

## RISK ASSESSMENT

<b>A</b>	<b>Date:</b> 01/09/19	<b>Division / School:</b> Hindsford CE Primary School	<b>Team:</b> E Holden (Headteacher) J Mitchell (Health & Safety Officer) A Corlett (Art & DT Subject Leader) B Bennet (Health & Safety Governor)	<b>Location:</b> Wigan
	<b>Reviewed:</b> 01/09/20 <b>Additional Review:</b> 24/03/21 (Amendments in Purple) <b>Next Review Date:</b> 01/09/21		<b>Assessor:</b> E Holden	<b>Manager:</b> E Holden

<b>B</b>	<b>Assessment of Risk For:</b> Art & DT Risk Assessment
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
1	Paints: -Contact with eyes and skin. -Spillages causing a slip hazard. -Damage to clothes.	Pupils & Staff	<ul style="list-style-type: none"> <li>• Pupils are taught how to be sensible when using paint and must wear a protective apron.</li> <li>• Only safe and non-toxic paint to be used in school.</li> <li>• Pupils are to be supervised during each activity.</li> <li>• Pupils are to be encouraged to thoroughly wash their hands after each activity.</li> <li>• Any spillage is cleaned up immediately and the floor is in a dry, safe condition.</li> <li>• Staff to be aware of any children who have allergies or could be at risk of possible reaction to the materials used and provide a different activity for these children.</li> </ul>	Low

2	Using Clay  -Contact with skin and eyes. -Damage to clothes.	Pupils & Staff	<ul style="list-style-type: none"> <li>• Pupils are taught how to be sensible when using clay and wear a protective apron.</li> <li>• Staff to watch for any adverse reaction when pupils are using the clay.</li> <li>• Staff to be aware of any children who have allergies or could be at risk of possible reaction to the clay used and provide a different activity for these children.</li> <li>• Pupils thoroughly wash their hands after using the clay.</li> <li>• Pupils to be given clear instructions before the activity.</li> <li>• Any spillages of clay and/or water are cleared immediately to avoid a trip/slip hazard.</li> <li>• Any tools used to work the clay must be appropriate for the age group and with no sharp edges and the children taught how to use these safely.</li> </ul>	Low
3	Sewing  -Needle Injury -Cotton cuts	Pupils & Staff	<ul style="list-style-type: none"> <li>• Pupils are supervised during the activity.</li> <li>• Cotton strands etc. are cut using only scissors.</li> <li>• Only materials, which can be easily sewn and/or stitched are to be used to avoid excess pressure being used to sew materials together.</li> <li>• Finger bobbins to be supplied to help pupils sew materials which are denser to work &amp; sew.</li> <li>• Pupils are taught how to use a needle safely.</li> </ul>	Low
4	Using Glue,  -Contact with Skin & Eyes	Pupils & Staff	<ul style="list-style-type: none"> <li>• Pupils are instructed not to use excessive amounts to avoid spillages.</li> <li>• Adhesives to be water based rather than solvent based and they must be non-toxic.</li> <li>• Superglue, wallpaper paste and spray adhesives containing fungicides must not be used.</li> <li>• Any glue which gives off heavy vapors should not be used unless the area is very well ventilated.</li> <li>• Manufacturer's instruction should be read and followed by all staff.</li> <li>• Staff to be aware of the possibility of solvent abuse and children becoming sensitised to solvents and glues etc.</li> </ul>	Low
5	Using Scissors  Cuts	Pupils & Staff	<ul style="list-style-type: none"> <li>• Only round-headed scissors are to be used.</li> <li>• Pupils are supervised during the activity and given instructions in the safe use of scissors.</li> <li>• Scissors must be properly stored. For younger children, this must be out of reach.</li> <li>• Any faulty or damaged scissors should be disposed of.</li> </ul>	Low
6	Using a Glue Gun  Burns, due to hot components and glue.	Pupils  Staff	<ul style="list-style-type: none"> <li>• Pupils to be taught how to use the glue gun safely and always be supervised.</li> <li>• Staff to be aware of what to do if a child accidentally burns themselves with the gun. This is so that the correct treatment is administered immediately.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• Low-melt glue guns are considered safer than hot-melt glue guns and should be used if possible.</li> <li>• If hot-melt glue guns are to be used, these should only be used by older children and under strict supervision.</li> <li>• Any electrical equipment should be regularly tested for electrical safety.</li> <li>• A glue gun stand should be used; equipment should only be purchased from a reputable supplier.</li> </ul>	
7	Using Tools such as hammers, screwdrivers and saws.  Cuts bruises & abrasions	Pupils & Staff	<ul style="list-style-type: none"> <li>• Electrically powered tool equipment must not to be used.</li> <li>• Pupils must be taught how to use specifically use the tools such as a hammer, saw, screwdriver etc. safely before use.</li> <li>• When using this type of equipment, there should be a higher ratio of staff to pupils and there should be sufficient space in the classroom for these tools to be used safely.</li> </ul>	Low
8	Using Balloons  Hygiene & Asthmatic problems	Pupils & Staff	<ul style="list-style-type: none"> <li>• When using balloons, balloon powered toys and/or party game equipment, which are blown or inflated by mouth, staff should ensure hygienic procedures are followed.</li> <li>• Children should not share mouthpieces.</li> <li>• Children known to be asthmatic or unwell should be monitored to assess their safety and wellbeing during the inflation of balloons.</li> <li>• Any allergies of the material of the balloon must be checked.</li> </ul>	Low
9	Using Sharp Objects such as knives to cut.  Cuts & lacerations	Pupils  Staff	<ul style="list-style-type: none"> <li>• All cutting tools and equipment must be kept sharp to avoid excess pressure being applied.</li> <li>• If cutting tools are used, a cutting board or mat should be used to avoid damage to unprotected surfaces and to prevent the knife from slipping.</li> <li>• When selecting a knife to use for the cutting of food, careful consideration must be given with regard to the age and ability of the pupil. <b>Added 24/03/21: When staff are considering the type and size of knife for the cutting of food activity, this must be shown and agreed by the Headteacher / Deputy Headteacher or DT Curriculum Leader before being used.</b></li> <li>• Any use of knives in the classroom must be supervised with a higher staff to pupil ratio. For younger children, this must be on a 1:1 basis.</li> <li>• All storage of knives when not in use must be secure and away from children.</li> <li>• Craft knives should only be used under strict supervision and by older children (KS2).</li> <li>• Metal safety rules should be used when drawing straight lines with a craft knife.</li> <li>• Craft knives with retractable blades should be used whenever possible. A 'Quick Cutter' is a safer</li> </ul>	Low

			<p>alternative for younger children.</p> <ul style="list-style-type: none"> <li>• The use of guillotines and trimmers must be supervised.</li> </ul>	
10	<p>Making Holes in Paper, Card &amp; Plastic</p> <p>Stabbing Injuries, Cuts &amp; Abrasions</p>	<p>Pupils</p> <p>Staff</p>	<ul style="list-style-type: none"> <li>• When making holes in materials, a pointed pencil can be used.</li> <li>• Always ask the pupil to use blue tack or similar underneath the card that the hole is being made in.</li> </ul>	Low

D	Any Additional Controls	E To be Completed by the Manager.			
	Additional Controls Required	Action to be Taken	By Whom	Completion Date	Task Completed (Signed & Dated)

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <span>High</span>                      <span>Medium</span>                      <span><u>Low</u></span> </p>	<p>Risk assessment signed off by:</p> <p>Signature: </p> <p>Date: 25/03/21</p>
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