

Project risk assessment

Reference LUL RA 01 | Version 1.0 | Prepared 16 October 2026

Scope. Planned DJ, dance, sound engineering and podcast workshops, youth showcases, associated set-up and clear-up, and the planning of four seasonal community festivals. Delivery area: Thamesmead, Bexley and Greenwich. Participants include children and young people, families, volunteers and workers. Venues, final dates, ages and group sizes must be confirmed for each activity.

Status. Project planning assessment for funding review. Required controls below are commitments to implement, not a claim that checks, training, insurance or venue inspections are already complete. Target residual scores apply only once the controls have been implemented and verified. A site-specific assessment and activity sign-off are required before delivery.

Responsibilities and review

Role	Named responsibility
Assessment coordination	Marcia Marshall; health and safety checks: Cameron Graham-Currie; fire safety: Shane Davis
Child safeguarding	Kabichi Kabala (Ella), 07597 136755; deputy Marcia Marshall, 07902 950884
Adult safeguarding	Marcia Marshall, 07902 950884; deputy Kabichi Kabala (Ella), 07597 136755
Session and event leads	Named for every activity; must be competent and able to stop unsafe delivery. Festival lead appointed before event planning is signed off.

Review before each new venue, term and festival, after any incident or near miss, and whenever staffing, needs, activities or equipment change. Full scheduled review by 16 October 2027. All workers may stop unsafe activity and report concerns.

Risk scoring

Likelihood (L): 1 rare, 2 unlikely, 3 possible, 4 likely, 5 almost certain. Severity (S): 1 minor, 2 moderate, 3 serious, 4 major, 5 catastrophic. Score = L × S. 1-4 low; 5-9 moderate; 10-16 high; 17-25 very high. High and very high risks require reduction before delivery. Moderate residual risks require recorded lead acceptance and active monitoring. Scores support judgement; unresolved serious danger prevents opening.

Risk register

Initial scores precede the specified controls. Target residual scores are conditional on verified implementation.

Hazard and people affected	Required controls and further action	Owner	Initial → target residual
01 Slips trips and falls Children, workers and visitors: injury from cables, bags, wet floors or crowded routes.	Route cables away from walkways or use suitable covers; secure stands; store bags; keep floors dry, exits and accessible routes clear. Inspect before admission and during use. Before delivery: Complete venue walk-through and defect log; isolate hazards or stop the affected area before opening.	Cameron and session lead	3 × 3 = 9 to 1 × 3 = 3
02 Electrical equipment and fire All persons: shock, burns, fire, smoke inhalation or evacuation delay.	Use competent suppliers, suitable power distribution and inspection/maintenance. Visually check plugs and leads; remove damaged kit; avoid overloaded sockets and liquids. Confirm venue fire assessment, alarm, exits, capacity and assembly point; brief staff and evacuation assistance. Before delivery: Agree responsibilities with venue; record inspection evidence and emergency plan. No smoke/fog machines or heaters without separate authorisation and assessment.	Shane fire lead; Cameron equipment safety	3 × 5 = 15 to 1 × 5 = 5
03 Sound and hearing Learners, tutors and audiences: excessive speaker or headphone exposure, sensory distress.	Keep levels as low as practical; set controlled headphone levels; position speakers safely; schedule quiet breaks; offer hearing protection and a quiet space. Assess exposure and use competent sound control for festivals. Before delivery: Set and record suitable level limits, monitoring and break arrangements before the first session or performance.	Shane / sound session leader	3 × 4 = 12 to 1 × 4 = 4
04 Dance and movement Children and instructors: strains, falls, collision, pain or overexertion.	Check non-slip clear floor and spacing; warm up and cool down; provide water and breaks; adapt to ability and health needs. No lifts, acrobatics or forced stretching without specialist assessment. Explain and seek agreement for teaching contact. Before delivery: Record floor check and adaptations. Stop an activity if someone has pain, dizziness or unsafe fatigue.	Kabichi (Ella) / dance leader	3 × 3 = 9 to 1 × 3 = 3

Risk register

Initial scores precede the specified controls. Target residual scores are conditional on verified implementation.

Hazard and people affected	Required controls and further action	Owner	Initial → target residual
05 Manual handling and set-up Workers and helpers: back injury, crush injury, falling speakers or heavy cases.	Use trolleys and competent adults; plan load-in; team-lift where appropriate; avoid excessive loads; secure speakers and stands. Keep children away from loading areas and unstable equipment. Before delivery: Record access, load weights and carrying plan; obtain additional help rather than improvising.	Cameron and equipment lead	$3 \times 4 = 12$ to $1 \times 4 = 4$
06 Illness allergy and medical emergency Participants and workers: acute illness, allergy, delayed treatment or infection.	Collect necessary emergency contacts and individual health plans securely. Provide assessed first-aid cover, kit and emergency access. Brief staff on relevant allergies and support; use hygienic shared equipment and respiratory illness precautions. Only trained authorised people administer agreed medicines. Before delivery: Confirm available first aider and current suitable competence, individual plans, emergency location and ambulance access before opening.	Marcia and session lead	$3 \times 5 = 15$ to $1 \times 5 = 5$
07 Abuse grooming and exploitation Children or adults at risk: abuse by a worker, peer, family member or visitor; missed disclosure.	Apply safer recruitment, references, role-eligible DBS checks, induction and boundaries. Use observable contact, no private child messaging, and accessible reporting. Record concerns promptly; refer externally without waiting for internal agreement. Restrict implicated people's access. Before delivery: Confirm checks, trained cover and a tested reporting route. Any unresolved suitability concern prevents the person taking the affected role.	Child lead Kabichi; adult lead Marcia	$3 \times 5 = 15$ to $1 \times 5 = 5$
08 Inadequate supervision or staff absence Children: unsafe lone supervision, unmet needs or delayed response in an emergency.	At least two suitable adults for each supervised child group; one tutor may teach but cannot be the sole responsible adult. Baselines: ages 4-8 1:6, 9-12 1:8, 13-17 1:10. Use youngest age in mixed groups unless separately supervised; increase for SEND and risk. Under-18 helpers do not count. Before delivery: Confirm ages, numbers, named staff, breaks and emergency cover per group. Pause admissions or cancel if safe staffing is lost.	Session lead and Kabichi	$3 \times 5 = 15$ to $1 \times 5 = 5$

Risk register

Initial scores precede the specified controls. Target residual scores are conditional on verified implementation.

Hazard and people affected	Required controls and further action	Owner	Initial → target residual
09 Missing child collection and public access Children: separation, unsafe release, unauthorised adult access or unsafe travel.	Use registers, headcounts, controlled entry and signed handovers. Record authorised collectors and any agreed independent travel. Define boundaries between public festivals and supervised workshops. For missing children, protect the group and contact police promptly according to risk; no arbitrary waiting period. Before delivery: Confirm collection arrangements and lost-child point. Two staff remain for late collection; seek social care advice where safe collection cannot be arranged.	Kabichi and session/event lead	3 × 5 = 15 to 1 × 5 = 5
10 Bullying discrimination and distress Children and adults: harassment, exclusion, harmful peer behaviour or escalation.	Explain behaviour code and reporting routes; make reasonable adjustments and provide calm support. Address discriminatory or sexual behaviour promptly; support people separately; do not force mediation where abuse is suspected. Follow safeguarding routes and proportionate safety plans. Before delivery: Discuss needs at registration and brief staff without unnecessary disclosure. Review behaviour plans and staffing after incidents.	Kabichi / Marcia and delivery team	3 × 4 = 12 to 1 × 4 = 4
11 Online contact recording and data breach Participants: grooming, harmful content, unwanted images or exposure of sensitive records.	Use approved accounts, moderated platforms and suitable device controls. No private personal messaging with children. Obtain purpose-specific recording permissions and respect refusal. Restrict case records; apply the approved retention schedule; do not send allegations about mailbox users to shared email. Before delivery: Check privacy settings, access, consent and secure storage before use. Preserve lawful evidence and obtain advice for harmful content; never copy or forward sexual images of children.	Relevant safeguarding lead and session leader	3 × 4 = 12 to 1 × 4 = 4
12 Accessibility and unmet support needs Disabled participants and others with additional needs: exclusion, distress, injury or inability to evacuate.	Ask about communication, sensory, mobility and health needs; offer accessible information, quiet breaks and adapted activities. Check step-free routes and accessible toilets. Provide enough suitable adults and individual evacuation assistance; do not count dedicated one-to-one support as general cover. Before delivery: Agree individual adjustments and evacuation arrangements with the participant/carer and venue before attendance.	Cameron with safeguarding and session leads	3 × 4 = 12 to 1 × 4 = 4

Risk register

Initial scores precede the specified controls. Target residual scores are conditional on verified implementation.

Hazard and people affected	Required controls and further action	Owner	Initial → target residual
13 Festival crowd weather and temporary structures Attendees and staff: crowd pressure, vehicle conflict, wind, heat, rain or structural failure.	Each festival requires its own site/event plan: safe capacity, entrances/exits, stewarding, emergency access, weather monitoring and stop triggers. Separate vehicles and pedestrians; use competent suppliers and secure structures to supplier limits. Specialist inflatables, stages and generators need their own assessments. Before delivery: Event lead must be appointed. Complete site assessment, permissions, supplier evidence and public/event insurance before booking or opening; this project assessment does not authorise a festival.	Named event lead with Cameron and Shane	4 × 5 = 20 to 1 × 5 = 5
14 Contractors visitors food and equipment failure Participants and public: unsafe third parties, injury, illness, interruption or unsuitable access.	Check supplier competence, equipment condition, insurance and safeguarding requirements; brief and supervise visitors. Check applicable food hygiene/allergen controls for vendors; no unsupervised child access. Maintain backup plans and stop unsafe equipment. Before delivery: Confirm supplier records and boundaries. Do not assume a donation, venue agreement or contractor policy transfers all responsibility.	Event/session lead and Cameron	3 × 4 = 12 to 1 × 4 = 4
15 Funding shortfall cash flow and misuse Organisation and participants: unpaid bills, cancellations, double funding or restricted-fund breaches.	Separate secured funding from applications. Stage delivery to available money; avoid unsupported leases or purchase commitments. Use written cost approvals, receipts, bank reconciliation, conflict declarations and fund-by-fund records. Allocate each cost once; review forecast monthly. Before delivery: Confirm budget, year-end, award restrictions and payment dates before commitments. Rescale or defer delivery if cash is insufficient; do not use an application as evidence of funds.	Marcia and directors	4 × 4 = 16 to 2 × 4 = 8
16 Governance continuity and complaints Organisation and users: conflicts, loss of key staff, low attendance, reputational harm or delivery failure.	Keep clear responsibilities, deputy cover, written agreements and an action log. Use feedback, accessible complaints and outreach; review attendance and delivery quality. Declare connected-party payments; uninvolved directors decide. Keep participant communication and cancellation plans. Before delivery: Review termly and after changes. Confirm role cover, grant eligibility, insurance scope and permissions; unresolved safeguarding conflicts go directly to statutory services.	Directors; Marcia coordinates records	3 × 4 = 12 to 2 × 4 = 8

Implementation and activity sign off

Complete this record for each venue, session group or event. Keep the completed version with the activity records. Do not open while a critical item remains unresolved.

Pre-opening requirement	Evidence or decision to record
Venue and activity details	Address, date/time, activity, age range, numbers, capacity, entrances/exits and accessible evacuation arrangements.
Staffing and suitability	Named lead/deputy and supervising adults; eligible checks and recruitment decisions; induction, relevant training, first-aid cover, breaks and emergency cover.
Individual needs and consent	Registration, emergency contacts, support plans, collection arrangements and recording permissions.
Equipment and site checks	Safe floor/cables/stands, equipment inspection, power, fire arrangements, sound controls, weather and suppliers where applicable.
Finance permissions and insurance	Confirmed cash and approved costs; current appropriate cover, including instruction and event-specific risks where required; venue permissions and relevant licences.
Briefing and final decision	Outstanding actions, actual residual ratings, responsible owners, completion dates and decision to proceed, adapt, postpone or cancel.

Emergency and safeguarding action

For immediate danger or urgent medical need call 999, make people safe and follow the venue emergency plan. Report safeguarding concerns immediately to the relevant lead or uninvolved deputy. If a lead is implicated, unavailable or fails to act, contact police, social care or the LADO directly. Do not wait for a board meeting. Use the external contacts in the current safeguarding policies and confirm local routes for the actual venue. Record incidents, actions and follow-up securely.

Activity / venue: _____ Date: _____
Lead and deputy: _____
Outstanding actions and decision: _____
Actual residual ratings and review date: _____
Assessor / responsible lead signature: _____ Date: _____

Related documents: current safeguarding policies, supporting procedures v1.1 and minutes 01. Complete venue, individual and festival-specific assessments where required.

HSE event safety: <https://www.hse.gov.uk/event-safety/>

HSE crowd risk assessment: <https://www.hse.gov.uk/event-safety/crowd-management-assess.htm>

NSPCC supervision ratios: <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>

Guidance consulted 16 October 2026.