

Risk Assessment Record

Assessment date: January 2010		Activity Assessed: Magical masks ('Another Fine Mess' Story and flash-cards, making animal masks from cereal boxes and scrap material)			Assessed by: R Farthing	
Next assessment due: January 2011		Activity Location: Schools/ Youth Clubs			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)
Paper cuts when flattening or opening cardboard boxes	MI	P	L	Demonstrate safe practice, provide close supervision and assistance for younger children.	SWAP officer/ Teacher	During
Slips, trips or falls over materials during craft session and when wearing masks due to obscured vision	MI	P	L	Place objects on tables if possible, verbal warnings, supervise distribution of materials throughout the session. Make sure eye holes are cut to optimum size.	SWAP officer / teacher/ Children	During
Allergies to materials used (e.g. glue and cereal remnants in cardboard boxes)	SI	I	L	Ask staff about students' allergies prior to visit. Check that all waste materials are clean and have never contained dangerous substances. Provide alternative materials for children with allergies.	SWAP officer/ Teacher	Before and During
Choking on small pieces of material/ cardboard	FI	I	M	Where necessary provide verbal warning of dangers of eating material. Close supervision by adults, assess suitability of session with teacher prior to visit.	SWAP officer / Teacher	During
Cuts/stabs from Stanley knife when cutting out masks	SI	I	L	Only SWAP Officer to use Stanley knife and to keep knife with them or in a secure place at all times. Use knife at safe distance from children and protect table with a cutting mat.	SWAP officer	During
Scissor cuts	SI	P	M	Verbal warning of risks + demonstrate safe use where necessary, distribute and collect scissors as needed.	SWAP officer	During
Eye injuries when wearing mask	SI	I	L	Ensure eye holes clear of obstructions and that mask isn't tied too tightly.	SWAP officer	During
Ingesting PVA glue	MI	I	L	Use non-toxic PVA glue. Verbal warning, assess suitability of activity with teacher prior to visit. Children to wash hands after activity and before eating.	SWAP Officer/ Teacher	During
Personal protective equipment needed: First aid Kit, Cutting mat, Secure storage box and retractable Stanley knife or knife sheath where needed.	Summary of risk : low				Level of First Aid Needed? FA in the Work Place	
Nearest Phone: SWAP officer mobile School Office	Who will provide Personal Protective Equipment: SWAP officer to provide first aid kit for self-use, retractable Stanley knife/sheath for knife, secure storage box, cutting mat etc.				First Aiders:	
					Nearest Hospital:	

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)	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