

Risk Assessment Record

Assessment date: January 2010		Activity Assessed: Sustainable Christmas Workshop (KS1 and 2): Making Christmas Decorations from scrap materials			Assessed by: B Coleman	
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)
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 wrapping paper and cards	MI	P	L	Demonstrate safe practice. Close supervision and assistance for younger children.	SWAP Officer/Teacher	During
Cuts from sellotape dispensers.	MI	P	L	Verbal warning to avoid sharp edge of dispenser. Close supervision during activity, do not use with 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 or glitter.	MI	I	L	Use non-toxic glue. After activity wash hands before eating. Close supervision of younger children.	SWAP Officer/Teacher	During
Food allergies	SI	P	M	Consult teacher in advance about any known allergies. Ensure all scrap material used (crisp packets, juice cartons, cereal boxes etc) is clean, food-free and has not contained hazardous substances. Where necessary provide alternative materials for students with allergies.	SWAP Officer and Teacher	Before and During
Injuries to fingers when using stapler, hole-punch or split-pins	MI	P	L	Only KS2 children to use these materials. Supervise closely. Verbal warnings and demonstrate safe practise.	SWAP Officer and Teacher	During
Personal protective	Summary of risk: Low				Level of First Aid Needed?	

Equipment needed: First Aid kit. Cutting mat, secure storage for Stanley knife.	Who will provide Personal Protective Equipment: SWAP Officer to provide Stanley knife safety resources and first aid kit for personal use. School to provide first aid kit for students.	First Aid in the workplace First Aiders:
Nearest Phone: SWAP Officer mobile, 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