

EAGLES COMMUNITY FOUNDATION (ECF) /VERTU ARENA (VA)
03RA SCHOOLS AND COLLEGE VISITING RISK ASSESSMENT
2026 -2027 SEASON

DESCRIPTION

This Risk Assessment applies to all schools and colleges visiting the Vertu Arena

To identify hazards and risks the assessor reviewed the HSE's guidance on events, The Green Guide and has walked around the venue (numerous times), attended events (including load in and load out). The assessor has also talked to staff to learn from their knowledge and experience. The assessor noted what was already being done to control the risks and recorded any further actions required.

Having put in place the actions the risk assessment identified, the manager discussed the findings with staff, and issued this risk assessment to all staff this affects. It is also kept on the company server/controlled document system.

The assessor will review the risk assessment whenever there are significant changes such as new work equipment, work activities or workers and following any major accident or incident.

**This risk assessment will also be reviewed following any relevant changes to legislation, guidance, company policy or operational arrangements*

SCHOOLS AND COLLEGES RISK ASSESSMENT

Assessor:	Kate Roxburgh		Issue Date: 04.09.26	*Review Date: 03.09.27		
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED?	CURRENT CONTROL MEASURES	ADDITIONAL CONTROLS	WHO NEEDS TO CARRY OUT THE ACTION?	WHEN IS THE ACTION NEEDED BY?	DONE
Access and accountability	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – unauthorised or uncontrolled access, missing	- Visit date, arrival/departure times and expected numbers agreed with VA/ECF in advance. - School/college provides any required insurance information and relevant visit-specific risk information before attendance. - Access is limited to agreed areas and agreed times. - School/college retains responsibility for pupil/student supervision and headcounts/roll calls.	School/college to maintain suitable supervision and communicate relevant visit-specific needs/arrangements to VA/ECF.	Teacher/group leader / responsible person	Before and throughout visit	

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	persons, inadequate supervision – injury, safeguarding concerns	• Appropriate adult-to-pupil/student supervision arrangements are maintained by the school/college. • Group leader confirms numbers present and identifies the responsible person to VA/ECF on arrival. • Pupils/students are briefed on boundaries, prohibited areas and expected behaviour.				
Access/egress and vehicle movements	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – collision, crush injuries, slips/trips, fractures or serious injury	• Pedestrian access/egress routes are maintained in a safe condition and kept clear. • Doors, floors, steps and handrails are subject to routine visual checks; defects are reported to VA/ECF management and the area made safe where necessary. • School/college groups remain together and under suitable supervision when arriving, departing and moving around external areas. • Pupils/students must use designated pedestrian routes and follow instructions from VA/ECF staff and their group leaders. • Vehicle and pedestrian interaction is minimised and controlled where reasonably practicable.	Existing controls are adequate maintain and monitor their effectiveness			
Pupil/student or member of group requires medical attention	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – illness, allergic reaction, injury or medical emergency	• Suitable first-aid facilities and trained first-aid personnel are available at the arena. • School/college must identify relevant medical needs, allergies and emergency arrangements before the visit where necessary. • Pupils/students requiring medication remain managed in accordance with the school/college's own arrangements. • Additional medical provision will be considered where the nature or size of the visit requires it. • Emergency services can be contacted without delay where required.	Existing controls are adequate maintain and monitor their effectiveness			

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Pupil/student becomes separated from group	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – distress, safeguarding risk, injury or illness	• Pupils/students are briefed by the school/college on what to do if separated from their group. • School/college maintains suitable supervision and carries out headcounts at appropriate stages of the visit. VA/ECF staff are identifiable and use radio communication. • A separated child/young person is taken to an agreed safe location/reception and supervised until reunited with the responsible group leader. • The VA/ECF lost child/vulnerable person arrangements within the Emergency Action Plan are followed. • Emergency contact details are held by the school/college.	School/college to maintain suitable supervision and communicate relevant visit-specific needs/arrangements to VA/ECF.	Teacher/group leader / responsible person	Before and throughout visit	
Loss/theft of personal belongings	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – distress or loss of property	Pupils/students are encouraged to keep personal belongings secure and bring only necessary items. Lost property is handed to the designated VA/ECF reception/control point. CCTV operates within relevant areas of the venue. School/college provides appropriate supervision; VA/ECF cannot accept responsibility for personal items.	Existing controls are adequate maintain and monitor their effectiveness			
Alcohol, drugs/substance misuse or intoxication –	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors - impaired judgement, illness, injury, safeguarding concerns or property damage	• Alcohol is not permitted for children/young persons. Illegal drugs/substances are prohibited. • School/college staff remain responsible for pupils/students and for managing prescribed medication under their own arrangements. • Any person whose behaviour presents a safety or safeguarding risk will be managed in accordance with VA/ECF procedures and may be required to leave the venue. • Suspected illegal drug possession will be escalated to VA/ECF management and the Police contacted where appropriate.	Existing controls are adequate maintain and monitor their effectiveness			

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		Any damage is reported immediately to VA/ECF management.				
Slips, trips and falls	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors - bruising, cuts, sprains, strains, fractures or other injury	- Access and escape routes are kept clear. - Good housekeeping standards are maintained throughout the venue. - Trailing cables are avoided; where unavoidable they are suitably routed or protected with cable covers. - Spillages are cleaned promptly and warning signs/barriers used where necessary. - Waste and obstructions are removed from circulation routes. - Damaged or uneven surfaces are reported and made safe or suitably segregated until repaired. VA/ECF staff monitor public areas during visits.	Existing controls are adequate maintain and monitor their effectiveness			
Disabled persons/additional needs	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors - restricted access, falls, delayed evacuation, distress or injury	- Accessibility requirements should be discussed with VA/ECF before the visit so suitable arrangements can be agreed. - Accessible routes and welfare facilities are provided and kept clear. - Passenger lifts may be used during normal conditions where appropriate but must not be relied upon during an emergency unless specifically designated for evacuation. - Emergency evacuation arrangements for persons requiring assistance are managed in accordance with the venue Emergency Action Plan and any agreed personal/specific arrangements. - School/college staff remain responsible for providing appropriate support to pupils/students in their group.	Existing controls are adequate maintain and monitor their effectiveness			

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Malicious, violent or terrorist activity	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors - physical injury, psychological harm, multiple casualties or fatality	- VA/ECF security and emergency arrangements are maintained and reviewed in line with current venue procedures and relevant guidance. - CCTV and staff communications support monitoring and incident response. - Suspicious behaviour/items are reported immediately to VA/ECF staff/security and must not be approached or handled. - School/college groups follow instructions from VA/ECF staff/security during any security incident. - The venue Emergency Action Plan is followed for evacuation, invacuation/lockdown or other emergency response as appropriate.	Existing controls are adequate maintain and monitor their effectiveness			
Children and young persons	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – lack of awareness, unsafe behaviour, separation from group or safeguarding concerns – injury or distress	- School/college retains responsibility for appropriate supervision and safeguarding of its pupils/students throughout the visit. - Pupils/students receive an age-appropriate briefing on expected behaviour, prohibited areas and emergency arrangements. - Children/young persons remain with their group unless an agreed activity requires otherwise. - The VA/ECF lost child/vulnerable person procedure is followed if anyone becomes separated. - Any young person undertaking work rather than attending as a visitor will be subject to a separate young-person risk assessment where required.	School/college to maintain suitable supervision and communicate relevant visit-specific needs/arrangements to VA/ECF.	Teacher/group leader / responsible person	Before and throughout visit	
Fire	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors	- A current Fire Risk Assessment and Emergency Action Plan are maintained for the venue. - Escape routes and final exits are kept clear and available for use.	Existing controls are adequate maintain and monitor their effectiveness			

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	– smoke inhalation, burns, crush injuries during evacuation, serious injury or fatality	• Fire alarm, emergency lighting, firefighting equipment and other fire precautions are subject to the venue’s inspection, testing and maintenance arrangements. • Appropriate trained staff/fire marshals are available in accordance with venue arrangements. • School/college group leaders maintain supervision and follow VA/ECF instructions during an evacuation. • Pupils/students are briefed not to re-enter the building until authorised. • Smoking/vaping is restricted to designated external areas in accordance with venue rules.				
Electricity	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – electric shock, burns, fire, serious injury or fatality	• Fixed electrical installations are subject to periodic inspection and testing. • Portable electrical equipment is maintained and inspected/testing undertaken as appropriate. • Defective equipment is removed from use and repairs undertaken by competent persons. • Pupils/students are not permitted to access electrical service areas or interfere with electrical equipment. • Cables are routed to avoid creating trip hazards and protected where they cross circulation routes.	Existing controls are adequate maintain and monitor their effectiveness			
Security and communication failure	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – confusion, delayed emergency response, safeguarding	• VA/ECF staff use radios/mobile communications as required to support effective communication. • CCTV is in operation in relevant areas and monitored in accordance with venue arrangements. • VA/ECF staff are identifiable to visitors. • Group leaders remain contactable and follow instructions from VA/ECF staff/security.	Existing controls are adequate maintain and monitor their effectiveness			

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	concerns, injury or property damage	Public-address/emergency announcements are used where appropriate and groups must follow instructions given.				
Cashless payments/personal valuables	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – theft, loss or confrontation resulting in distress or injury	- The venue operates cashless payment arrangements. Pupils/students remain responsible for their own cards/devices and should keep valuables secure. - Any theft, loss or confrontation is reported promptly to the group leader and VA/ECF staff/security.	Existing controls are adequate maintain and monitor their effectiveness			
First-aid provision/emergency response –	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors - delayed treatment or worsening of injury/illness	- Suitable first-aid facilities and an appropriate number of trained personnel are available in accordance with venue arrangements. - VA/ECF staff can communicate by radio/mobile phone and coordinate emergency-service attendance where required. - First-aid locations are identified/signposted as appropriate. - A defibrillator (AED) is available on site. Clinical waste arising from first aid is disposed of using suitable containers and arrangements.	Existing controls are adequate maintain and monitor their effectiveness			
Waste/clinical or hazardous waste	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors - –cuts, puncture wounds, infection,	- General waste is collected and disposed of through the venue’s waste arrangements. - Clinical/sharps or other potentially hazardous waste must not be handled by pupils/students. - Suspected hazardous waste is reported to VA/ECF staff and dealt with by appropriately equipped/authorised persons.	Existing controls are adequate maintain and monitor their effectiveness			

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	contamination, slips or trips	• Suitable waste containers and PPE are provided where required. • Good housekeeping standards are maintained.				
Cleaning activities and wet floors	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – slips, trips, skin/eye contact with cleaning substances	• Cleaning is undertaken by authorised cleaners/VA/ECF staff. • Cleaning substances are stored securely and kept away from pupils/students. • Wet floors or cleaning activities affecting public routes are controlled using signs/barriers where necessary. • Waste is disposed of in accordance with venue arrangements and applicable requirements.	Existing controls are adequate maintain and monitor their effectiveness			
Noise	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – temporary hearing effects, discomfort, distress or hearing damage where exposure is excessive	• School/college visits are planned to avoid unnecessary exposure to excessive noise where reasonably practicable. • Any activity involving elevated noise levels will be assessed and suitable controls implemented. • Pupils/students with additional sensitivity to noise should be identified by the school/college in advance where relevant so suitable arrangements can be considered. • Hearing protection will be provided where a risk assessment identifies it as necessary.	Existing controls are adequate maintain and monitor their effectiveness			
Manual handling	VA/ECF staff, contractors, teachers/college staff, children – strains, sprains,	• Pupils/students are not expected to undertake manual handling of arena equipment unless this forms part of a specifically planned and risk-assessed activity.	Existing controls are adequate maintain and monitor their effectiveness			

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	musculoskeletal injury, trapped fingers/toes or back injury students, young persons and visitors	• VA/ECF staff avoid unnecessary manual handling and use mechanical aids/team handling where appropriate. • Loads and individual capability are assessed rather than relying on a fixed weight limit. • Appropriate handling techniques are used and routes kept clear.				
Poor lighting/environmental conditions	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – slips, trips, falls, collision or other injury	• Suitable lighting is provided throughout occupied areas and circulation routes. • Lighting defects are reported and addressed through venue maintenance arrangements. • Routes used by visiting groups are kept clear and monitored. • External conditions such as wet/icy surfaces are considered and controlled where applicable.	Existing controls are adequate maintain and monitor their effectiveness			
Welfare and food allergens	VA/ECF staff, contractors, teachers/college staff, children, students, young persons and visitors – discomfort, dehydration, allergic reaction or anaphylaxis	• Suitable toilet, accessible welfare, drinking-water and rest/eating facilities are available in accordance with visit arrangements. • School/college must notify VA/ECF/catering provider of relevant dietary requirements or food allergies in advance where food is being provided. • Allergen information is managed in accordance with catering arrangements and pupils/students remain supervised by their responsible adults. • Emergency medication for known allergies remains managed under the school/college's arrangements.	School/college to maintain suitable supervision and communicate relevant visit-specific needs/arrangements to VA/ECF.	Teacher/group leader / responsible person	Before and throughout visit	
Safeguarding, bullying and online/social-media abuse, reputational harm or safeguarding concerns	VA/ECF staff, contractors, teachers/college staff, children,	• Relevant safeguarding procedures are in place and concerns are reported promptly to the designated responsible person.	School/college to maintain suitable supervision and communicate relevant	Teacher/group leader / responsible person	Before and throughout visit	

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	students, young persons and visitors – distress, harassment	• School/college remains responsible for its pupils/students and its own safeguarding/online-safety arrangements during the visit. • Photography, filming and social-media activity must comply with agreed venue and school/college arrangements, including consent requirements where applicable. • VA/ECF staff devices/accounts are secured using appropriate access controls and security updates. Cyber or safeguarding incidents involving the venue are escalated through the appropriate reporting process.	visit-specific needs/arrangements to VA/ECF staff			
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