

RISK ASSESSMENT – THE LITTLE CHRISTMAS TREE CRAFT ACTIVITIES

ACTIVITY:	THE LITTLE CHRISTMAS TREE CRAFT ACTIVITY – PAINTING & DECORATING WOODEN CHRISTMAS TREES	DATE:	29.11.16
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PERSONS AT RISK- AFFECTED BY ACTIVITY:	Persons attending the workshop	NUMBER	0 - 30
ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:	Children	NUMBER	0 - 30

POTENTIAL HAZARDS		Assessment of Risk		
REF.		Low	Med	High
1	Using PVA glue in craft activity. Children could put the glue in their mouth, hair and eyes. Glue could be a spill hazard.	x		
2	Tripping over chairs and hazards on the floor	x		
3	Use of paints in craft activity. Children could put the paints in their mouth. If paint is split it could be a slip hazard.	x		
4	Risk of choking on sequins.			
5	Children could be allergic to paint or PVA glue.			

EXISTING CONTROL MEASURES
<p>1. Children should be supervised when using PVA glue to avoid glue being eaten, being wiped in eyes or hair. PVA glue is water based and non toxic. If glue accidentally gets in eyes it may cause temporary irritation. Irrigate with water for 15 minutes holding eyelid open. Seek immediate medical attention. Prolonged contact may cause irritation. Remove contaminated clothing. Wash thoroughly with soap and water. Seek medical attention if symptoms persist. If ingested PVA glue may cause nausea. Seek immediate medical attention. Do not induce vomiting.</p> <p style="padding-left: 40px;">All spillages should be wiped up immediately with paper towels to avoid slip hazards.</p>
<p>2. Remove all potential trip hazards.</p>
<p>3. The paints being used should be non-toxic poster paints. Children should be closely supervised to ensure they do not ingest the paint or wipe it in their eyes. Inhalation - The paints are not considered to be a toxic. Skin contact - The paints can be removed from skin with warm soapy water. Eye Contact- Wash with copious quantities of water for several minutes; if irritation persists seek medical attention. Ingestion- Consult a physician if the amount is significant or the affected person appears unwell.</p> <p style="padding-left: 40px;">Ensure all spillages are cleaned up immediately with paper towel to avoid slip hazards.</p>
<p>4. Children should be closely supervised when using sequins to ensure they are not swallowed. Alternative materials such as stickers should be used with very small children or where there are children with tracheal tubes.</p>
<p>5. Check whether any of the children attending the workshop are allergic to paints or PVA glue.</p>
<p>6. A first aider should be present at all times in case of an accident.</p>
<p>7. A first aid kit should always be available in case of an accident.</p>

INITIAL ASSESSMENT OF OVERALL RISK	LOW	X	MEDIUM		HIGH	
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RISK RATING = SEVERITY x LIKELIHOOD		
Rating	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
MEDIUM	Injury or illness causing short term disability	Reasonably likely to occur
LOW	Other injury or illness	Unlikely to occur

ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
None required		

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	X	MEDIUM		HIGH	
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Note: Re-assessment required if overall residual risk is High

ADDITIONAL INFORMATION: (Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.)
In this section of the workshop individuals will be decorating wooden Christmas trees using paint, sequins, PVA glue and stickers. Safety measures are in place such as using non-toxic glue and paint, making sure children are not allergic to the material used in the workshop and ensuring all spillages will be cleared up immediately. Children should be closely supervised to avoid contact of craft materials with the eyes or ingestion. Adults attending the workshop should have access to the risk assessments so they are aware how to deal with a child who accidentally ingests any of the materials or gets them in their eyes.

Signature of responsible person:		Date:	
		29.11.16	
Assessor:	M. Hartley	Signature:	M. Hartley
Date Assessed:	29.11.16	Review Date:	29.11.17