratios maintained.
- Staff and volunteers briefed before sessions.
- Emergency contact details available throughout the session.
- Attendance register taken at the start and end of each session.

Overall Risk Rating

Residual Risk: Low to Medium (acceptable when control measures are followed).