

## **Risk Assessment and Site Responsibility Policy**

**Classroom Adventures Ltd.**

### **1. Purpose and Scope**

This policy sets out how risk assessment responsibilities are allocated between Classroom Adventures Ltd. (“Classroom Adventures”) and the client for all services delivered, including **School Experience Days and public-facing Events**.

This policy applies to:

- in-school Experience Days;
- Events delivered at heritage sites, museums, venues, or outdoor locations;
- all areas used for set-up, delivery, storage, and pack-down (“Event Space”).

This policy should be read alongside the relevant Terms and Conditions and does not transfer overall responsibility for site safety, safeguarding, or supervision to Classroom Adventures.

---

### **2. General Principles (Apply to All Deliveries)**

2.1 Classroom Adventures is responsible for conducting suitable and sufficient **risk assessments relating to its own activities, staff conduct, and equipment**.

2.2 The client is responsible for the **overall safety, condition, and suitability of the site**, including but not limited to:

- ground conditions;
- hidden or site-specific hazards;
- public access routes;
- utilities, archaeology, irrigation, or protected features;
- compliance with local authority, landowner, or statutory requirements.

2.3 Classroom Adventures relies on the client to provide **accurate and complete information** about the site and Event Space in advance. Failure to disclose relevant hazards or restrictions may result in non-delivery or suspension of activities.

2.4 Classroom Adventures reserves the right to **refuse to commence or continue delivery** if conditions are unsafe, materially different from those described, or cannot be made safe within a reasonable timeframe.

2.5 Responsibility for risk **does not transfer** to Classroom Adventures by virtue of its presence on site or engagement with participants.

---

### **3. Shared Responsibilities**

3.1 Both parties agree to cooperate in good faith to ensure that activities are delivered safely and appropriately.

3.2 The client must ensure that:

- the Event Space is fit for purpose prior to arrival;
- all necessary permissions, licences, or consents have been obtained;
- any site-specific rules or constraints are communicated in writing prior to booking.

3.3 Classroom Adventures will take reasonable steps to:

- minimise disruption or disturbance during delivery;
- comply with site instructions provided in advance;
- adapt delivery where reasonably required for safety.

---

#### **4. School-Specific Responsibilities**

*(Apply only to School Experience Days)*

4.1 The school retains full responsibility for:

- pupil supervision;
- safeguarding arrangements;
- behaviour management;
- first aid provision and emergency response.

4.2 The school is responsible for ensuring that:

- rooms and spaces provided are safe, suitable, and appropriately prepared;
- furniture, equipment, and access routes do not present hazards;
- any known risks relating to pupils (medical, behavioural, mobility) are managed by school staff.

4.3 Classroom Adventures staff are **not responsible** for conducting whole-school or site-wide risk assessments and are not the designated safeguarding lead.

4.4 Where risks arise from school facilities, staffing levels, or pupil conduct, these remain the responsibility of the school.

---

#### **5. Event-Specific Responsibilities**

*(Apply only to public-facing Events)*

5.1 The client (event organiser, venue, or site owner) retains responsibility for:

- public safety across the wider event site;
- crowd management and queue control;
- lost children procedures;

- security and enforcement.

5.2 The client is responsible for conducting and maintaining a **site-level event risk assessment**, including risks arising from:

- public access;
- ground conditions;
- weather exposure;
- interaction between multiple attractions or performers.

5.3 Where outdoor delivery requires tents, pegs, stakes, or similar infrastructure:

- the client confirms that ground conditions are suitable;
- the client confirms that permissions have been obtained;
- the client accepts that **minor and temporary ground disturbance** may occur as a result of reasonable and agreed delivery.

5.4 Classroom Adventures shall not be liable for minor or unavoidable surface disturbance arising from the reasonable delivery of activities, except where caused by negligence.

5.5 Classroom Adventures does not have the authority to physically remove members of the public. Where issues arise, the client remains responsible for intervention, enforcement, and removal.

---

## **6. Weather and Environmental Conditions**

6.1 The client acknowledges that outdoor activities are subject to weather and environmental conditions.

6.2 Classroom Adventures reserves the right to modify, pause, relocate, or suspend activities where weather or environmental conditions pose a safety risk.

6.3 Weather-related modifications do not automatically entitle the client to refunds unless otherwise agreed in writing.

---

## **7. Acceptance of Policy**

By confirming a booking, the client acknowledges and accepts this allocation of responsibilities and confirms that appropriate risk assessments, permissions, and site preparations have been completed.

---