

EcoPark House Risk Assessment

School Workshops

This risk assessment compliments the existing [Health and Safety Policy](#). Schools are invited to conduct a visit prior to the educational session to enable staff to conduct their own risk assessments.

Date:	04/09/25					
Review date:	01/09/26					
Risk	Who might be harmed?	How?	Level of uncontrolled risk	Control measures	Level of controlled risk	Responsible person
Road and site traffic when entering and leaving EcoPark House	Students School staff	Students may suffer injury from passing vehicles or become separated from group.	Medium	Students to stay with responsible adult when moving entering and leaving EcoPark House. School staff to ensure whole group is present. Staff and students to remain to designated pathways and only crossroads using designated crossing points. School staff to remain at front and back of group.	Medium	School staff

Head injury or concussion	Students	Students may suffer from head bumps, injury or concussion when moving from the carpet area to their tables or on nearby chairs.	Medium	Lecture hall to be set up with adequate space between tables and carpet seating area. Education Team to manage transitions from carpet to table in a calm, sensible manner. Students instructed to take care when moving around the lecture hall. First aider present at all times.	Low	NLWA Education Team.
Slips, trips, and falls	Visitors, students, and staff	Users of EcoPark House may suffer injuries such as	Medium	Spillages are cleaned up straight away and wet floor signs used in area.	Medium	NLWA Education team

		fractures or bruising if they slip, e.g. on spillages or trip over objects.		When moving up and down stairs, visitors to hold onto handrails. No storage in corridors or high foot-traffic areas. Good lighting provided in all visitor areas. School staff to ensure students are moving safely around the building. Lecture hall set up to ensure sufficient space to move around safely. Terrace to be out of bounds if conditions are slippery or wet. NLWA officers to check the terrace conditions the morning of and throughout the day. NLWA officers are First Aid trained and First aid kit available in medical room. First Aiders to follow First Aid Procedure outlined in the Health & Safety Policy.		School staff Students
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Doors when moving around building	Students	Fingers being trapped in the doors. Doors closing when students are passing through. Students becoming separated.	Medium	School staff to hold doors for students when moving through. School staff and NLWA officers to ensure doors are closed behind them. School staff to continue to head count and account for all students present. NLWA officers are First Aid trained and First aid kit available in medical room. First Aiders to follow First Aid Procedure outlined in the Health & Safety Policy	Low	School staff NLWA Education team
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Fire	Visitors, students, and staff	Users of EcoPark House may suffer injuries such as burns or smoke inhalation if a fire were to occur.	Medium	Fire alarms placed throughout building. Fire alarm protocol shared at beginning of sessions with all users. Teaching staff to provide register and sign in during check in. Fire assembly point shared with all users of EcoPark House. Fire exits and routes to be always kept clear. Fire extinguishers only to be used by those trained or who is a designated Fire Marshal Specified NLWA officers have had fire marshal and exit chair training.	Low	All
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Electrical hazards	Users of EPH	Injuries may occur because of electrical faults or faulty equipment. Trips over	Low	Electrical equipment to undergo annual testing. Cables to be fixed and away from foot traffic routes in Exhibition Hall	Low	London Energy Ltd
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		electrical cables in Exhibition Hall.				
Firearms (Sea Cadets)	Users of EPH	Students and users of EPH may suffer injury if firearms are used without proper training or in a controlled environment.	High	Sea Cadets to provide list of firearms kept on site. Room containing firearms to be locked when not in use. Activities and tours will not utilise the Sea Cadets space where firearm storage is located. Students to be always supervised by a responsible adult.	Low	Sea Cadets NLWA Education team School staff

Other members of the public	Students	Threats posed by other members of the public.	Medium	Students always supervised by a responsible adult. EcoPark access is limited to NLWA Education team on school visit days. Card access across the building limits access to members of public in EPH. NLWA officers to query and challenge anyone who is not wearing staff badge.	Low	School staff NLWA Education team
				All NLWA officers are DBS checked and trained in safeguarding children. Code of Conduct and NLWA Safeguarding policy ensure staff are aware of expectations of behaviour and appropriate reporting mechanisms.		

Lost child	Students	Students may become lost in the building when moving around or arriving and departing site.	Medium	School staff member to be present at back of group. Trip leads to provide register list upon arrival. School staff to always ensure appropriate adult to student ratios. School staff to check and account for all pupils present when moving around the building. Missing or lost child procedure to be shared with all NLWA Education staff and school staff.	Low	All
Water	Students	Students may drown or have serious injuries because of falling into the river	High	Students to be always supervised by school staff. During lunch breaks, students to remain on the first floor of EcoPark House.	Low	School staff NLWA Education team
		surrounding EcoPark House		School staff to be briefed and made aware of the proximity to the river during pre-site visit. Floatation devices placed on decking.		

Fall from height	All visitors to EPH	Students may suffer significant injuries because of falls if using the first-floor terrace.	High	Balcony on first floor terrace built at height to prevent falls. Students to be always supervised by school staff when using the outside terrace on first floor.	Low	School staff
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Reuse workshops

Risk	Who might be harmed?	How?	Level of uncontrolled risk	Control measures	Level of controlled risk	Responsible person
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Equipment	Students School staff	Students may suffer a cut or small injury from using pins or scissors during session to complete activities.	Medium	Students to remained seated during activity. Pins and sharp objects to be placed in a container on the table when not in use. Students to be shown safe handling of scissors and pins before activity by session lead. Prior to beginning of session, Education Team to check the condition of resources. First aider present in building during activities.	Low	NLWA Education Team
Allergies	All visitors	Visitors may have an allergic reaction or anaphylactic shock when coming into contact with	High	Education Team to ensure bird seed does not include nuts and is nut free. Education to send link to the bird seed used to the teacher and request notification of any allergies to the bird seed. In this instance, bird seed will not be used.	Low	Education Team School staff

		allergens in bird seed				
Ingestion of bird seed	Low	Visitors may become unwell for ingesting bird seed.	Low	Students instructed by session lead to avoid eating seeds. Appropriate adult to student supervision during task. All visitors instructed to wash hands after handling bird seed. Session leads to ensure they wash hands after session. Bird seed to be secured in locked storage cupboard when not in use.	Low	Education Team All visitors

Repair workshops

Risk	Who might be harmed?	How?	Level of uncontrolled risk	Control measures	Level of controlled risk	Responsible person
Equipment	Students School staff	Students may suffer a cut or small injury from using pins or scissors during session to complete activities.	Medium	Students to remained seated during activity. Pins and sharp objects to be placed in a container on the table when not in use. Students to be shown safe handling of scissors and pins before activity by session lead. Students to be shown how to handle pins safely. Prior to beginning of session, Education Team to check the condition of resources. First aider present in building during activities.	Low	NLWA Education Team

Beyond the Bin workshops

Risk	Who might be harmed?	How?	Level of uncontrolled risk	Control measures	Level of controlled risk	Responsible person
Cuts and minor injuries	Students School staff	Students may suffer a small cut from broken handling objects	Medium	Education Team to check recyclable handling objects before session to ensure they do not have sharp edges.	Low	NLWA Education Team
Allergens	All visitors	Students or visitors may suffer an allergic reaction or anaphylactic shock if they come into contact with allergens when handling objects	High	School staff to provide allergen information when booking. Education Team to ensure all objects are emptied and clean.	Low	School staff NLWA Education Team

		(e.g. empty milk bottle).				
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Title: Risk Assessment (EcoPark House)

Valid From: 04 September 2025

Valid To: 01 September 2026

Owner: Luke Ellis

Purpose: Annual review

Scope:

Updates:

No updates made

Appendix

Risk Matrix Explanation

The following 5x5 risk matrix is used to evaluate each identified hazard:

Severity	1 (Insignificant)	2 (Minor)	3 (Moderate)	4 (Major)	5 (Catastrophic)
1 (Rare)	1	2	3	4	5
2 (Unlikely)	2	4	6	8	10
3 (Possible)	3	6	9	12	15
4 (Likely)	4	8	12	16	20
5 (Almost certain)	5	10	15	20	25

Risk Levels:

1–5 (Low): Acceptable risk, maintain control measures

6–10 (Moderate): Review controls, ensure they remain effective

11–15 (High): Additional controls required

16–25 (Very High): Urgent action needed

Each risk has been evaluated based on:

Likelihood: How probable the event is, based on past data, site context, and nature of the activity

Severity: The potential impact on health, safety, or the environment if the event were to occur

These scores are assigned twice:

Before Controls: Represents the raw risk level if no mitigations are in place

After Controls: Reflects the reduced risk once current safety measures are applied