

RISK ASSESSMENT – PLANETS WORKSHOP

ACTIVITY:	FINDING OUT FACTS ABOUT THE PLANETS (FORUM)	DATE:	5.10.16
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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	Potential to trip or fall over while watching video clip. Could be an issue when lights are dimmed.	x		
2	Possibility of children bumping into each other or tripping and falling over when collecting items for workshop.	x		
3	Potential for suffocation with bags used in workshop for moons.	x		
4	Potential choking hazard of table tennis balls and small ball used to demonstrate moon/s and sun in workshop.	x		
5	Possible allergy to play dough used in workshop.	x		
6	Possible choke or hygiene risk if play dough is put in mouth.	x		
7	Possibility of falling down stairs in auditorium or risk of tripping when demonstrating orbiting of planets around sun.	x		
8	Electrical hazards from equipment in auditorium.	x		
9	Possible risk of harm using team sashes when demonstrating time taken for planets to orbit around sun.	x		
10	Risk of trapping figures when using solar system model to demonstrate movement of planets.	x		
11	If using projector and screen risk of screen falling over or collapsing and hitting a child. Trip and electrical risk for using this equipment.	x		

EXISTING CONTROL MEASURES
1. Ensure children walk sensibly to their seats and that the lighting is adequate to enable them to do this. Ensure that all wires are hidden away and are out of the path of the children. Any exposed wires should be covered with tape or a mat to avoid trip hazards. Children should be made aware of the exits prior to the video clip being played. In addition the adult in charge should know where the light switches are in case of an emergency.
2. Before activity children should be instructed to walk and not run. They should also be instructed to be considerate of other colleagues when collecting the different items. Any potential trip hazards should be removed from the area.
3. Bags containing the moons are zip lock so it would be difficult to seal them if they were placed over someone's head. All bags are sealed with sellotape to avoid children opening the bags. Children will be supervised at all times during this activity.
4. Table tennis balls will be secured in zip lock bags where the seal is secured with sellotape. Children will also be discouraged from removing the balls from the bags. The ball used to demonstrate the sun is very small. This will be kept by the adult taking the workshop at all times. Children will not have access to this item. All children will be supervised throughout the workshop to ensure they are not putting the balls into their mouths.

5. Checks should be made prior to the workshop to ensure children are not allergic to play dough. In addition a further check should be made with the children and the attending adults prior to commencing this activity to establish whether any of the children are allergic to play dough.
6. Play dough is non-toxic if swallowed however children should be supervised closely during this activity to try to avoid them putting the play dough into their mouths. Play dough should be replaced regularly for hygiene purposes.
7. Advise children to look where the stairs are so they don't fall down them and encourage them to stand at the back of the stair when commencing their orbit. The position of the chairs in the auditorium will also help protect children from falling.
8. Ensure all electrical items used in the workshop are PAT tested.
9. Ensure children are supervised at all times when using sashes. The sashes used in the workshop are specifically designed for team games and risk of harm is minimal.
10. Children are made aware that they are not to play with the model and they are not to touch it. Children will be closely supervised when using the model.
11. The screen should be placed where possible against a wall. Children should be seated a safe distance from the screen where they are unable to touch it. All wires should be hidden from view. Children should be made aware of any potential trip hazards and tape used to secure wires which cannot be hidden away. The projector should be PAT tested every 2 years.
12. A first aider should be present at all times in case of an accident.
13. A first aid kit should always be available in case of an accident.

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		

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.)						
The activities in this workshop have been risk assessed and are low risk. Safety measures such as removing possible trip hazards, checking for allergies to play dough, PAT testing electrical items, sealing bags and closely supervising the children will ensure that all risks are kept to a minimum.						
RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	X	MEDIUM		HIGH	
Signature of responsible person:				Date:		
				5.10.16		
Assessor:	Mandy Hartley	Signature:				
Date Assessed:	5.10.16	Review Date:		5.10.17		