

**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:**

Arts and Craft Activities

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre

Date of Assessment	16/10/13	Date of Issue	1 January 2014
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Assessment carried out by

Don Smith

Signature

Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N
Nov/Dec 2021	IW,GN,DH,PV	10/11/21		N
Nov/Dec 2016	Janine Price	12/10/16		N
Nov/Dec 2017	Janine Price	24/10/17	Y	
Nov/Dec 2018	Janine Price	27/10/18		N
Nov/Dec 2019	Marianna Champion	01/10/19	Y	
Nov2020	Marianna Champion	19/11/20		N

Affected persons:

Young People/Clients

Staff

Visitors

Contractor

Others (specify)

Name of Manager confirming and agreeing Assessment:

Ian Price

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

# RISK ASSESSMENT

What are the hazards?	Generic Control Measures implemented	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><b>Sharp tools.</b></p> <p><b>Poisoning from chemicals.</b></p> <p><b>Burns from hot equipment.</b></p> <p><b>Choking</b></p> <p><b>Scalding from hot water.</b></p> <p><b>Illness</b></p> <p><b>Injury</b></p> <p><b>Inappropriate behaviour</b></p> <p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>Group to be briefed on safe handling and use of craft tools.</li> <li>Groups to be supervised closely and staff to intervene to prevent injury arising.</li> <li>CoSHH guidelines to be followed where appropriate and all staff to be aware of which substances are harmful.</li> <li>Adequate labelling of containers.</li> <li>Use of protective clothing where appropriate.</li> <li>Staff to brief group on safe handling and use of equipment e.g laminator.</li> <li>Close supervision of group when naked flames are present e.g. candles.</li> <li>Group to be briefed on dangers of putting small objects in their mouths, supervision of group during session.</li> <li>Group briefed to remove chewing gum/other food during activity.</li> <li>Safety briefing to cover very hot water from taps in Potting Shed (and other areas).</li> <li>Information about existing medical conditions known by staff.</li> <li>Instructor must hold a valid first aid certificate.</li> <li>Group briefing and management</li> <li>Use of 'Sin Bin' facility or suspension of activity</li> <li>Group briefing and management.</li> <li>Staff vigilance.</li> </ul>	✓	Instructor leading the session	Those with known allergies/conditions to have access to own inhaler, adrenalin autoinjector or appropriate medication		