

Risk Assessment Record

Assessment date: January 2010		Activity Assessed: Fantastic Plastic Workshop (making a windmill or bird feeder from a plastic bottle)			Assessed by: R Farthing	
Next assessment due: January 2011		Activity Location: Schools			Approved by:	
Hazard: (Potential for harm)	Severity of harm	Likelihood of harm	Risk Level	Precautions to reduce risk level	Who will do?	Inform (Before/During session)
Puncture injury/ cuts from scissors or sharp edges of bottle when cutting plastic bottle.	SI	P	M	Verbal warning of dangers, demonstrate safe practice when cutting and handling bottles. Use blunt-ended child-friendly scissors. Distribute and collect scissors as needed.	SWAP officer	B + D
Puncture injury/ cuts from wire used to hold bird-scarer together.	SI	P	M	Verbal warning of dangers. Demonstrate how to handle wire safely. If possible put tape over sharp end of wire to prevent injury.	SWAP Officer/ teacher	B + D
Damage to eyes when handling wire or bamboo canes.	SI	P	M	Verbal warning of dangers. Demonstrate how to handle wire and canes safely. Students asked to work at safe distance from others. SWAP officer to distribute wire and canes as needed.	SWAP officer / Teacher	B + D
Puncture injury/ splinters from bamboo canes	MI	P	L	Verbal warning of dangers. Demonstrate how to handle and carry canes safely. Sand rough ends of canes to remove splinters.	SWAP officer/ teacher	B + D
Injuries from drill	SI	I	L	Warn class before use drill. Only SWAP Officer to use drill. Work at safe distance from students when using drill. Use wood base to protect table when drilling. Remove battery and keep in secure place (eg resources box) when not in use.	SWAP officer	B + D
Allergy to liquids in bottles or glass marker pens.	SI	P	M	Ask staff about any known allergies prior to visit. Check all bottles are clean and have never been in contact with dangerous substances. Wash hands after activity and before eating.	SWAP officer/ teacher	B + D
Allergy to nuts or seeds used to feed bird-feeder	SI	P	M	Ask staff about any known allergies prior to visit. Provide alternative materials/activities for children with allergies.	SWAP officer/ teacher	B+D
Slips, trips or falls	SI	P	M	Place objects on tables if possible, verbal warnings, supervise distribution and collection of materials throughout the session.	SWAP officer/ teacher	B+D
Eating pens, choking.	FI	I	M	Close supervision of activity. Distribute and collect pens as needed.	SWAP officer/ teacher	B+D
Personal protective	Summary of risk: medium				Level of First Aid Needed?	

Equipment needed: First Aid Kit Secure resources box. Wooden block for drilling.	Who will provide Personal Protective Equipment: SWAP officer to provide First Aid Kit for personal use. School to provide first aid kit for students.	FA in the workplace First Aiders:
Nearest Phone: SWAP officer School Office		Nearest Hospital:

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)	HIGH	HIGH	MEDIUM
	<u>Serious Injury</u> (Injuries or ill-health causing short-term absence from work)	HIGH	MEDIUM	LOW
	<u>Minor Injury</u> (e.g. knock, scrape, splinter plant or insect sting)	MEDIUM	LOW	LOW