# RISK ASSESSMENT RECORD: Z-ARTS CENTRE, 335 STRETFORD ROAD, HULME, MANCHESTER, M15 5ZA

Assessment Title: Adventures in Wonderland Schools   
Assessor: Saskia Metcalf  
Date: 5th April 2025   
Review Date: 4th April 2026  
Location: Gallery Space, Z-arts

## People Affected:

- Children aged 1-8 on school trips   
- Teachers, Teaching Assistants and Trip Helpers   
- AIW Hosts  
- Staff/Visitors

## Special Groups:

- Young persons (✓)  
- Disabled persons (✓, depending on accessibility needs)

## Significant Hazards and Risk Ratings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard | Risk | Existing Control Measures | Severity (A) | Likelihood (B) | Risk Score (A×B) | Risk Level | Action Required |
| Low ceilings and hanging objects | Head injury or physical injury caused by hitting body on hanging or wall attached objects or ceiling. | Verbal briefing at the start of the experience. | 2 | 2 | 4 | Fairly Low | Low priority |
| Stairs to slide | Fall upstairs or downstairs | Handrail in place | 1 | 1 | 1 | Low | Low priority |
| Enclosed low-ceiling space in crawl tunnel | Head Injury from hitting head on the low ceiling. | Verbal warning | 1 | 1 | 2 | Low | No further action |
| Short slide | Physical injury from sliding. | Supervised use; soft mat at bottom in ball pit. Staff informed only one child at a time. | 2 | 2 | 4 | Fairly Low | Low priority |
| Trips/Falls over props or equipment. | Physical Injury caused by tripping over uneven floor or objects on floor. | Props checked for stability; minimal loose items. | 2 | 2 | 4 | Fairly Low | Low priority |
| Panic or anxiety in enclosed spaces | Panic attack or upset. | Staff trained to support distressed children; all areas accessible. Visitors advised not to enter space if unhappy. | 3 | 1 | 3 | Low | No further action |
| Dehydration / Heat | Excessive heat causing dizziness, dehydration and fainting. | Short session time; access to water before/after; not a physically strenuous activity; ventilate by opening windows. | 1 | 1 | 1 | Low | No further action |
| Manual Handling | Injury due to person moving or lifting heavy item. | Staff trained and no heavy lifting required. |  | 1 | 2 | Low | No further action |
| Electrical equipment | Electrocution or death. | Electrical equipment safety checked annually | 5 | 1 | 5 | Fairly Low | Low priority |
| Faulty equipment and fixtures within the rooms | Injury due to equipment breaking and hitting person e.g. bruises, cuts and abrasions | Faulty equipment is reported by AIW host and repaired by as soon as possible. Weekly checks carried out. | 3 | 3 | 6 | Medium | All AIW reminded to report issues at end of shift via Whatsapp group. SM to ensure issue fixed before next session. |
| Collisions | Injury due to collison with equipment, another participant or falling items. | Safety briefing, adequate lighting, maximum number of people in a room. | 2 | 2 | 4 | Fairly Low | Low priority |
| Trapped Fingers | Injury due to inserting fingers or body parts into narrow openings. | Safety briefing. | 2 | 2 | 4 | Fairly Low | Low priority |
| Climbing features/installation | Risk of injury from falls when engaging with climbing features and infrastructure | Height limits have been set to reduce the potential impact of a fall to minimum.  Access to the climbing area managed by Professionally manufactured handholds have been professionally installed. | 2 | 2 | 4 | Fairly Low | Low Priority |
| Steel Drums | Wear and tear due to use making installation unstable or gaining sharp edges. | Steel drums are professionally made instruments, designed to withstand adult use.  Strong installation method has been used to ensure stability. | 1 | 1 | 2 | Low | No further action |
| Use of Teapot Peep-through | Minor injury or bang to head if safety steps not used correctly/unsupervised. | Teapot Peep-through constructed from mdf with no sharp edges therefore no risk of splinters or abrasions.  Head holes correctly sized to avoid potential for getting stuck.  Climbing Aid provided that is EN71 certified as recommended by Play Inspector.  Use of Climbing Aid supervised by Story Explorer and/or appropriate adult. | 1 | 1 | 2 | Low | No further action |
| Use of Token Drop game | Unsupervised small child could possibly try and ingest token or put it in mouth. | Signage is in place to alert visitors to presence of small parts/objects and requirement to supervise actions of small children.  Token size chosen to reduce risk of choking to a minimum. | 5 | 1 | 5 | Fairly Low | Low Priority |
| Structural stability of the Card Maze and the Mushrooms | Wear and tear due to use making these sections of the installation unstable over time. | Structures (Cards and Mushrooms) have been professionally installed and are designed to last the anticipated life of the installation.  These will be checked weekly for any signs of movement or loss of stability. | 2 | 2 | 4 | Fairly Low | Low Priority |

## Severity Rating (A)

5 – Death / Permanent Disability  
4 – Serious Injury – Long Illness  
3 – Temporary Disability / 3+ days off sick  
2 – Requires Medical Attention  
1 – Minor Injury (e.g. bruise/graze)

## Likelihood Rating (B)

5 – Almost certain  
4 – Highly likely  
3 – Possibly  
2 – Might / less likely  
1 – Unlikely

## Risk Level and Action Required

16–25: Unacceptable – Immediate action required  
10–15: High – Act straight away  
6–9: Medium – Do something soon  
3–5: Fairly Low – Low priority  
1–2: Low – No further action

## Remedial Measures:

- Ensure regular safety briefings for all staff and participants

- Check for wear/damage on props and flooring weekly

- Re-assess after any redesign or update of room layout or activities

- Ensure clear signage and markings for low ceilings and stairs