

Risk Assessment  
August 2025.

# Discovery Zone & Chill Out Areas.



Description of activity:		
Children entering the Discovery Zone Unaccompanied		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Misuse of Equipment/ Resources</li> <li>• Child could fall in Discovery Zone</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Updated service standards</li> <li>• Staff to walk around area</li> <li>• Staff to approach loan children to find supervisor to accompany them</li> <li>• Signage in place stating that all children must be accompanied by an adult</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Discovery Zone		
Hazard	At Risk	Describe the consequence
Overcrowding	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Misuse of Equipment/ Resources</li> <li>• Crushing at busy times</li> <li>• Slips, trips and falls</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Room limits to ensure safe movement in area</li> <li>• Checks to be completed prior to DZ opening</li> <li>• Risk Assessment on website to view prior to visit</li> <li>• Service Standards to be given out to all team members to minimise risks</li> <li>• Ensure children are accompanied by an adult (parent/ guardian/ supervisor)</li> <li>• Staff supervision</li> <li>• Staff to show visitors where to queue/ stand safely if necessary</li> <li>• Monitoring of the number of children in the DZ</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Floor Piano		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Trips where piano sits raised on the floor</li> <li>• Slip on piano surface</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklists to be completed prior to DZ opening</li> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Updated service standards</li> <li>• Staff trained on how to use piano</li> <li>• Shoes to be worn at all times</li> <li>• Children supervised by adult</li> <li>• Area supervised by staff</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Poor Behaviour		
Hazard	At Risk	Describe the consequence
Aggressive Behaviour	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Harm to others</li> <li>• Cuts/ Bruises</li> <li>• Minor Injury</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Assess policy available for all to view on website</li> <li>• Risk Assessments on website for adults to view before visit</li> <li>• Schools provided with Risk Assessments before visit</li> <li>• Visitors shown around areas and explained how to use it safely</li> <li>• Area supervised by staff</li> <li>• Children to be supervised by adult/ group leader</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Environment		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Overheating- Falls from exhaustion or fainting</li> <li>• Exhaustion causing headaches and nausea</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklists to be completed prior to DZ opening</li> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Deep clean after school groups- onsite cleaners</li> <li>• Regular cleaning schedule implemented</li> <li>• Water policy- staff encouraged to stay hydrated</li> <li>• Temperature controlled environment- air conditioning installed</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Art Table		
Hazard	At Risk	Describe the consequence
Personal Injury	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Bang head/ graze arm or body on colouring in sheet holders</li> <li>• Major injury such as broken bones from misuse of furniture- e.g. standing/ tripping on chairs</li> <li>• Bruises</li> <li>• Cuts or grazes from use of scissors</li> <li>• Trips and falls from chairs around the table</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklists to be completed prior to DZ opening</li> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Updated service standards</li> <li>• Limited amount of children allowed in area at one time</li> <li>• Children supervised by adult- signage up in DZ</li> <li>• Staff supervision walking around monitoring activities- ensuring resources are used correctly.</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
NEMS Area		
Hazard	At Risk	Describe the consequence
Work equipment	<ul style="list-style-type: none"> <li>• Guests</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> <li>• Wheelchair User</li> </ul>	<ul style="list-style-type: none"> <li>• Cuts from needle on record player</li> <li>• Paper cuts from record sleeves</li> <li>• Cuts or grazes from record stand edges</li> <li>• Trapped fingers in record player lids</li> <li>• Trapped fingers in cupboard doors</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklists to be completed prior to DZ opening</li> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Updated service standards</li> <li>• Signage to remind visitors to ask staff if they want to use record player</li> <li>• Children to be supervised by adult</li> <li>• Staff supervision</li> <li>• Cupboards kept closed</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	



Description of activity:		
Dressing Up Area		
Hazard	At Risk	Describe the consequence
Personal Injury		<ul style="list-style-type: none"> <li>• Bumps/ cuts from mirror edging</li> <li>• Major injury such as broken bones</li> <li>• Trivial injury such as cuts and bruises</li> <li>• Fall from pulling/ putting too much weight on clothes hooks</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklists to be completed prior to DZ opening</li> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Updated service standards</li> <li>• Staff to be walking around the Discovery Zone</li> <li>• Children to be supervised by an adult- signage up</li> <li>• Sign up to warn children/ families not to hang from hooks/ mirrors</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Reading Area		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Bumping/ grazing head/ arms on shelves</li> <li>• Paper cuts off books</li> <li>• Books falling off shelves onto heads</li> <li>• Falling due to hanging off floating shelves</li> <li>• Tripping on bean bags</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklists to be completed prior to DZ opening</li> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Updated service standards</li> <li>• Regular tidying of area</li> <li>• Limited amount of people in area at one time</li> <li>• Staff walking around area</li> <li>• Children to be supervised by adult- signage up</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Skiffle		
Hazard	At Risk	Describe the consequence
Slips Trips Falls	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Splinters from misuse of tea chest bass</li> <li>• Misbehaviour with equipment</li> <li>• Trip/ Fall on box</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklist to be completed before opening of DZ</li> <li>• Risk assessment to be viewed prior to visit</li> <li>• Updated service standards</li> <li>• Staff to be walking around area</li> <li>• Children supervised by adult</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Cavern Karaoke		
Hazard	At Risk	Describe the consequence
Work equipment	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Electrocution from mic stand/ iPad wires</li> <li>• Trivial injury such as cuts and bruises</li> <li>• Dropped equipment on feet</li> <li>• Fall off drum stool</li> <li>• Trapped fingers on microphone stand</li> <li>• Misbehaviour when using equipment</li> <li>• Fall/ Trip onto stage</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklists to be completed before opening of DZ</li> <li>• Risk assessment on website to be viewed prior to visit</li> <li>• Updated service standards</li> <li>• Equipment to be set up correctly</li> <li>• Staff explain how to use equipment safely</li> <li>• Staff to walk around area</li> <li>• Children to be supervised by adults</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Chill Out Zone		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Crushing caused by too many people in area</li> <li>• Trips over smart board legs/ wheels</li> <li>• Trips over chairs/ tables causing injury</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Checklists to be completed prior to DZ opening</li> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Regular cleaning and tidying of Chill Out Zone</li> <li>• Table and chairs set up safely with enough room to walk around</li> <li>• Smartboard moved against wall behind barriers</li> <li>• Monitor amount of children in area at one time</li> <li>• Staff to monitor area</li> <li>• Children to be supervised by adult</li> <li>• Children instructed where to sit/ stand</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Chill Out Fixtures and Fittings- Coat Rails and Hooks		
Hazard	At Risk	Describe the consequence
Movement around area	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Coats/ bags falling- causing trip hazards</li> <li>• Coat trolley moving and running over feet/ bumping into guests</li> <li>• Trivial injuries such as cuts and bruises from hooks</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Teachers to supervise children</li> <li>• Risk Assessments on website to be viewed prior to visit</li> <li>• Coat trolley pushed against wall behind barriers when not in use</li> <li>• Coat trolley monitored by member of staff</li> <li>• Limited numbers in the chill out at one time</li> <li>• Careful management of flow</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Hygiene Awareness for Chill Out Zone Dining		
Hazard	At Risk	Describe the consequence
Cleaning	<ul style="list-style-type: none"> <li>• Guests</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Salmonella</li> <li>• Vomiting</li> <li>• Harmful bacteria causing illness</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Hand sanitisers provided</li> <li>• Regular deep clean of floor surface</li> <li>• Sanitation of furniture by onsite cleaning team after each group visit</li> <li>• Refuse areas provided</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Unlikely but Possible::Minor (4)	

Description of activity:		
Discovery Zone and Chill Out Magnetic Doors		
Hazard	At Risk	Describe the consequence
Security	<ul style="list-style-type: none"> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Doors Locking</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Only a certain number of staff have access through these doors, for safety and safeguarding purposes.</li> <li>• The doors should always be locked, unless otherwise instructed - for example during workshops.</li> <li>• There is a button to open the doors from the inside.</li> <li>• There will always be a member of staff in the building with access to DZ and Chill Out</li> <li>• Teacher Fobs available for school visits.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Very Remote/Improbable::Trivial injury (1)	Very Remote/Improbable::Trivial injury (1)



Description of activity:		
Music Wall - Chill Out		
Hazard	At Risk	Describe the consequence
Personal Injury	<ul style="list-style-type: none"> <li>• Visitors</li> <li>• Young persons</li> <li>• School Groups</li> <li>• Team Leaders &amp; Managers</li> <li>• Children</li> <li>• Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Trips and falls from chairs and tables.</li> <li>• Cuts and grazes from scissors.</li> <li>• Bruises</li> </ul>
Supporting Files (Viewable online only)		Current Control Measures
		<ul style="list-style-type: none"> <li>• Member of staff available in DZ at all times.</li> <li>• Can only enter from DZ - DZ staff tracking the number of visitors in Chill Out at a time.</li> <li>• Children should be accompanied by an adult at all times.</li> <li>• Staff continuing to follow procedures.</li> </ul>
Legal Requirements	Initial Risk	Residual Risk
	Foreseeable that it could occur::Trivial injury (3)	Foreseeable that it could occur::Trivial injury (3)