

RISK ASSESSMENT

School Visits to the TLP Art Exhibition 6th to 9th July and VIP Event 16th July

Department/Service	TLP Central Team
Date	04/06/2026
Assessor	James Routs
Approved By	Kate Baddeley
Review Date	Not required

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999

RISK ASSESSMENT RECORD

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: TLP Schools will be visiting the Trust art Exhibition at Platform Gallery, 79-83 Market Street, Crewe CW1 2HB at allotted times from 6th to 9th July and for the VIP event on 16th July 2-3pm. Schools visits will be for approx 60- 90 mins in groups varying from 15 to 30 pupils and will be supervised at all time by their own school staff with support from the venue staff and Central Services staff. The VIP event will see, pupils, staff, trustees and invited external guests attend.

School will undertake their own risk assessment incorporating this risk assessment with their travel arrangements.

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee P = Public C = Contractors V = Visitors EM = Expectant Mothers AP = All participants	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1- 6 LOW RISK Monitor 8-12 MEDIUM RISK Monitor, review & reduce risk where possible 14-25 HIGH RISK Further Action Required

1.Hazards Identified and potential harm it could cause	2. People At Risk	3.Controls in Place	4.Risk Rating				5. Further Action Required/ Recommendations
			L	S	Score	Risk	
General safety of route used	AP	Road travel routes to be assessed individually by schools, who will provide own risk assessment for the transportation. All schools will park at Crewe UTC and walk the agreed route to Crewe Creates. See map in appendix for walking route.	2	2	2	L	Schools to risk assess route taken. Schools to use TLP minibuses to provide transport where possible.
Travel to/from Venue	AP	Approved transport, observation of ratios	1	2	3	L	Ensure headcounts before departure and return. Adult supervision at all times
Entry/exit of venue	AP	Supervise entry/exit, via main entrance on Market Street; maintain headcounts. Ensure clear meeting points and buddy system.	1	2	3	L	Primary pupils to wear high-vis vests to and from transport to Crewe Art Exhibition venue from Crewe UTC

Road traffic/crossing roads	YP	Supervision to cross roads, particularly UTC to Town centre, walk in pairs. See map in appendix for walking route.	2	2	4	L	Maximum Ratio of 1:4 KS1 And 1:8 KS2 at all times All children to know their responsibilities
Inside exhibition space	AP	Brief participants on expected behaviour. No touching of artworks unless permitted. Staff on hand to monitor.	1	2	3	L	Schools to ensure specific measure for young people with additional needs.
Fire emergency/evacuation	AP	Review venue's emergency procedures in advance. Identify fire exits. Register group on entry. Follow staff instructions.	1	2	3	L	Groups to be briefed on evacuation procedures upon arrival
Lost child/group member	YP	Buddy system. Clear supervision ratios. Share emergency contact info. Agree on a meeting point.	1	2	3	L	Register on arrival at Crewe UTC and Crewe Makes Art Space
Allergies/medical needs	AP	Carry individual medical plans and medication. Alert venue in advance to specific needs.	1	2	3	L	Ensure any medication such as epipens are with the group at all times
First Aid	AP	First aid kit carried by group leader. Confirm venue has first aiders on site.	1	2	3	L	Ensure any individual medication is carried with first aid kit.
Toilet Visits at venue	AP	Toilets are upstairs at the venue, all pupils will be supervised to the toilet cubicles	1	2	3	L	

