

Risk Assessment Record

Assessment date: January 2010	Activity Assessed: Paper making (Power-point presentation or introductory flashcards, making handmade paper, making jigsaw puzzles from cereal boxes, making envelopes, what's it made of game)				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 handling scrap paper/ flattening cardboard boxes etc	MI	P	L	Demonstrate safe practise when handling and tearing paper and card. Provide close adult supervision and assistance for younger children.	SWAP officer and teaching staff	B + D
Slips, trips and falls if floor becomes wet.	SI	P	M	Keep paper-making equipment eg paper pulp and bowls of water on table, preferable in 'art/ water play' area of classroom. Supervise children closely when making paper, clean any spills/splashes up straight away.	SWAP officer	B + D
Allergy to materials	SI	I	L	Check with teacher prior to visit. Provide gloves where necessary.	SWAP officer and teacher	B + D
Puncture wounds from pencils.	SI	I	L	Children to sit at tables when using coloured pencils.	SWAP officer	B + D
Illness from ingesting paper pulp.	SI	I	L	Verbal warning. Supervise pulp at all times and remove from school after use. Assess suitability of activity for age of children with teacher prior to visit.	SWAP officer	B + D
Scissor cuts when making jigsaws/ envelopes.	SI	I	L	Verbal warning of risks + demonstrate safe use where necessary, distribute and collect scissors as needed.	SWAP officer	B+D
Illness from ingesting glue.	MI	I	L	Use non-toxic glue. Verbal warning, assess suitability of activity with teacher prior to visit. Children to wash hands after activity and before eating.	SWAP officer	B+D
Cuts from handling recycled objects when playing 'what's it made of' game.	MI	I	L	Check all objects prior to visit to ensure there are no sharp edges. Only use safe, undamaged objects. Verbal warning to handle objects carefully. Supervise young children when playing game.	SWAP officer	B+D
Personal protective equipment needed: First aid kit, Cleaning cloths, Gloves.	Summary of risk: Low				Level of First Aid Needed? First aid in the work place	
	Who will provide Personal Protective Equipment: SWAP officer: First aid kit supplied for personal use.				First Aiders:	
Nearest Phone: SWAP officer mobile School Office					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