

# SCHOOL TRIP — RISK ASSESSMENT

All School Groups — EYFS, KS1, KS2, KS3, KS4, Sixth Form & SEN

Immersive XR Walking Theatre Using VR Headsets | Ages 3–18+

<b>VENUE</b> Immersia XR Walking Theatre The Sidings, Waterloo Station London, SE1 7LY	<b>SESSION DETAILS</b> Duration: ~30 min per experience Max 24 pupils per wave Max 100 students per day	<b>SUPERVISION</b> Min. 2 venue staff + teachers Fully guided — all ages Open-plan supervised space	<b>INSURANCE</b> £10,000,000 Public Liability Certificate on request
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## Scope of This Document

This risk assessment covers all school and educational group visits to Immersia XR Walking Theatre at The Sidings, Waterloo Station, London. It applies to **all year groups and age ranges** — including EYFS (ages 3–5), KS1 (ages 5–7), KS2 (ages 7–11), KS3 (ages 11–14), KS4 (ages 14–16), Sixth Form (ages 16–18), and SEN groups of any age.

The experience involves participants wearing XR (Extended Reality) headsets and walking through guided, story-led immersive environments. All sessions are fully supervised by trained venue staff. No prior technical knowledge is required. This document supersedes all previous year-group-specific versions.

## Age Group Considerations

Immersia XR is designed for use across all age groups. The following notes apply where specific age groups require additional consideration:

Year Group	Specific Considerations
<b>EYFS / Reception Ages 3–5</b>	<ul style="list-style-type: none"> <li>Headsets are lightweight and adjustable — fit checked individually by staff before each session</li> <li>Teachers/carers remain at pupils' sides throughout the experience</li> <li>Session pace adjusted by guide to suit younger engagement levels</li> <li>Headset can be removed instantly by the child or a supervising adult at any point</li> <li>Maximum group size of 12 recommended for EYFS to maintain individual attention</li> </ul>
<b>KS1 Ages 5–7</b>	<ul style="list-style-type: none"> <li>Same headset fit and removal protocols as EYFS</li> <li>Guide delivers session content at appropriate vocabulary and pace</li> <li>Teacher-to-pupil ratio of at least 1:6 recommended</li> <li>Staff monitor all participants throughout for signs of discomfort or distress</li> </ul>
<b>KS2 Ages 7–11</b>	<ul style="list-style-type: none"> <li>Standard session format — suitable for full class groups up to 24 per wave</li> <li>Pupils can self-remove headset at any time and are briefed to do so if needed</li> <li>Teachers advised to flag any relevant medical conditions (epilepsy, motion sensitivity) prior to visit</li> </ul>
<b>KS3 / KS4 Ages 11–16</b>	<ul style="list-style-type: none"> <li>Full independence in headset use — standard briefing applies</li> <li>No content in any experience is distressing, violent or age-restricted</li> <li>Older pupils typically require less individual guidance; venue staff remain present throughout</li> </ul>
<b>Sixth Form Ages 16–18</b>	<ul style="list-style-type: none"> <li>Standard adult-equivalent protocols apply</li> <li>Pupils may engage more independently with experience content</li> <li>Subject-specific post-visit tasks can be discussed on site with venue staff if requested</li> </ul>

Year Group	Specific Considerations
SEN Groups All Ages	<ul style="list-style-type: none"> <li>• Venue staff briefed by teacher/coordinator prior to session on relevant needs</li> <li>• Session pace and guidance adjusted individually as needed</li> <li>• Sensory sensitivities: pupils may remove headset at any time with no pressure; quiet waiting area available</li> <li>• Mobility: experience space is fully accessible — flat floor, no steps, wide movement area</li> <li>• Essential carers admitted free of charge and remain with pupils throughout</li> <li>• One-to-one support from teacher/carer encouraged for pupils who may require it</li> <li>• Pre-visit school can request a familiarisation call with venue staff to discuss specific requirements</li> </ul>

## Risk Rating Key

High	Immediate control measures required. Activity should not proceed without mitigations in place.
Medium	Requires control measures — acceptable once mitigations applied.
Low	Acceptable with standard care — no additional intervention required.

## Risk Register

### 1. Arrival and Travel to Venue

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
<b>Movement through Waterloo Station</b> Journey from station to venue entrance	All year groups	Medium	<ul style="list-style-type: none"> <li>• Venue located inside The Sidings retail area — 2 minutes from Waterloo Station main entrance</li> <li>• Route is covered, level, and well-signposted</li> <li>• Groups welcomed and directed by venue staff from a designated meeting point on arrival</li> <li>• Teachers/group leaders retain responsibility for pupil supervision during travel and arrival</li> <li>• Clear meeting point communicated to school in advance booking confirmation</li> <li>• For very young groups (EYFS/KS1): staff meet group at venue entrance gate</li> </ul>	Low

### 2. XR Headset Use While Walking

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
<b>Participants wearing XR headsets while moving through the experience space</b>	All year groups All ages 3–18+	Medium	<ul style="list-style-type: none"> <li>Experiences designed specifically for safe guided group movement — not free-roam</li> <li>Participants can see each other as avatars within the XR environment</li> <li>Physical walls and boundaries are precisely mapped into the XR system</li> <li>Clear open-plan space with defined, obstacle-free movement areas</li> <li>Session size limited to maximum 24 participants per wave</li> <li>Full safety briefing and headset fitting provided before every session begins</li> <li>Venue staff supervise all participants throughout the entire session</li> <li>For EYFS/KS1: guide maintains closer proximity to group; teacher remains alongside pupils</li> <li>For SEN groups: pace adjusted and individual carer/teacher remains with pupil</li> </ul>	Low

### 3. Reduced Real-World Visibility

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
<b>Reduced awareness of physical surroundings while wearing headsets</b>	All year groups	Medium	<ul style="list-style-type: none"> <li>Physical environment is well lit throughout — lighting equivalent to normal indoor reading conditions</li> <li>Open-plan layout with clear, unobstructed walking areas — no steps, no obstacles</li> <li>XR boundary system alerts participants before they approach any physical boundary</li> <li>Staff supervising throughout can intervene instantly if any participant steps out of bounds</li> <li>No hard surfaces, sharp edges or obstructions within the experience play area</li> <li>Experience area is cleaned and checked for hazards before every session</li> </ul>	Low

### 4. Trip, Fall or Collision

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
<b>Participants falling or colliding while moving in the experience space</b>	All year groups Increased attention: EYFS, SEN	Medium	<ul style="list-style-type: none"> <li>• XR system mirrors the physical space layout precisely — virtual and physical boundaries aligned</li> <li>• Participants see other participants as visible avatars — collision awareness built into the experience</li> <li>• Clear, flat floor space — no trip hazards, raised edges or uneven surfaces</li> <li>• Controlled group size of maximum 24 participants per wave gives sufficient space per pupil</li> <li>• Staff monitoring all participants continuously throughout each session</li> <li>• For EYFS/younger pupils: staff maintain closer physical proximity throughout</li> <li>• For mobility impairments or wheelchair users: space is fully accessible; experience can be experienced from a stationary position if needed</li> </ul>	Low

## 5. Hygiene — Shared Equipment

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
<b>Cross-contamination from shared VR headsets and face pads</b>	All year groups	Medium	<ul style="list-style-type: none"> <li>• Disposable VR face masks provided to each individual participant before their session</li> <li>• Pupils are briefed not to share face masks with others</li> <li>• Headsets thoroughly cleaned and sanitised between every session without exception</li> <li>• Cleaning log maintained on site</li> <li>• Any participant with an active skin condition or infection on the face should notify staff — alternative viewing options or session rescheduling offered</li> <li>• Hand sanitiser available at venue entrance and throughout the space</li> </ul>	Low

## 6. Sensory Distress or Discomfort

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
<b>Participant experiencing discomfort, sensory overload or VR-related nausea</b>	All year groups Higher attention: EYFS, SEN, first-time VR users	Medium	<ul style="list-style-type: none"> <li>• Any participant may remove their headset immediately at any time — no pressure or restriction</li> </ul>	Low

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
			<ul style="list-style-type: none"> <li>• Pre-session briefing explains this clearly to all participants including young children</li> <li>• Staff trained to recognise signs of discomfort (stillness, withdrawal, distress) and respond immediately</li> <li>• Quiet seating area available adjacent to experience space for any participant who needs to step out</li> <li>• Schools asked to notify Immersia XR of known sensory sensitivities, photosensitive epilepsy or VR motion sensitivity prior to visit</li> <li>• Teachers responsible for identifying and communicating relevant conditions before arrival</li> <li>• Content across all 6 experiences contains no flashing lights, rapid strobing, or distressing imagery</li> <li>• If a pupil becomes distressed, the session guide is authorised to pause the experience immediately</li> </ul>	

## 7. Medical Conditions and Known Health Needs

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
Participant experiencing adverse reaction related to pre-existing medical condition	All year groups	Medium	<ul style="list-style-type: none"> <li>• Schools advised to share information about relevant medical conditions (epilepsy, heart conditions, severe anxiety, motion disorders) prior to visit date</li> <li>• Teachers remain responsible for student medical needs, medication, and emergency contact information throughout the visit</li> <li>• Venue staff are not medical professionals — first aid trained staff on site; emergency services contacted immediately if required</li> <li>• Headset can be removed instantly if a participant requires immediate assistance</li> <li>• Pupil medical information shared by school remains confidential and used only for safeguarding purposes</li> <li>• Participants with photosensitive epilepsy: teachers to advise Immersia XR at time of booking — a risk/benefit discussion will take place</li> </ul>	Low

## 8. Fire Safety and Emergency Evacuation

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
Emergency evacuation required during a session	All year groups	Medium	<ul style="list-style-type: none"> <li>Headsets can be removed instantly by participants or staff at any time</li> <li>Experience takes place in an open-plan room with clear, unobstructed exit routes</li> <li>Fire alarm and evacuation system managed by The Sidings / Waterloo Station building management</li> <li>Fire alarm tests carried out regularly by building management</li> <li>Emergency exits located within the shopping centre — clearly signed throughout</li> <li>All venue staff briefed on evacuation procedures and assembly point location</li> <li>Venue staff guide all visitors to emergency exits if evacuation is required</li> <li>For EYFS/younger groups: teachers to take a headcount and staff to assist with orderly exit</li> <li>Assembly point communicated to teachers at the start of each school visit</li> </ul>	Low

## 9. Safeguarding and Child Protection

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
Safeguarding concern arising during the visit	All year groups	Low	<ul style="list-style-type: none"> <li>Teachers and group leaders retain full responsibility for safeguarding and supervision of pupils at all times during the visit</li> <li>All venue staff have completed safeguarding awareness training</li> <li>Experience takes place in a visible, open-plan room — no enclosed, private or unsupervised spaces</li> <li>No Immersia XR staff member will be alone with a pupil at any point</li> <li>Any safeguarding concern raised during a visit is immediately referred to the accompanying teacher/group leader</li> <li>Immersia XR has a designated safeguarding contact: Ian Xiang (Founder) — hello@immersiaxr.com</li> <li>Photography and filming by school groups permitted only with venue awareness — images of other school groups strictly prohibited</li> </ul>	Low

## 10. First Aid

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
Minor injury or illness during the visit	All year groups	Low	<ul style="list-style-type: none"> <li>First aid kit available on site at all times</li> <li>At least one first-aid trained venue staff member present during all school sessions</li> <li>Emergency services can be contacted immediately — venue is within Waterloo Station which has security and first aid coverage</li> <li>Teachers are responsible for managing pupil medical needs, medication administration, and emergency contacts</li> <li>Incident log maintained on site — any incident recorded and reported to the accompanying teacher</li> </ul>	Low

## 11. Waiting Areas and Queuing

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
Pupils waiting before sessions begin or between experience waves	All year groups Higher attention: EYFS, KS1	Low	<ul style="list-style-type: none"> <li>Dedicated seating area available within the venue for groups waiting between waves</li> <li>Teachers supervise pupils during all waiting periods — Immersia XR staff not responsible for supervision outside the experience space</li> <li>Staggered wave timing means maximum group split is managed — school group leader coordinates wave order with venue staff</li> <li>For EYFS/KS1: teachers maintain direct supervision in the waiting area at all times</li> <li>Waiting area is within the venue — not in a public thoroughfare</li> </ul>	Low

## 12. Behaviour and Group Management

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
Disruptive pupil behaviour causing risk to themselves or others during the experience	All year groups Primary attention: KS3/KS4	Medium	<ul style="list-style-type: none"> <li>Pre-session briefing delivered to all participants covering expected conduct and safety rules</li> <li>Teachers responsible for managing pupil behaviour throughout the visit</li> <li>Venue staff authorised to pause or stop a session immediately if participant behaviour creates a safety risk</li> <li>Any pupil who cannot safely participate is removed from the</li> </ul>	Low

Hazard	Groups Affected	Initial Risk	Control Measures	Residual Risk
			experience — teacher to manage accordingly <ul style="list-style-type: none"> <li>Teachers asked to pre-advise venue staff of any pupils with known behavioural considerations prior to arrival</li> <li>Immersia XR reserves the right to decline to continue a session if group behaviour presents a risk that cannot be mitigated</li> </ul>	

## Responsibilities — School / Group Leader

The following responsibilities rest with the accompanying teacher or group leader and must be actioned before and during the visit:

- Notify Immersia XR of any relevant medical conditions, SEN needs, mobility requirements or behavioural considerations at time of booking — not on the day of visit
- Carry emergency contact details, medical information and consent forms for all pupils
- Maintain appropriate staff-to-pupil supervision ratios throughout the visit (including travel and waiting periods)
- Brief pupils on expected behaviour and venue safety rules before arrival
- Retain full responsibility for pupil welfare, medication administration, and safeguarding throughout
- Conduct an independent risk assessment for travel to and from the venue if required by your school policy
- Ensure pupils are appropriately dressed — closed-toe shoes recommended; no loose scarves or items that could catch on headset equipment

## Document Sign-Off

Prepared by <b>Ian Xiang</b> Founder, Immersia XR hello@immersiaxr.com   immersiaxr.com	Review Date <b>March 2026</b> To be reviewed annually or following any incident or change to venue, equipment or session format.
School Representative Signature Name & Role: _____ Signature: _____	Visit Details Date of Visit: _____ School Name: _____

This document is provided in good faith to support school trip planning. It does not replace the school's own risk assessment obligations. Immersia XR accepts no liability for hazards arising from circumstances outside its control, including pupil behaviour, travel to/from the venue, or medical conditions not disclosed prior to the visit. This document is available digitally on request from [hello@immersiaxr.com](mailto:hello@immersiaxr.com).