








Generic Risk Assessment for School visits to OpenZone @ The Word

Revised May 2026

Centre/School		Group Leader			
Visit to	OpenZone @ The Word 45 Market Place South Shields NE33 1JF	Date			
Risk Assessment carried out by		Signature		Date	
Accepted by EVC		Signature		Date	

Note:

There will be a post-visit evaluation by OpenZone staff to review if all controls worked and if the risk assessment needs revision for the future visits.

Risk Assessment Categories				
Hazard & Icon	Who is affected	Simple Control Measures	Further Action	Risk Level
General Safety 	Everyone	Schools must use their own travel risk assessments. This guide is extra support for your school's existing safety rules and staff ratios. Staff must stay with their pupils at all times.		Medium
Fire Safety 	Everyone	Know the exit routes and assembly points shown by OpenZone staff. If the alarm sounds, lead pupils out calmly. Use the stairs (not the lift); an evac chair is ready if needed. Give a headcount to the Fire Warden on arrival and during an evacuation.		Low
Physical Injuries & Hygiene 	Everyone	Bring your own first aider and kit. We avoid glass and keep sharp tools locked away. Pupils should wash hands often. Report any spills or accidents to us immediately. Adults must supervise toilet trips and check cubicles first.		Low
Slips, Falls & Traps 	Everyone	Pupils must walk sensibly and use stairs correctly. Remind them to be careful with heavy doors and not to spin on or play with chair height settings. We try to keep wires tucked away to prevent tripping.		Low
Accessibility & Health 	All / Selected individuals	Lifts serve all floors. Staff are responsible for pupils with allergies. We take regular screen breaks. Keep drinks (with lids) away from computers. For help exiting the building, use the call buttons at the evac chairs.		Low