

# Risk Assessment Record

<b>Assessment date:</b> January 2010		<b>Activity Assessed:</b> Easter Eggstravaganza			<b>Assessed by:</b> B Coleman	
<b>Next assessment due:</b> January 2011		<b>Activity Location:</b> Schools			<b>Approved by:</b>	
<b>Hazard: (Potential for harm)</b>	<b>Severity of harm</b>	<b>Likelihood of harm</b>	<b>Risk Level</b>	<b>Precautions to reduce risk level</b>	<b>Who will do?</b>	<b>Inform (Before/During session)</b>
Scissor cuts	MI	P	L	Verbal warning and demonstrate safe practice before start. Use child-friendly blunt-ended scissors. Distribute and collect scissors as needed.	SWAP Officer/ teacher	During
Paper cuts when flattening or opening cardboard boxes or handling paper.	MI	P	L	Demonstrate safe practice. Close supervision and assistance for younger children.	SWAP Officer/ Teacher	During
Cuts from Stanley knife	SI	I	L	Only SWAP officer to use Stanley knife. Keep in a secure place when not in use, with blade retracted or protective sheath fitted. Use at safe distance from students and always keep hands away from blade. Verbal warning of dangers. Use cutting mat to protect table when cutting.	SWAP Officer	During
Ingesting glue	MI	I	L	Use non-toxic glue. After activity wash hands before eating. Close supervision.	SWAP Officer/ Teacher	During
Food allergies	SI	P	M	Consult teacher in advance about any known allergies. Where necessary provide alternative materials for students with allergies.	SWAP Officer and Teacher	Before and During
<b>Personal protective Equipment needed:</b> First Aid Kit Stanley knife safety equipment: sheath, cutting mat, secure form of storage etc.		<b>Summary of risk:</b> Medium/ Low			<b>Level of First Aid Needed?</b> First Aid in the workplace. <b>First Aiders:</b>	
<b>Nearest Phone:</b> SWAP Officer mobile, School Office.		<b>Who will provide Personal Protective Equipment:</b> SWAP officer to provide first aid kit for personal use and Stanley knife safety equipment. School to provide first aid kit for students.			<b>Nearest Hospital:</b>	

Please note: Risk Rating table should be printed on the reverse of this sheet.

# Risk Rating Table

		Likelihood of Harm		
		<u>High Likelihood</u> (Occurs repeatedly, event to be expected)	<u>Possible</u> (Moderate chance, could occur sometimes)	<u>Improbable</u> (Very unlikely, probability close to zero)
Severity of harm	<u>Fatal / Major Injury</u> (death, major injuries or ill-health causing long-term disability / absence from work)	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>
	<u>Serious Injury</u> (Injuries or ill-health causing short-term absence from work)	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
	<u>Minor Injury</u> (e.g. knock, scrape, splinter plant or insect sting)	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>