RISK ASSESSMENT WIZARD



ASSEMBLY GATHERING

Safety Guide

School Education

4	16	19
Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Community Identity

Builds community identity and shared values across the school.

Communication Skills

Develops listening, presenting, and audience etiquette.

Celebration

Enables celebration of achievement and important messages.

Student Leadership

Encourages student leadership through hosting and performance.

KEY HAZARDS & CONTROL MEASURES

Overcrowding

- ✔ Maximum capacity set and enforced
- ✔ Multiple exit routes available
- ✔ Seating layout planned with aisles
- ✔ Staff positioned at key points

Trip Hazards

- ✔ Cables taped down or covered
- ✔ Clear walkways maintained
- ✔ Bags stored away from routes
- ✔ Pre-event venue check

Ventilation

- ✔ Windows opened where possible
- ✔ Assembly duration limited
- ✔ Mechanical ventilation operational
- ✔ Water available if needed

Medical Emergency

- ✔ First aider present
- ✔ Medical information accessible
- ✔ Clear access route for emergencies
- ✔ Communication system in place

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

- [ ] Complete and review risk assessment for this activity
- [ ] Ensure all identified hazards have control measures in place
- [ ] Brief all staff on key risks and emergency procedures

Venue

- [ ] Exits clear
- [ ] Seating arranged
- [ ] Aisles maintained
- [ ] Ventilation working

Equipment

- [ ] Cables secured
- [ ] PA system tested
- [ ] Staging stable
- [ ] Lighting adequate

Supervision

- [ ] Staff positioned
- [ ] First aider present
- [ ] Roles assigned
- [ ] Communication ready

Emergency

- [ ] Evacuation plan known
- [ ] Fire exits marked
- [ ] First aid accessible
- [ ] Emergency contacts listed

RISK ASSESSMENT WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

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Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
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