

RISK ASSESSMENT Paper Makers (KS1)

Activity/Situation General class room use										Date of Assessment: January 2010							
HAZARDS IDENTIFIED Grouped by Outcomes	PERSONS AT RISK FROM EXPOSURE TO HAZARD					RISK RATING WITHOUT CONTROLS IN PLACE	WITH CONTROLS IN PLACE										RISK RATING WITH CONTROLS IN PLACE
							A WORST CASE OUTCOME					B LIKELIHOOD /PROBABILITY					
							1	2	3	4	5	1	2	3	4	5	
NO.						Worst Case Outcome X Likelihood / Probability	Inconvenience	Minor Injury	Injury / Illness	Major Injury	Fatality / Multiple	Unlikely	Rarely	Infrequently	Sometimes	Often	(A x B)
1	Fires					5x1=5					x	x					5
2	Slips, trips and falls n side the classroom. Wiring, Chairs, tables					4x2=8				x			x				8
3	Hazardous Materials – Workshop materials i.e. vinegar, bicarbonate of soda					2x2=4		x					x				4
4	Toilet use.					1x1=1	x					X					1

No	Risk Rating	THESE CONTROL MEASURES ARE TO BE IN PLACE. LEADING TEACHER TO ENSURE ACCOMPANYING STAFF AND ADULTS ARE CLEARLY BRIEFED, BEFORE THE START OF THE ACTIVITY REGARDING THEIR SUPERVISORY ROLE + ACTION TO TAKE IF ANY PROBLEMS OCCUR	Is additional action req'd Yes / No
1	5	Safety talk given at the start of the workshop. Fire exits and meeting points are explained the visiting staff and pupils	No
2	8	Most of the time pupils will be sitting at there tables during the workshop. But sometimes when pupils are moving around the room i.e. for Demos, carrying out activities, during lunch. Ask students to not run in the class and be aware of tables and chairs that may be sticking out.	No
3	4	Hazardous materials in the classroom such as vinegar and bicarbonate of soda. Is kept inside the workshop boxes. And is only handled by me or the visiting staff. Children will not have direct access to these materials.	No
10	1	The toilets are separated into adult and students. At the beginning of each workshop toilet procedures are explain. And very young children (year 3 and under), visiting stuff are usually asked to accompany students.	No

Activity/Situation Paper making										Date of Assessment: January 2010								
HAZARDS IDENTIFIED Grouped by Outcomes		PERSONS AT RISK FROM EXPOSURE TO HAZARD					RISK RATING WITHOUT CONTROLS IN PLACE	WITH CONTROLS IN PLACE										RISK RATING WITH CONTROLS IN PLACE
								A WORST CASE OUTCOME					B LIKELIHOOD /PROBABILITY					
								1	2	3	4	5	1	2	3	4	5	
NO.		Employee	Students	Visiting staff	Public	ALL	Worst Case Outcome X Likelihood / Probability	Inconvenience	Minor Injury	Injury / Illness	Major Injury	Fatality / Multiple	Unlikely	Rarely	Infrequently	Sometimes	Often	(A x B)
1	Slips, trips and falls – walking around site	x	x	x			4x3=12				x			x				8
2	Slips, trips and falls Around pond	x	x	x			5x3=15					x	x					5
3	Hazardous Materials – Litter/Glass/Sharp Objects/Needles and syringes/ Dog poo	x	x	x			5x2=10					x	x					5
4	Manual Handling Carrying equipment	x	x	x			4x2=8				x			x				8
5	Weather – Extreme cold					x	5x1=5					x	x					5
6	Weather – Extreme sun/ hot					x	5X1=5					x	x					5
7	Traffic – Car parks					x	5x1=5					x	x					5
8	Cyclists within park		x	x			5x1=5					x	x					5
9	Strangers		x				5x1=5					x	x					5
10	Getting Lost		x	x			4x1=4				x		x					4
11	Gardeners machinery – tools on path or adjacent to path	x	x	x			3 x 1= 3			x			x					3

No	Risk Rating	THESE CONTROL MEASURES ARE TO BE IN PLACE. LEADING TEACHER TO ENSURE ACCOMPANYING STAFF AND ADULTS ARE CLEARLY BRIEFED, BEFORE THE START OF THE ACTIVITY REGARDING THEIR SUPERVISORY ROLE + ACTION TO TAKE IF ANY PROBLEMS OCCUR	Is additional action req'd Yes / No
1	8	Safety talk given previous to leaving by teacher. Staying in pairs along path. No running. Suitable footwear worn.	No
2	5	Tell staff and students of the location of any ponds in the park. Keep students away from the edges of the ponds/	No
3	5	Whilst carrying out any activities within the park, there are risks of some hazardous materials in the park. Warn students not to pick up things that look sharp or spiky or human made objects i.e. litter. Pupils are also warned about possible dangers of walking on dog mess.	No
4	5	Pupils shown how to use and carry sweep nets, magnifiers (not to point to the sun and look through), specimen pots, journey sticks etc.	No
5	5	Pupils to be told to bring appropriate clothing; waterproof and extra layers. Teacher needs to monitor weather conditions. Play warming games if necessary	No
6	5	Pupils to be told to bring sun cream, sun hats and bottled water. Teacher needs to monitor weather conditions. Shade should be sort to work in where appropriate.	No
7	s	Safety talks on walking to site and through car parks. Pupils to remain in pairs.	No
8	5	Do not walk pupils on cycle paths. Tell pupils to be aware of others using park in safety talk.	No
9	5	Pupils to be advised that the park is a public space. Told not to talk to strangers and to stay with partner/ group. Report any incidents to members of staff.	No
10	4	Safety talk: group told to stay together. Pupils told to stay still if lost. Pupils and assistants to be told approx. length of activity. Mobile to be carried by lead teacher.	No
11	3	Insist that students do not touch any tools/machinery that they see.	No

This pro forma does not replace school policy risk assessments. This can be used for guidance only. Site must be visited and assessed by teacher leading activity.

Teachers/ group leaders before taking a group should:

1. Re-read school own 'off-site' policy
2. Carry a mobile that has reception at the site
3. Carry telephone numbers for the school office where pupil details are stored
4. Carry a basic first aid kit
5. Check the adult: pupil ratio is correct
6. Carry an up-to-date register
