

# Hat Works Education - RISK ASSESSMENTS Form: 1 REF : Full Day/Half Day handlingKS2 and Headstart KS1

<b>ASSESSORS NAME/s: (Please PRINT)</b>	<b>DATE:</b>	<b>REVIEW DATE:</b>	<b>Persons at risk: School Parties</b>	<b>SIGNATURE/s</b>
<b>Diane Berry</b> Lynne Taylor	<b>9-11-2004</b>		<b>Operation / equipment / substance:</b>	

<b>HAZARDS and/or HAZARD REFERENCE NO.</b>	<b>PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE</b>	<b>RESIDUAL RISK</b>	<b>WHAT FURTHER ACTION IS REQUIRED?</b>	<b>WHO / WHEN</b>	<b>Done</b>
Handling Session on Factory floor	Children may have allergies to animal fur. Anyone who has an allergy need not touch the felt and fur.	Low			
Turning on working machinery	Machinery displayed behind barriers with combination locks out of arms reach. Education staff ensure gates are closed behind them when operating machinery and on leaving	Med.			
Walking up and down the stairs to reach various floors for sessions	Education staff warn pupils not to run up/down the stairs. Pupils are instructed to hold onto the hand rail.	Low			
Exit and entry through doors	Education staff tell children to be careful when going through a doorway. They are told not to let the door shut on the person following them. If possible the Education staff ask an adult or a child to hold the door open for other users	Med.			
Film Show for 'Block to Box' programme KS2	Education staff make sure pupils are sitting down before the lights go out for the film. The pupils are instructed to remain seated until the lights go on again	Low			
Trying on of hats for 'Headstart' programme KS1/Recp	Some hats can be heavy. Child wearing hat must stay still so they do not fall off. Education staff ensure hat is secure and children at the front a suitable distance away	Med.			
Head lice risk from wearing hats	Mob caps can be worn under hats available to Teachers request. A hat is only tried on by one child and not passed around for all children to have a turn	Med.			
Victorian Cottage	Children may touch the mangle handle and try to turn the rollers this could result in trapping their fingers. Mangle is secured with a combination lock at all times.	Low			
Cobbles in the cottage yard	Somebody may slip on the cobbles in the yard. A check should be kept on the condition of the cobbles in the yard to prevent a layer of algae forming. The yard should be assessed for safety if it is raining.	Low			
Felt Making there may be an allergy to wool and soap	Sensitive washing up liquid used. Suppliers of wool state no known allergy from their wool				
Using sticks to roll felt	Misuse may injure a child. Facilitators instruct children of use. Teachers and Facilitators keep look out for any child waving or misusing sticks				