

Assessment Date	15/10/19	Review Date (To be within 24 Months)	October 2021
Work Area	Craft activities using glue gun		
Reason for Assessment (Tick appropriate boxes)			
Initial Assessment	<input checked="" type="checkbox"/>	Periodic Review	<input type="checkbox"/>
Change of Work Process	<input type="checkbox"/>	Change of Personnel	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	After an Accident / Incident	<input type="checkbox"/>
		Change of Equipment	<input type="checkbox"/>
		Abnormal Activity	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Brief Description of Assessment: Glue gun used as part of indoor craft activities.			
Assessor(s): Sarah Griffiths – Outdoor Learning and Interpretation Manager			

- Hazard** = Something with the potential to cause harm.
Risk = The likelihood of a hazard causing harm & its associated severity.

'Concentrate on the significant, ignore the trivial'

Part 1 – Hazard Identification

1. General Description of the Work Area	Associated Hazards
Will take place in an education centre or in a school	Electrocution Educational establishments or other buildings where equipment is used are responsible for their own building risk assessments in relation to power sources.
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Glue gun is electric and heats up special glue sticks	Injury from mis-use of equipment Burns from hot glue and hot equipment Staff of the visiting group to be present at all times to ensure procedures are followed

3. METHOD STATEMENT Description of the task / process to be carried out (step-by-step tasks). This section should describe exactly how the work will be done and by whom	Associated Hazards
<p>TPT staff to give safety briefing at start of session, including warnings of burns if equipment or hot glue touched.</p> <p>Only TPT staff or volunteer to use glue gun</p> <p>Glue gun set up in area where its use can be monitored and away from the main group activity</p> <p>Glue gun allowed to completely cool before being stored away after use. Kept at Burners Lane depot</p>	<p>Electrocution. Educational establishments or other buildings where equipment is used are responsible for thier own building risk assessments in relation to power sources.</p> <p>Injury from mis-use of equipment</p> <p>Burns from hot glue and hot equipment</p> <p>Staff of the visiting group to be present at all times to ensure procedures are followed</p>

Assessors Signature(s) _____

ALL Those involved in making the Risk Assessment to sign

Part 2 - Detailed Assessment of Risks

Hazard. Potential harm and how caused (List all hazards identified in part 1)	Persons likely to be affected	Existing Control Measures. (Describe all existing measures taken to reduce risk)	Risk Rating. S x L (See Table 1) <i>[eg 3 x 1 = 3 Low]</i>	Action required to reduce / control risk. (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	Corrective Action Number (If further control measures required)	Residual Risk Rating (After further actions)
Injury, including burns from mis-use of equipment	Participants TPT staff & volunteers	TPT staff only to use gun. Ensure gun is disconnected from mains when not in use. When not in use, apply the rest supplied with the kit. Gun is never left unattended and out of reach of participants. Ensure adequate adult supervision with youngsters. Only used in designated area with participants under supervision.	2x1=2			
Electrocution	Participants TPT staff & volunteers	Equipment checked before use and PAT tested. Electrical fittings and distribution in good working order and maintained. Replace if any faults detected	3x1=3			
Behaviour of attendees	Participants. TPT Staff and Volunteers	Leader of attending group informed that behaviour is their responsibility on site at time of booking. This to be re-iterated to the leader during session as appropriate. Clear rules and expectations given to the group at start of session. PT staff to intervene in times of emergency/potential danger	2x2=4			
Illness/ medical problems of attendees (for sessions where there is a group leader/Parents/Guardian Present)	Participants	Leader of attending group/Parent/Accompanying Adult informed that medical aid is their responsibility on site at time of booking. PT staff to intervene in times of emergency/potential danger	2x2=4			

Hazard. Potential harm and how caused (List all hazards identified in part 1)	Persons likely to be affected	Existing Control Measures. (Describe all existing measures taken to reduce risk)	Risk Rating. S x L (See Table 1) [eg 3 x 1 = 3 Low]	Action required to reduce / control risk. (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	Corrective Action Number (If further control measures required)	Residual Risk Rating (After further actions)
Illness/ medical problems of attendees (for sessions where PT staff is loci parentis) e.g. JPR, Youth Rangers and Youth Explorers	Participants	Medical data to be taken at point of booking and parents/guardians' responsibility for letting PT staff of changes. Self-medication is stated as process on booking form PT staff to intervene in times of emergency/potential danger	2x2=4			

Part 2 - Detailed Assessment of Risks

Table 1. Risk Rating

Risk rating = Severity x Likelihood

Risk Assessment		Severity (S) [Severity] & [Extent]		
		Slightly Harmful [Minor injury / illness, first aid treatment, minor equipment damage] [Affecting only one person] (1)	Harmful [Serious injury / illness, hospitalisation, equipment damage] (2)	Extremely Harmful [Fatality, loss of limb, permanent disability, equipment destroyed] [Several persons affected] (3)
Very Unlikely (1) [Minimal interaction] [Remote possibility] [Easily avoidable]	Low (1)	Low (2)	Low (3)	

Likelihood (L) [Exposure to Hazard] [Occurrence of Hazard] [Possibility of Avoidance]	Unlikely (2) [Much interaction] [More likely] [Some possibility to avoid]	Low (2)	Medium (4)	Medium (6)
	Likely (3) [Intensive interaction] [Quite likely] [Little possibility of avoidance]	Low (3)	Medium (6)	High (9)

- 1 – 3 Tolerable Risk Monitor regularly to ensure that the risk does not grow.
- 4 – 6 Moderate Risk Potentially serious. Long term issues anticipated. Plan ahead.
- 9 High Risk – Intolerable **ACT NOW.**

Part 3 - Review

Category No:	1 Regular (24 monthly) review	2 Result of accident	3 Result of near miss	4 Change of process	5 Change of location	6 Personnel change
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Date:	Category No	Assessors/s	Comments	Action Required	Date Closed
21/11/18	1	Nicky Saunders	Updated from old version form and content reviewed	none	21/11/18
15/10/19	1	Sarah Griffiths	Reviewed	Updated	15/10/19

Part 4 - Briefing Sheet

Use this sheet to record persons whom have been briefed on the contents of this risk assessment.

RISK ASSESSMENT BRIEFING GIVEN BY:

DATE	NAME	SIGNATURE