

# Risk Assessment: Workshops in Schools

**Assessment date:** 11/11/14

**Activity Assessed:** Carymoor outreach education workshops in schools.

**Assessed by:** B. Coleman

**Next assessment due:** 11/11/15

**Activity Location:** In Schools: Classrooms, school hall, school grounds etc.

**Approved by:** R. Farthing

**Table1: General risks that apply to many of our outreach workshops**

Hazard: (Potential for harm)	Severity of harm	Likelihood of harm	Risk Level	Precautions to reduce risk level	Who will put precautions in place?	When?
Trips and falls over activity resources	SI	I	L	Place objects on tables if possible. Keep resources tidy and clear up after use. If resources or materials are placed on floor they must be away from doorways/ access pathways etc.	Education Officer	Before and during workshop
Cuts on hands from sharp edges on resources or materials	MI	P	L	Check that resources used during workshops are safe (i.e. no sharp edges, clean etc.) and remove any unsafe objects from kit prior to workshop.	Education Officer	Before workshop
Injuries to children from bumping into each other when playing active games.	SI	P	M	Demonstrate games to class and clearly show safe practice with verbal warnings about keeping safe distances, being aware of others, non-contact etc. Supervise children closely during activity.	Education Officer	During workshop
Eye damage from looking into projector beam when presenting to class.	SI	P	M	Ensure that people presenting (e.g. Education Officer, Children) stand to one side of board/screen to avoid looking directly into projector beam. Close supervision of children by adults to ensure these precautions are adhered to.	Education officer, children and teaching staff	During workshop
Damage to eyes by poking objects into them e.g. pencils/ wire/ bamboo canes / propeller blades/ cut edges of plastic bottles/ compost etc.	SI	P	M	Verbal warning of dangers. Demonstrate how to handle resources and materials safely. Ensure children work at safe distances from each other. Hand out equipment as needed. Close supervision during activity.	Education officer	During workshop
Allergic reaction to any resources or materials used during workshop.	SI	P	M	Establish whether any children have allergies prior to visit and ensure that these children do not use resources that could be hazardous to them. Ensure all children wash hands before eating. Close supervision.	Education officer and teaching staff	Before and During workshop

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**Table 1: Continued: General risks that may apply to many of our outreach workshops**

Hazard: (Potential for harm)	Severity of harm	Likelihood of harm	Risk level	Precautions to reduce risk level	Who will put precautions in place?	When?
Illness/ choking due to ingesting materials e.g. glue, compost, paper pulp, beads etc.	FI	I	M	Verbal warning. Supervise use of materials and remove after use. Prior to visit discuss with teacher the suitability of the activity for age / ability of children, and if deemed unsuitable offer alternatives. Ensure Children wash hands after activity and before eating.	Education officer and teaching staff	Before and during workshop
Injuries to hands when using equipment e.g. scissors, stapler, tape dispenser etc.	MI	P	L	Ensure that all equipment used is appropriate for children (e.g. round-ended child-size scissors. Demonstrate how to use equipment safely. Encourage children to take care when handling and sharing equipment. Supervise children closely during workshops.	Education Officer and teaching staff	Before and during workshop

**Table 2: Additional risks that apply to a specific outreach workshops**

Workshop title	Hazard: (Potential for harm)	Severity of harm	Likelihood of harm	Risk Level	Precautions to reduce risk level	Who will put precautions in place?	When?
<b>Is Plastic Fantastic?</b>	Splinters in hands from bamboo canes	MI	P	L	Check canes prior to workshop and make safe e.g. by sanding down any rough ends.	Education officer	Before workshop
<b>Is Plastic Fantastic?; Paper Making;</b>	Injuries from using power tools e.g. drill, food blender etc.	SI	I	L	Only adults to use power tools. Tools to be stored away safely out of children's reach after use. Where necessary ensure tools are checked as part of routine electrical safety checks (PAT tests). Keep tools/ cables away from water. Keep hands well away from moving parts when operating tool.	Education officer	Before and during workshop





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<b>Paper Making; Compost Critters; Wigglebert worm and Friends;</b>	Slips, trips and falls if floor becomes wet	SI	P	M	Mop up any spills straight away and (where appropriate) put up hazard signs to identify wet area of floor. Paper making workshops: keep bowls of paper pulp on allocated tables. Compost workshops: during planting activity do watering outside if possible, or at sink/ allocated table.	Education officer and teaching staff	During workshop
<b>Compost Critters; Wigglebert Worm and Friends; Creature Feature; Leafy Lessons;</b>	Infections from handling compost (e.g. tetanus, Legionellosis, Hepatitis A, salmonella)	FI	I	M	Warn all children not to eat compost or drink compost liquid. Children to wash hands thoroughly after activities. Provide plasters/ gloves for children to cover cuts or grazes on hands before handling compost . Always use fresh compost.	Education officer	During workshop
<b>Compost Critters; Wigglebert Worm and Friends; Creature Feature; Leafy Lessons;</b>	Respiratory infections from breathing in compost dust.	SI	I	L	Moisten compost before use. Demonstrate safe practice during planting and smelly pot activity. Close supervision.	Education officer	Before and during workshop
<b>Compost Critters; Wigglebert Worm and Friends; Creature Feature; Leafy Lessons;</b>	Bites or stings from minibeasts in compost.	MI	P	L	Verbal warning not to use fingers to catch or handle minibeasts. Demonstrate careful use of spoons and pots for catching minibeasts. Close supervision.	Education officer	During workshop
<b>Compost Critters; Wigglebert Worm and Friends; Creature Feature; Leafy lessons</b>	Injuries from foreign bodies (e.g. plastic/glass) in compost	MI	P	L	Check compost thoroughly prior to visit and remove any hazardous objects.	Education officer	Before workshop
<b>Energy Explorers; Switch on to renewables;</b>	Pinched fingers from crocodile clips when making solar or wind-powered circuits	MI	P	L	Demonstrate and encourage safe use of crocodile clips. Close supervision during activity.	Education officer	During workshop

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<b>Switch on to renewables;</b>	Drowning in paddling pool used for 'sailing' solar boats.	FI	I	M	Ensure that paddling pool is supervised at all times when in use and when not in use either emptied immediately or supervised/ watched closely.	Education officer and teaching staff	Before, during and after workshop
<b>Switch on to renewables;</b>	Burns from touching hot water or hot container inside solar oven	SI	P	M	Verbal warning not to touch water or container when using solar ovens. Demonstrate safe practise when setting up oven/ measuring temperature etc. Close supervision during activity.	Education officer	during workshop
<b>Switch on to Renewables;</b>	Eye damage from reflected sunlight when using solar oven.	SI	P	M	Verbal warning of dangers. Demonstrate safe practise. Close supervision during activity.	Education officer and teaching staff	During workshop
<b>Lights, Camera, Green Action;</b>	Wrist/ arm strain when using video camera	MI	P	L	Encourage children to use camera tripod as much as possible when filming.	Education officer	During workshop
<b>Lights, Camera, Green Action;</b>	Injuries to children due to colliding with objects/ tripping over when using video camera	MI	P	L	Verbal warning and demonstrate safe practice when filming, e.g. remove trip hazards from pathways before-hand and guide students if walking along whilst filming so that they do not collide with or trip over potential hazards. Avoid busy thoroughfares in school during peak times of usage e.g. break or lunchtime. Close adult supervision during activity.	Education officer	During workshop
<b>Bin Busters</b>	Back / arm strain or injury when weighing rubbish during waste audit	MI	P	L	Verbal warning, demonstrate careful lifting onto spring weights, lifting as a pair, or where there is an exceptionally large amount of waste, weigh in two or more stages and combine weight to give total. Provide close supervision and assistance where needed.	Education Officer	During workshop

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<b>Wild Days IN: Minibeast Mayhem</b>	Pond-dipping: potential for drowning in open water; ingestion, inhalation & absorption of contaminated water leading to Infection e.g. Weil's Disease.	SI-FI	I	L-M	Keep Children at safe distance from pond edge and supervise closely at all times. Safety briefing to include need for hand washing after activity. Gloves available for those with cuts & skin abrasions. Adults to be made aware of need to seek medical attention should anyone develop Flu-like symptoms of Weil's disease.	Education Officer and teaching staff.	During Workshop
	Minibeast hunting: Stings, bites (and possible Anaphylactic shock) from Harmful organisms e.g. insects; Ingestion, inhalation, & absorption of contaminated soil, leading to infection e.g. E.coli; Using Sweep nets to catch insects in long grass; Injuries to hands and feet (e.g. crushing, grazing, splinters etc.) when lifting up logs and stones	MI-FI	I	L-M	Warning not to catch bees, wasps, hornets etc. Keep away from any known nest sites. Ensure that children with known allergies to bee or wasp stings have appropriate medication with them or with a supervising adult trained to use it. Safety briefing to include need for hand washing after activity. Gloves available for those with cuts & skin abrasions. Work away from known sites of animal activity e.g. badger latrines. Use of short handled sweep-nets. Clear instructions regarding safe carrying and use of nets e.g. working at safe distances from others etc. Demonstrate safe handling of logs and stones. Close adult supervision. Ensure that logs and stones are of a suitable size for children to handle and check they are safe before use.	Education Officer and teaching staff.	During Workshop



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<b>Wild Days IN: Carymoor crafts; Green Christmas Crafts; Creature Feature;</b>	Eye injuries when bending and shaping willow withies.	SI	P	M	Operate in area with plenty of space for handling willow withies. Demonstrate safe use. Close adult supervision.	Education Officer and teaching staff	During workshop
	Injury or infection from using natural clay or other natural materials e.g. leaves, seed pods etc. (thorns,, stings, poisonous plants etc.)	MI	I	L	If clay has been dug from Carymoor ensure it has been check thoroughly before use and any contaminating objects removed. Supervise Children closely during activity and ensure that they know not to put clay or clayey hands in their mouths. Have gloves available for those with cuts and skin abrasions. Ensure that all natural materials or areas used by children to gather materials have been checked before use and made safe e.g. by removing or cordoning off any hazards e.g. animal faeces/ poisonous plants/ thorns etc. Ensure that children are made aware that they must look closely at natural materials before handling them e.g. to check for thorns and stings and that none of the materials should be put in their mouths. For all natural craft activities ensure that children wash their hands after use and before eating.	Education Officer and teaching staff	Before and During workshop
<b>Wild Days IN: Taking shelter</b>	Using willow to build simple dome-shaped dens: Eye injuries from willow flicking into faces when bending it, finger crushes when weaving willow into place; trip hazard/ bashing into each other when carrying willow withies from pile to site of shelter	SI	P	M	Fully demonstrate safe use of willow; ensure that size of willow is appropriate to age and size of children; operate in area with plenty of space for handling willow branches and withies; close adult supervision- work in small groups with one adult per group; Ensure that children do not get inside shelter until all building work is completed.	Education Officer and teaching staff	Before and During workshop

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<b>Leafy Lessons</b>	<p>'Plant Splat' game– injuries from hitting each other with flower 'swats';</p> <p>Handling plant material: leaves, roots, bulbs, berries, flowers, seeds etc.– potential for allergic skin reaction or illness from ingesting material.</p>	MI	I	L	<p>Ensure that players play at a safe distance from each other and that children know that 'swats' are to splat onto the board mat rather than onto each other.</p> <p>Use recommended 'safe' plants and ensure that children know that they must not put any part of the plant in their mouth and must wash their hands after the activities and before eating. Supervise children closely throughout activities. Ensure that children with known allergies to plant material do not handle material, or wear gloves when doing so, plus where necessary have appropriate medication with them or with a supervising adult trained to use it.</p>	Education Officer and teaching staff	Before and during workshop
<b>Creature Feature</b>	<p>Injury e.g. splinter wounds) from handling sawn timber and canes etc. when making bird boxes, minibeast hotels, Bee B+B's etc.</p> <p>Injury (e.g. bruises to hands) when using tools to hammer nails into bird boxes.</p>	MI	P	L	<p>Check timber and canes etc. before use and sand down any rough edges to reduce hazard.</p>	Education Officer	Before workshop
		MI	P	L	<p>Supervise children closely throughout activity; Demonstrate safe use of hammer at start of activity; ensure that children work in small groups to build boxes and at a safe distance from one another when using hammers.</p>	Education Officer and teaching staff.	During workshop



## Risk Assessment: Workshops in Schools

<b>Personal protective Equipment needed:</b> Gloves for compost and waste audit workshops. First Aid Kit.	<b>Summary of risk:</b> Medium/ Low	<b>Level of First Aid Needed?</b> First Aid at Work <b>First Aiders:</b> School staff
	<b>Who will provide Personal Protective Equipment:</b> School to provide first Aid kits for use on school pupils/ staff. Education Officer to provide first aid kit for personal use and PPE specific to activities.	
<b>Nearest Phone:</b> School office or education officer mobile phone		<b>Nearest Hospital:</b> Various depending on location of school

### 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)
<b>Severity of Harm</b>	<b><u>Fatal / Major Injury (FI)</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 (SI)</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 (MI)</u></b> (e.g. knock, scrape, splinter plant or insect sting)	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>