



Programme Risk Assessment

Music Production Lab & Real-World Maths Lab - Safeguarding and Health & Safety

Document owner FORMA Education	Assessed by [Insert name — e.g. Manu]
Version 1.0	Date of assessment 17 July 2026
Review date Before each programme, and at least annually	Applies to All FORMA-delivered sessions on school premises or online

1. Purpose

This risk assessment identifies the foreseeable safeguarding and health & safety risks associated with FORMA Education's enrichment programmes — Music Production Lab and Real-World Maths Lab — and sets out the controls in place to reduce those risks to an acceptable level. It should be read alongside FORMA's Child Safeguarding & Protection Policy and shared with the host school's site or safeguarding lead ahead of a booking.

2. Risk Rating Method

Each risk is rated as the residual level remaining after existing controls are applied:

- **High** — requires immediate further action before the session can proceed
- **Medium** — acceptable with the stated controls in place; monitor throughout the session
- **Low** — acceptable; no further action required beyond routine good practice

Where a specific school, room, or venue introduces a risk not covered here (for example, a swimming pool adjacent to the activity space, or building works on site), FORMA will complete a short venue-specific addendum before that session.

3. Scope of this Assessment

This assessment covers the following FORMA activities:

- Music Production Lab — instrument and audio equipment workshops, including use of electrical equipment (laptops, speakers, MIDI controllers, microphones)
- Real-World Maths Lab — zone-based activities for primary and secondary pupils, typically run across multiple stations or rooms
- Associated pupil movement, supervision, and interaction before, during, and between sessions

4. Risk Register

REF	HAZARD / RISK	WHO IS AFFECTED	EXISTING CONTROLS / MITIGATION	RESIDUAL RISK	FURTHER ACTION	OWNER
Safeguarding risks						
S1	A FORMA facilitator is alone with a single child (e.g. helping with an instrument or answering a question one-to-one)	Pupils	Sessions run in open, visible spaces wherever possible; doors/windows unobstructed; facilitators briefed under the FORMA Code of Conduct never to seek out one-to-one time away from sight of school staff or other pupils.	Low	Confirm room layout with school before session start.	DSL / Facilitator
S2	Unauthorised photography or video of pupils, or misuse of images afterwards	Pupils	Photos/video only taken where school has confirmed parental consent is in place; images used only for the purpose agreed with the school; no personal devices used to photograph pupils.	Low	Confirm consent status with school contact before any photography.	DSL
S3	A pupil discloses a safeguarding concern to a facilitator during a session	Pupils	All staff trained in FORMA's disclosure and reporting procedure (Safeguarding Policy, Section 9); DSL contactable throughout every session; host school DSL contact details obtained before each booking.	Low	None — maintain training currency.	DSL
S4	A FORMA facilitator has not completed a background check or safeguarding induction before working with children	Pupils	No individual is booked onto a session until background check, references, and induction are complete and recorded (Safeguarding Policy, Section 6).	Low	DSL to verify checklist before each new facilitator's first session.	DSL
S5	Online or hybrid session is unsupervised by school staff, increasing risk of inappropriate contact	Pupils	Live online sessions only run on school-approved platforms and only with a member of school staff present or able to view the session at all times.	Medium	Confirm school supervision arrangement in writing before any online session is scheduled.	DSL
S6	A pupil with additional needs (medical, SEN, or emotional) is not identified before the session, leading to an unmet need or safeguarding gap	Pupils	FORMA requests a pupil needs/medical summary from the school contact ahead of each booking, without requiring unnecessary sensitive detail.	Medium	Build a standard pre-session information request into the booking process.	DSL / School liaison
Music Production Lab — health & safety						
M1	Electrical equipment (laptops, speakers, mixing desks, power strips) causing shock or fire hazard	Pupils, staff	All equipment PAT-tested or visually checked before use; cables run away from walkways or taped down; no daisy-chained power strips.	Low	Maintain an equipment safety-check log.	Facilitator
M2	Trailing cables causing trips and falls	Pupils, staff	Cable routes planned before pupils enter the room; cable covers/tape used on any cable crossing a walkway.	Low	None.	Facilitator
M3	Prolonged exposure to high volume affecting hearing	Pupils	Speaker/headphone volume capped at a safe listening level; sessions include regular breaks from amplified sound.	Low	Provide facilitators with a simple volume-check guide.	Facilitator

REF	HAZARD / RISK	WHO IS AFFECTED	EXISTING CONTROLS / MITIGATION	RESIDUAL RISK	FURTHER ACTION	OWNER
M4	Equipment (speakers, stands, keyboards) falling or being knocked over	Pupils	Equipment set up on stable surfaces away from walkways; heavier items positioned away from pupil seating.	Low	None.	Facilitator
Real-World Maths Lab — health & safety						
R1	Pupil movement between zones/stations causing collisions, crowding, or a pupil becoming separated from their group	Pupils	Clear zone layout agreed with school in advance; school staff and FORMA facilitators stationed to supervise transitions; headcounts taken at each zone change.	Medium	Agree a fixed transition procedure and headcount protocol with the school before the event.	DSL / Event lead
R2	Equipment or materials at a station (e.g. measuring tools, small manipulatives) causing minor injury or choking hazard for younger pupils	Younger pupils	Age-appropriate materials selected per zone; smaller components avoided or supervised closely in the youngest age zone.	Low	Review station materials against the specific age range booked.	Facilitator
R3	Outdoor zone activity affected by weather (heat, rain) or uneven ground	Pupils, staff	Outdoor zones only used where the school confirms suitable ground and shade/shelter; indoor fallback location agreed in advance.	Medium	Confirm indoor contingency plan with school before the event.	DSL / Event lead
General event risks						
G1	Facilitator unfamiliar with the venue's fire evacuation procedure	Pupils, staff	FORMA facilitators receive a venue safety briefing, including evacuation routes and assembly point, from school staff on arrival.	Low	Add venue briefing as a standing first step in the arrival checklist.	School liaison / Facilitator
G2	Facilitator unaware of a pupil's allergy or medical condition (e.g. relevant to food-based or physical activities)	Pupils	Relevant medical/allergy information requested from the school ahead of the session where the activity involves food, physical contact, or equipment use.	Medium	Build medical-flag question into standard pre-event form.	DSL / School liaison
G3	A pupil goes missing from the session or is not returned to the correct class on time	Pupils	Attendance register taken at start and end of every session; pupils only released back to school staff, never left unsupervised.	Low	None.	Facilitator
G4	Travel between venues (for multisite programme days) exposing staff/equipment to road risk	Staff	Journeys planned within standard working hours; equipment secured in transit; local transport used in line with normal safety practice.	Low	None — review if travel becomes a larger part of programme delivery.	DSL

5. Review and Sign-off

This assessment is reviewed before each new programme booking and at least annually. Any incident or near-miss during a session must be logged and used to update this document at the next review.

ASSESSED BY	SIGNATURE	DATE	NEXT REVIEW
[Insert name]		17 July 2026	17 July 2027 / before next booking