



RISK ASSESSMENT		
Establishment: Eastern Angles Centre	Assessment by: Katie Farrow	Date: 17/06/2021
Review Date:	Approved by:	Date:

Hazard / Risk	Who is at Risk?	Normal Control Measures (Brief description).	Additional Measures	Risk Rating H/M/L
Movements around building- trip hazards	Workshop leaders/ volunteers Group members	<ul style="list-style-type: none"> Time set aside to familiarise staff, volunteers and group members with the layout of the building; identify fire exits, stairs, lifts etc. 	<ul style="list-style-type: none"> Observe the Covid 19 protocols in place i.e. face masks to be worn when moving throughout the building unless exempt. Designated waiting areas outside of the public toilets to ensure social distancing. 	L
Supervision / group size	Workshop leaders/ volunteers Group members	<ul style="list-style-type: none"> Group size should be appropriate to the design and size of the room, take account of the nature of the task, the equipment, the age, ability, aptitude and special education needs of the young people. Health and Safety forms part of the work where relevant – ensure that all group members understand the rules. 	<ul style="list-style-type: none"> As group sizes will exceed the 6 person rule, a space should be left between each chair at workshop tables to increase the distance between participants. . Members will be asked to choose a seat and retain that 	M



			seat for the duration of the workshop to reduce unnecessary movement.	
Use of Equipment	Workshop leaders/ volunteers Group members	<ul style="list-style-type: none"> • Ensure that all equipment handed out is returned and at the end of the activity. • Identify who is supervising the activity. • Identify if there are any training or instruction needs for members of staff that are supervising. • Specify any protective equipment that users must wear or need – Aprons, gloves, table covers. 	<ul style="list-style-type: none"> • Sharing of equipment should be kept to a minimum and wiped between uses. • Where possible, equipment should be cleaned using antibacterial wipes by workshop leaders/ volunteers at the end of workshops. 	M
Storage	Workshop leaders/ volunteers	<ul style="list-style-type: none"> • Equipment and substances stored appropriately and do not present a trip, slip or fall hazard. • Heavy items stored at the appropriate level. • Sharp objects counted out and in 	<ul style="list-style-type: none"> • Handles and locks to be cleaned before and after workshops with antibacterial wipes. 	L
Substances including Paints, inks, varnishes etc / may cause allergic reactions, or be irritants	Workshop leaders/ volunteers Group members	<ul style="list-style-type: none"> • Only low hazard paints, glazes and inks used where possible. • Food should not be consumed or brought into work areas where the above resources are used. • Gloves should be provided and worn where irritation to the skin is possible. 	<ul style="list-style-type: none"> • All substances to be handled by workshop leaders and volunteers where possible. • Gloves to be worn at all times when handling substances to reduce possibility of cross contamination. • Where possible, individual portions of paints etc decanted for participants to reduce shared contact. 	M



Inhalation of dusts including clay/ pottery glazes		<ul style="list-style-type: none"> • Clay dropped on the floor should be removed as soon as possible and the floor checked at the end of each session. • Spilt clay slip cleaned up. • All equipment to be washed at the end of the session to keep dust to a minimum. • Floors washed or damp-cleaned and vacuumed 	<ul style="list-style-type: none"> • Cleaning of the space should be managed by the workshop leaders/ volunteers wherever possible. • PPE to be worn during cleaning and disposed of safely after cleaning. • Masks made available to reduce dust inhalation. 	M
Sharp blades / Cuts		<ul style="list-style-type: none"> • Safety blades used where possible • Controlled storage and allocation of craft knives, etc. • Blades are in good condition • Count in and out • Adult supervision at all times 	<ul style="list-style-type: none"> • Where possible items should be 'one per person' to reduce the need for shared equipment. • Any shared equipment is to be wiped with antibacterial wipes between uses. 	M
Electricity / Electric shock		<ul style="list-style-type: none"> • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Mains powered portable equipment protected by RCD to distribution board, wall socket or lead. • Sufficient outlets to support the range of equipment normally used without resorting to regular use of multi-socket adaptors. • Regular checks of cables etc for frays 		L
First Aid		<ul style="list-style-type: none"> • At least one first aid kit available in workshops. • Contents regularly checked. • Nearest first aiders names displayed 	<ul style="list-style-type: none"> • PPE made available to all; masks and gloves. • Additional PPE supplied to protect for first aiders; face 	H



		<ul style="list-style-type: none"> Mains tap water or 900ml (3 x 300ml) eye wash bottles or sterile tube / mains water supply available 	shields, aprons, masks if required. <ul style="list-style-type: none"> Mouth to mouth discouraged in favour of compression only CPR. 	
--	--	--	---	--

	REVIEWS:	
REVIEWED BY:		COMMENTS:
REVIEWED BY:		COMMENTS:
REVIEWED BY:		COMMENTS: