



Risk Assessment for Tudor School Workshop, Barley Hall, completed 3rd August 2018

1. Hazard: Workshop equipment

People / items at risk: Staff / teachers / pupils

Comments: Hazards arising from incorrect handling of equipment: improper use, trip hazards, ingestion of small items (e.g. jetons)

Existing control measures: All equipment to be under close supervision of workshop leader at all times. No sharp edges. To be handled by participants only under supervision.

Risk rating: C3

Control measures required: Equipment to be checked prior to and after each session for missing / damaged pieces. Clear verbal instructions to be given to participants prior to allowing handling. Tidy workshop environment to be maintained throughout. All new staff to be made aware of existing control measures. NB – ONLY ITEMS IDENTIFIED IN WORKSHOP OUTLINE DOCUMENT TO BE USED, UNLESS PRIOR APPROVAL HAS BEEN GIVEN BY THE EDUCATION DEPT.

Monitoring: Safety to be assessed routinely by staff throughout the session.

Review: Prior to each new session. Additional controls to be applied accordingly, where necessary.

2. Hazard: Ingestion of products / allergic reaction

People / items at risk: Staff / teachers / pupils

Comments: Pounce made of powdered cuttlefish bone – may cause reaction for those with mollusc allergies. Only non-toxic ink to be used.

Existing control measures: All activity to be undertaken under supervision of experienced staff at all times.

Risk rating: C3

Control measures required: Spillages to be cleaned up promptly. Staff to advise group leader as to ingredients used. Supply of handwipes to be kept for use by participants. Original ink bottle to be kept for information. All new staff to be made aware of existing control measures.

Monitoring: Safety to be assessed routinely by staff throughout the session.

Review: Prior to each new session. Additional controls to be applied accordingly, where necessary.

3. Hazard: Ink spillage

People / items at risk: Staff / teachers / pupils (clothes)

Comments: Risk of staining

Existing control measures: All activity to be undertaken under supervision of experienced staff at all times.

Risk rating: C3

Control measures required: Spillages to be cleaned up promptly. All new staff to be made aware of

existing control measures.

Monitoring: Safety to be assessed routinely by staff throughout the session.

Review: Prior to each new session. Additional controls to be applied accordingly, where necessary.