



OtB Assembly Risk Assessment Form

This template is a simple Risk Assessment form for OtB Storytellers for assemblies. Please complete a Risk Assessment before you first visit a school. You can share the document with those involved to help with assemblies.

Consider the venue

Tick when complete

Can you see obvious trip hazards?

Minimise risk by asking school staff to help tape wires etc

Note actions taken

Can you see obvious slip hazards?

Minimise risk by clearing them away or marking them

Note actions taken

Are fire exits marked and accessible?

Ensure your team know where to go

Note actions taken

Are fire extinguishers provided?

Know where and how to access them

Note actions taken

Are you involving volunteer children?

Ensure you follow safeguarding guidelines for collecting and dressing the children

Note actions taken

Is there anything about the venue that causes concern? Talk to the school staff to discuss options and inform your team if they need to be aware

Note concerns here

Consider your equipment

Are you handling heavy resources or equipment? Use safe lifting techniques, wheeled case or sacktruck and use lifts to higher floors if available.

Note actions taken

Are you using electrical equipment?

Check with school staff and minimise risk by securing leads with tape and checking it is safe to use beforehand.

Note actions taken

Are you working at height? Eg stage Minimise risk by adding barriers to the edges eg screens

Note actions taken

Is there anything about the equipment you are using that causes concern? Minimise the risk by using alternatives, changing the layout and marking your concern to others.

Note concerns here

Consider your activities

Are you imitating fighting or weapon use? Minimise risk by using toys or representing soldiers in drawings rather than using real people or objects

Note actions taken

Do you need to use food or water? Minimise risk by using props and fake food such as knitted props or plastic replicas

Note actions taken

Will you be moving among the children? Minimise risk in advance by asking staff to create seating space between the children when they enter

Note allergens here

Consider the people

Are there concerns about the team? Minimise risk by discussing capabilities/limitations together

Note actions taken

Is there anything about the activities you are undertaking that cause you concern?
Minimise the risk by taking reasonably practicable steps to remove the hazard or ensure people are aware of it.

Note concerns & actions