RISK ASSESSMENT Rudolf the Red Nosed Reindeer (KS1)

Activity/Situation
General class room use

Date of Assessment:
January 2010

					DIOI	WITH CONTROLS IN PLACE										RISK		
	HAZARDS IDENTIFIED Grouped by Outcomes		PERSONS AT RISK FROM EXPOSURE TO HAZARD				RISK RATING WITHOUT CONTROLS IN PLACE	w	ORST (B LIKELIHOOD /PROBABILITY					RATING WITH CONTROLS IN PLACE			
								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	Fires	х	х	x			5x1=5					х	х					5
2	Slips, trips and falls n side the classroom. Wiring, Chairs, tables	х	х	x			4x2=8				х			х				8
3	Hazardous Materials – Workshop materials i.e. vinegar, bicarbonate of soda	х	х	х	_		2x2=4		x					x				4
4	Toilet use.	х	х	x			1x1=1	х					х					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
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

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Activity/Situation Rudolph the Red Nose Reindeer / Soanes Centre (Tower Hamlets)

Date of Assessment: January 2010

							RISK	WITH CONTROLS IN PLACE										RISK
	HAZARDS IDENTIFIED Grouped by Outcomes			PERSONS AT RISK FROM EXPOSURE TO HAZARD				w	ORST (B LIKELIHOOD /PROBABILITY					RATING WITH CONTROLS IN PLACE			
								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	Offen	(A x B)
1	Electric shocks	х	x	х			2 x 2		х					х				4
2	Getting poked by wires	х	x	х			1 x 2	х						Х				2
3	Hurt using wire cutters	х		х			2 x 2		х					Х				4
4	Hurt using hole punchers	х	х	х			1 x 1	х					Х					1
5	Batteries over heating	х	х	х			1 x 2	х						Х				2
6	LED legs Pokes	х	х	х			1 x 1	х					Х					1
7	LED over heating	х	х	х			1 x 1	х					х					1
8	Butterfly Pins pokes	х	х	х			1 x 1	х					Х					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	ls additional action req'd
			Yes / No
1	4	Electric shocks from 1.5volt batteries are rare. Remind students not to put batteries into their mouths, or touch the ends with wet hands.	
		I also remind children not to investigate electrical things coming out of the mains.	Yes

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2	2	The battery holders have two wires coming off them. Remind the students and visiting staff that these wires could poke fingers and eyes.	No
3	4	Wire cutting and stripping is only done by the visiting staff and myself. I show everyone the easiest and the safest method of using the wire cutters.	No
4	1	Handheld hole punchers are handed to staff. The staff are asked to supervise or actually punch the hole (if the pupils find it difficult).	No
5	2	Batteries over heat if the holders have its wires touching or twisted together. I explain this to the pupils when they get the equipment, and tell them that if the batteries over heat they end up dying and therefore their circuits will not work.	No
6	1	The legs of the LED's can be a little pointy, so when handing them out I ask students to place there hands flat, and I place the LED's into palms. They pupils are also told to put the LED down on their table straight after.	No
7	1	LED's can over heat. So LED's with resisters are always used.	No
8	1	Butterfly pins are used as switches. The students are warned about the legs of the pin, as they can be pointy.	No
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11			

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

Teachers/ group leaders before taking a group should:

1.	Re-read	school	own	'off-site'	policy
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- 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

