

The VC Gallery

Risk Assessment: Children's Creative Workshop (Families of Armed Forces Personnel)

Activity: One-day creative workshop for children aged 6–16 whose family members serve served in the armed forces.

Date: 15/10/2025

Location: TA Centre Haverfordwest

Activity Description

A creative arts session. The aim is to provide a fun, supportive environment where children can express themselves and build confidence. Delivered by experienced VC Gallery volunteers with current DBS checks.

Key Hazards and Controls

Hazard	Who May Be Harmed	Controls in Place
Slips, trips, and falls	Children, volunteers	Keep floors clear; wipe spills immediately; check area before session starts.
Use of art materials	Children	Use and provide supervision; use age-appropriate tools.
Emotional distress or upset	Children	Supportive approach by volunteers; quiet space available if child needs time out.
Safeguarding	Children	All volunteers DBS checked; follow VC Gallery safeguarding policy; no child left unsupervised.
Fire or emergency	Everyone	Follow venue procedures; identify fire exits; register attendance for headcount.
Infection control	Everyone	Encourage hand washing; sanitiser available; clean shared materials after use.

Emergency Information

- **First Aid Kit:** Available on site.

Assessor Declaration

I confirm that this risk assessment reflects the reasonable measures taken to ensure a safe environment for participants and volunteers.

Assessor Name: Barry John

Signature:



Date: 14/10/2025