

<b>Assessment date:</b> January 2010		<b>Activity Assessed:</b> Talking Rubbish Workshop (Introductory presentation, rubbish relay race, 'What's it made of?' game, waste and recycling trails and postcard cut and stick activity).			<b>Assessed by:</b> R Farthing	
<b>Next assessment due:</b> January 2011		<b>Activity Location:</b> Schools/ Youth Clubs			<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>
Paper cuts from worksheets	MI	P	L	Verbal warning	SWAP officer	B + D
Slips, trips and falls over equipment	MI	I	L	Place objects on tables if possible, verbal warning, classroom tidiness.	SWAP officer	B + D
Puncture wounds from pencils	SI	I	L	Children to sit at tables when recording work. Verbal warning.	SWAP officer	B + D
Trips and falls over power cables for laptop/projector	MI	I	L	Use Interactive whiteboard where possible. If using projector and laptop use shortest routes to power source possible and ensure cables don't cross doorways or children's pathways. Also use cable cover where possible to prevent trip hazard. Verbal warning, pack away as soon as possible.	SWAP officer	B + D
Puncture injury/ cuts from scissors.	SI	P	M	Verbal warning, demonstrate safe practice, instructions to hold at the sharp end, tape over end of wire. Distribute and collect as needed.	SWAP officer	B + D
Eating pens/glue.	SI	I	L	Verbal warning, supervision of children whilst using pens, distribute and collect in as needed.	SWAP officer	B + D
Cuts or puncture injuries from sharp edges of rubbish e.g. cans when taking part in 'rubbish relay' game, or products made from rubbish in the 'what's it made of?' game.	SI	P	M	Check that rubbish used in relay game and products for what's it made of game are safe (ie clean and no sharp edges) before playing game and do not use any objects that are unsafe. Encourage children to handle the objects carefully. Supervise the children closely during each game.	SWAP Officer	B+D

Injuries due to Children bumping into each other during rubbish relay game.	SI	P	M	Ensure that there is sufficient space between each team to play game safely and that students within each team take it in turns to 'relay'. Give verbal warning of hazards and show best practice when explaining instructions for game. Ensure close supervision of children throughout.	SWAP Officer	B+D
<b>Personal protective Equipment needed:</b> First Aid Kit,	<b>Summary of risk:</b> Low				<b>Level of First Aid Needed?</b> FA in the workplace	
	<b>Who will provide Personal Protective Equipment:</b>  SWAP officer: First aid kit supplied for personal use.				<b>First Aiders:</b>	
<b>Nearest Phone:</b> SWAP officer mobile School Office					<b>Nearest Hospital:</b>	

## Risk Rating Table

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