RISK ASSESSMENT WIZARD



OPEN HOUSE OR PARENT TOUR

Safety Guide

School Education

4	16	19
Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Trust Building

Builds transparency and trust through open communication.

Showcase Work

Showcases student work and effective learning environments.

Parent Engagement

Encourages parental involvement and volunteer engagement.

Community Pride

Strengthens community pride and school reputation.

KEY HAZARDS & CONTROL MEASURES

Crowd Management

- ✔ Timed arrival slots offered
- ✔ One-way routes where possible
- ✔ Staff positioned at bottlenecks
- ✔ Fire exits kept clear

Safeguarding

- ✔ Visitor sign-in required
- ✔ Badges issued to all visitors
- ✔ Sensitive areas secured
- ✔ Staff visible throughout

Parking & Traffic

- ✔ Parking marshals deployed
- ✔ Pedestrian routes marked
- ✔ Speed limits enforced
- ✔ Alternative parking promoted

Slips & Trips

- ✔ Cables secured or covered
- ✔ Wet floor signs used
- ✔ Good lighting throughout
- ✔ Displays stable and secure

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

Pre-Event

- [ ] Risk assessment complete
- [ ] Staff briefed
- [ ] Routes planned
- [ ] Sign-in ready

Venue

- [ ] Fire exits clear
- [ ] Lighting adequate
- [ ] Displays secure
- [ ] Toilets signed

Parking

- [ ] Marshals positioned
- [ ] Routes marked
- [ ] Disabled access
- [ ] Overflow arranged

Safety

- [ ] First aid available
- [ ] Sensitive areas locked
- [ ] Staff visible
- [ ] Emergency plan ready

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%

Customizable

Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
- ✔ Store and update assessments online
- ✔ Add your logo & organization details
- ✔ Reuse and duplicate assessments
- ✔ Works on any device

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