

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	<i>TPT-OL-026 Using Natural Materials for Craft with tools</i>
		Page	1 of 8

<b>Assessment Date</b>	28/10/22	<b>Review Date</b> (To be within 24 Months)	Oct 2024
<b>Work Area</b>	Using natural materials for craft activities with tools		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
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 checked="" type="checkbox"/>
		Abnormal Activity	<input type="checkbox"/>
		Other	<input type="checkbox"/>
<b>Brief Description of Assessment:</b> Craft activities including, but not limited to: making bird boxes, wooden decorations, wreaths and using lard / coconut oil and bird seed to create a 'cake' for garden birds – an activity as part of an Outdoor Learning session. This may include use of tools.			
<b>Assessor(s):</b> Sarah Griffiths – Outdoor Learning Leader			

**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	
<b>1. General Description of the Work Area</b>	<b>Associated Hazards</b>
LLNR – Lare main room and Forest School Room Read LLNR PT-1052 Rev - Guidance for Working at LLNR & HPW  Function Room at CP – RA 1032	Stings/scratches from plants  Slips/trips/falls.  Interaction/aggressive behaviour from other members of the public attending  Catching or spreading Covid 19
<b>2. Plant, Equipment and Vehicles in or adjacent to the work area</b>	<b>Associated Hazards</b>
Scissors  Tools may include the following: <ul style="list-style-type: none"> <li>• Loppers</li> <li>• Secateurs</li> </ul>  Mulled Wine & Slow heater	Allergic reaction to natural materials and fats  Minor Cuts from inappropriate use of scissors  Injury through mis use of tools  Injury from poorly maintained tools  Electricution and inebriation

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	<i>TPT-OL-026 Using Natural Materials for Craft with tools</i>
		Page	2 of 8

<b>3. METHOD STATEMENT</b>  <b>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</b>	<b>Associated Hazards</b>
<p>For Xmas Wreaths: Set up refreshment stand with mulled wine, squash (pre poured) and mince pies that people take from on entry only. Reminded to take what touch. Staff setting up to sterilise hands before set up. Only one weak glass of mulled wine per person.</p> <p>For other craft activities: Set up equipment, keeping tools away from areas that they can be taken by small children.</p> <p>Register taken.</p> <p>Safety briefing to be given by TPT staff at start of session, including demonstration of correct use of tools.</p> <p><b>COVID Extra Briefing Points</b></p> <ul style="list-style-type: none"> <li>• Hand sanitiser should be used regularly. Where there are hand-washing facilities, they can use these.</li> <li>• If indoors, where appropriate, ventilation to be increased in the building (i.e. opening doors/windows).</li> </ul> <p>Attendees shown how to safely use natural materials - hands away from mouth, wash hands after activity. Wear gloves if dealing with sharp resources/when appropriate.</p> <p>Step by step instructions given so participants are doing one part at a time.</p> <p>TPT staff to monitor tool use at all times as participants using tools</p> <p>Tools to be stored in the correct manner, as shown by the TPT staff member when not in use. They will be counted in and out by the TPT staff member.</p> <p>Tools to be maintained correctly by TPT staff and stored in locked office and then returned to Crownhill after use.</p>	<p>Catching or spreading Covid 19</p> <p>Sickness from eating raw lard/coconut oil and bird seeds. Sickness resulting from ingesting berries/eating part of Yew used for Wreaths.</p> <p>Injury through mis-use of tools</p> <p>Injury from poorly maintained tools</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) [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)
Incorrect use of equipment causing injury	Participants TPT staff & volunteers Members of the public	TPT staff to deliver "tool talk" and demonstrate safe use of tool to helpers and participants with the introduction of each new tool. Copy of "tool talk" kept with printed version of risk assessment on site and in tool boxes. Supervision of participants when using tools at all times, by TPT staff. Ensure tools are maintained properly, through sharpening after each use and repair as necessary. Tools to be kept in a tool box when on site or in a safe place, away from view of the public. Storage areas to be kept away from main thoroughfares to avoid trips. Tools with covers to be kept covered when not in use and kept flat on the floor, next to the user. Bowsaws to be kept in the tool box with covers in place and handle at the bottom of the box, with covered blade towards the lid. Tools to be counted in and out for each session by the session leader	2x1=2 LOW			
Covid-19	Participants, TPT Volunteers and Public	If appropriate, window or door open to enable air flow. Safety briefing includes instructions about Covid-19 (see main body) Advised to wash hands and hand sanitiser available.	3x2=6 MED			
Slips, trips and falls from the uneven ground.	Participants TPT staff & volunteers	Site check carried out in advance of the session – trip hazards removed as	1x2=2 LOW			

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)
		possible and pointed out at start of session if not.				
Poisoning from ingestion of some plants/fungi, bird seed, fat	Participants TPT staff & volunteers	Participants warned to wash hands thoroughly before eating anything. participants told that nothing collected or used during session to be eaten.	2x2=4 MED	TPT staff first aid trained or act as appointed person (contact emergency services if necessary).		
Behaviour of attendees	Participants. TPT Staff and Volunteers	If a group organised/school event, leader reminded that they are responsible for the behaviour of the group at time of booking. PT staff to intervene in times of emergency/potential danger. Xmas wreaths with mulled wine is adult only. Alcohol intake (low amount) – attendees have responsibility over their own intake but amounts are limited for group. Alternative non-alcoholic drinks available.	2x2=4 MED	TPT staff to use StaySafe Lone Working app. TPT staff to cancel / abandon session if necessary.		
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 MED	TPT staff will contact emergency services if deemed necessary by nature of situation		
Electrical [Fire, shock]	Staff Volunteers Members of Public	Electrical testing completed on fixed wiring & PAT testing carried out. Training on setting up equipment is offered Extension leads must not be daisy-chained together. If external organization providing equipment, they are responsible for PAT testing.	3 x 1 = 3 LOW			

# RISK ASSESSMENT

RA No.

TPT-OL-1008 craft activities using natural materials and tools

Page

5 of 8

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)
Emergency Situations	Participants, Staff and volunteers	Separate group from danger Alert Emergency Services Keep calm and keep attendees calm	3x1			

## 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)
Likelihood (L) [Exposure to Hazard] [Occurrence of Hazard] [Possibility of Avoidance]	Very Unlikely (1) [Minimal interaction] [Remote possibility] [Easily avoidable]	Low (1)	Low (2)	Low (3)
	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  
4 – 6 Moderate Risk  
9 High Risk – Intolerable

Monitor regularly to ensure that the risk does not grow.  
Potentially serious. Long term issues anticipated. Plan ahead.  
**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

Date:	Category No	Assessors/s	Comments	Action Required	Date Closed
18/11/19	4	Laura Davis	New title and change of equipment. Updated for a session where participants make a bird box and a bird seed cake. Also to cover other similar activities so now called Craft Activities Using Natural Materials and Tools.		
06/12/19	4	Sarah Griffiths	Included specific reference to wreath making due to use of Yew which can poison if ingested.	Ensure staff updates	
13/10/2021	4	Amy Jerome	Assessed for covid measures		
8/12/21	5	Alison Harrell	Changed for CP		
19/01/22	4	K.Turner	Add Emergency Situations to Hazard List		
28/01/22	1	Sarah Griffiths	Review of whole RA	Share update	28/11/22

