

Hat Works Education - RISK ASSESSMENTS Form: 3 REF : Lots for Tots Pre school/ Nusery

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

HAZARDS and/or HAZARD REFERENCE NO.	PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUA L RISK	WHAT FURTHER ACTION IS REQUIRED ?	WHO / WHEN	Done
Paper Hat Making. Children using scissors.	Children may be using scissors to cut and shape. Children are given safety scissors and instructed how to use them. Children will be working with folded paper that will require taping together. Education staff and adult helpers help cut and tape the hats with the children.	Low			
Trying on hats in Community Room or Family Fun area on the Gallery	Some of the hats are heavy and may fall off and injure a child sitting near by. The education Facilitator leading the session will warn the child that it is heavy and that they must stand still. Children sitting on floor will be kept at an appropriate distance.	Med			
Headlice risk from wearing hat collections	Children will try on different hats. Hats are not passed around, each child only tries on one hat. Teachers are offered protective Mop-caps for the children if they require them	Low			
Walking up and down the stairs	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 warn pupils 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			