

CORPORATE GENERAL RISK ASSESSMENT TEMPLATE

(To be completed as a documentary record of risk assessments and signed by the manager)

Risk Assessment Information		Assessment undertaken by			
Reference No.	01	Name:	Marilena Richards	Date: 11/09/2026	
Directorate:	Children and Specialist Education Services	Position:	EAL Coordinator		
Section:	EMAS	Signature: Marilena Richards		Review Date: N/A	
Office/work Location:	Coventry City Council	Area/Activity Assessed: Coventry Language Policy Launch at Coventry Cathedral			
Summary of significant risks where action required (or state none)	Summary of Additional Controls	Who action allocated to	Date action to be completed	Action completed date	

Reviewed/Approved by Senior Manager	Senior Manager: Amanda Millican	Signature: A. Millican	Date: 05.10.26
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HAZARD (what is it that could cause harm)	WHO (who could be affected either directly or indirectly)	HOW (what might be the possible injury/ill health effect from the hazard)	CONTROL MEASURES CURRENTLY IN PLACE (what are you already doing to reduce the likelihood of the hazard causing harm)	ADDITIONAL CONTROL MEASURES (is there anything else that you could do to reduce the risk of injury/ill health further) Include any reference to safe systems of work. Any additional controls must be transferred to front sheet, with actions allocated.	LEVEL OF RISK AFTER ADDITIONAL CONTROLS IMPLEMENTED : Low, Medium, or High
Arrival and departure of pupils and staff members (approx. 260 people)	Pupils, school staff, EMAS staff, student volunteers, guest speakers, exhibitors	Slips, trips, collisions, road safety incidents	School staff responsible for pupil supervision at all times. 4 EMAS staff members available on site 12 event student volunteers available on site	EMAS to provide site map and arrival instructions to schools in advance. EMAS staff and student volunteers to guide school staff, guest speakers and pupils to designated sitting areas. Pupils to be discharged on departure by EMAS staff from individual stations (zones).	Low
Movement of large numbers of people around the Cathedral	Pupils, staff, guest speakers, student volunteers	Overcrowding, trips, falls	Event outline and timetable given in advance of the event. Carousel of activities linked to 4 zones. Each zone has 3 activities. Pupils to receive on arrival colour coded stickers linked to zones. Each zone has a maximum of 50 pupils. Zones 1 and 2 are located at the entrance, zone 3 at the back and zone 4 in a separate space on the left side of the cathedral. Clearly signed routes. Student volunteers and EMAS staff	One-way movement. EMAS staff to brief participants on circular path/ route to 4 zones. EMAS staff and student volunteers to monitor numbers continuously.	Low

			strategically positioned throughout venue.		
Fire or emergency evacuation	All attending: pupils, school staff, guest speakers, student volunteers, exhibitors/providers.	Injury during evacuation Overcrowding	There are 3 double exits towards the back of the space, 1 exit in zone 4 If the incident is at the back, there are 2 double doors fire exits (lower ground). 2 other fire exits on the side	Cathedral staff to provide all participants with emergency procedures. Fire safety cathedral staff (fire marshal) to lead on emergency procedures during welcome part. All staff to act as fire marshals in an emergency on how to evacuate the building in an emergency and reach the fire assembly point. Register of schools and attendance maintained by EMAS staff. Cathedral staff to lead and support with evacuation procedures.	Low
Separation from relevant school groups	Pupils	Distress, safeguarding concern	School staff maintain responsibility for their own pupils. Group leaders accompany pupils throughout the event.	Everyone attending to wear lanyards: school staff, EMAS staff, student volunteers, guest speakers. School children to wear school uniforms. Meeting point identified and communicated to staff and pupils. Lost child procedure communicated to all staff.	Low
Safeguarding risk arising from contact between pupils and pupils, pupils and adults	Pupils	Inappropriate contact	School staff remain responsible for supervision. Visitors wear identification lanyards, student volunteers wear university lanyards, Cathedral staff wear ID badges and lanyards.	Brief all staff, guests, student volunteers on safeguarding expectations. EMAS staff to follow Coventry City Council safeguarding procedures (link). Cathedral staff will follow their own safeguarding procedures.	Low

Obstruction of walkways	Everyone attending	Minor injury, slips, trips or falls	Walkways kept clear. Equipment safely positioned. Regular inspections.	Prompt reporting and removal of hazards.	Low
Existing medical condition	Pupils	Illness or injury	EMAS team to request school staff to complete MS Forms about pupils who have any existing medical conditions or disabilities prior to event. The event will be attended by 3 deaf children from Howes School. Qualified first aid provision available during the event. Schools bring own risk assessments. Schools bring pupil medical information and medication. Emergency services contact procedures in place.	2 cathedral staff members first aid trained, this is in addition to school staff first aid trained. EMAS staff to brief participants on first aid point. Howes School staff will use sign language to communicate with all 3 deaf children and signal transition between activities during the event. Howes staff and children will be based in Zone 1 during the carousel activities. There are no disabled pupils attending the event.	Low
Behaviour and wellbeing	Pupils	Disruption, distress	School staff retain responsibility for behaviour management. All activities provided are age appropriate and inclusive.	Quiet space identified and briefed to school staff in case some pupils would require support.	Low
Terrorist incident	All attending: pupils, staff, guest speakers, student volunteers, cathedral staff.	Harm, threat, distress, panic	EMAS staff to have participant registers and emergency contact details if such incident was to happen. Cathedral staff have already policy procedures.	Cathedral staff to brief EMAS staff before the event on terrorist incident policy procedures. Invacuation (lockdown)/ evacuation procedures to be followed depending on the threat in accordance with Coventry Cathedral's policy. Designated cathedral staff/EMAS staff to ring	Low

			School staff retain responsibility for their pupils in addition to registers.	Protect Police UK/ West Midlands Armed Police Force.	