

Hat Works Education - RISK ASSESSMENTS Form: 4 REF : 'Christmas Past'

Sheet

ASSESSORS NAME/s: (Please PRINT)	DATE:	REVIEW DATE:	Persons at risk: School Parties Operation / equipment / substance:	SIGNATURE/s
Diane Berry Lynne Taylor	3.03.05			

HAZARDS and/or HAZARD REFERENCE NO.	PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	WHO / WHEN	Done
Walking up and down the Stairs between floors. Girls wearing long skirts	Education staff will warn pupils not to run up or down the stairs and to take great care. Handrails are to be held where possible. Girls will be asked to raise their skirts whilst on the staircase. There is a life for anyone with mobility problems.	Low			
Exit and entry through doors	Education staff will 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			
Using scissors to cut out paper chains	Depending upon the age group children are given safety scissors and instructed in their use. If teachers prefer they will have the option of using ready cut paper for younger children. If older children, the Facilitator consults with the teacher to see if the children are able to have ordinary scissors				
Playing with Victorian toys	Some of the toys have sharp points-Spillikins in particular. Children could hurt themselves accidentally. Silly behavior could result in injuring another child. Education staff will demonstrate how to play with the toys. Facilitators and teachers will keep a look out for any child being careless with the sticks or misbehaving in any way with the toys.	Low			
Children making a 'Spinner' toy	Making a spinner requires pushing a pointed wooden skewer through the middle of a circle. Teachers and helpers will be asked to push through skewers for younger children. Education staff instruct children not to wave skewers about as they might hurt another child or adult.	Low			
Making a Christmas Pudding	This involves the children weighing out various ingredients for the pudding. The Education staff will pass around cinnamon and nutmeg for the children to smell. Teachers are informed before this is done and asked if any child has a problem with nuts or allergies. Great care is taken to ensure that any child with allergies is not exposed to the spices.	Low			
Visit to the Hatter Cottage	As part of the day children will visit the cottage. Children may try to operate the mangle and catch their fingers in the roller. There is a safety chain on the mangle. This has a combination lock which keeps it in position at all times.	Med			
Years 5 & 6 Place Mat Making	Children will be using knibbed pens and ink. Facilitators will instruct children to be sensible. Children will be asked not to touch the pens	Low			

	until the appropriate time. Facilitators will look for any misuse of the pens and take appropriate action				
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