

Risk Assessment Record

Assessment date: January 2010		Activity Assessed: The Possibilities are endless (PowerPoint presentation, making animal bookmarks from juice cartons and crisp packets, investigating products made from rubbish from around the world)				Assessed by: B. Coleman	
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)	
Injuries when handling products made from rubbish e.g. cuts from sharp edges etc.	MI	P	L	Check objects before each visit for signs of damage/ sharp edges etc and only use if safe to do so - mend/ replace if unsafe/damaged.	SWAP officer	Before and During	
Injuries when using scissors	MI	P	L	Use blunt ended, child-sized scissors, demonstrate safe use and supervise closely during activity.	SWAP Officer/ Teaching staff	During	
Cuts from sellotape dispensers.	MI	P	L	Verbal warning to avoid sharp edge of dispenser. Close supervision during activity.	SWAP Officer/ Teaching staff	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	MI	I	L	Use non-toxic glue. After activity wash hands before eating. Close supervision. Activity for KS2 students only, meaning ingestion of glue unlikely.	SWAP Officer/ teaching staff	During	
Food allergies	SI	P	M	Consult teacher in advance about known allergies. Ensure all scrap materials 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 where necessary.	SWAP Officer and class teacher	Before and During	
Personal protective Equipment needed: First Aid Kit, Secure container, safety sheath and cutting mat for Stanley knife.		Summary of risk: Low				Level of First Aid Needed? First Aid at work	
Nearest Phone: SWAP Officer mobile phone. School Office.		Who will provide Personal Protective Equipment: SWAP officer to provide first aid kit for personal use. School to provide first aid kit for Students. SWAP Officer to provide all other necessary PPE.				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