

RISK ASSESSMENT – THE LITTLE CHRISTMAS TREE

ACTIVITY:	THE LITTLE CHRISTMAS TREE	DATE:	25.11.16
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PERSONS AT RISK- AFFECTED BY ACTIVITY:	Persons attending the workshop	NUMBER	0 - 40
ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:	Children	NUMBER	0 - 40

POTENTIAL HAZARDS		Assessment of Risk		
REF.		Low	Med	High
1	Falling over potential trip hazards on the set	x		
2	Instant-snow (sodium polyacrylate) is used in the performance. Potential risk of spillage (instant snow is slippery when wet) or ingestion/ irritation to eyes.	x		
3	Stereo and lights used in performance – potential electrical hazard	x		
4	Allergy to marshmallows (children are given marshmallows as part of the performance), red cabbage or vinegar.	x		
5	Using red cabbage and vinegar – risk of ingestion, irritation to eyes, skin or respiratory tract. Risk of spillage and causing slip hazard.	x		
6	Use of batteries in lanterns – small children could swallow the disc battery which can be harmful.			

EXISTING CONTROL MEASURES	
1.	<p>Make sure all wires are tucked away. There is the possibility children may trip on the props when they volunteer to come up on stage and when they decorate the Christmas tree at the end. To prevent this make sure trip hazards are moved out of the way and children encouraged to perform at the front of the stage only. They should be discouraged from walking at the back of the stage where the wires are and supervised at all times. Areas where children are present should be free of trip hazards. Only children participating in the performance should be on stage and instructed not to run. There should be a maximum of 4 – 5 children on stage at any one time. In addition the wire for the Christmas tree lights should only be added once the children are no longer on the stage. The wire should be kept out of the way.</p>
2.	<p>Instant snow is slippery when wet. To avoid possibility of spillage snow experiment is performed in a dish. If however any snow is split it can be swept up with a dustpan and brush. This material is considered to be non-hazardous and environmentally safe. The finished product can be disposed of by normal means (in the bin) or dissolved with excess water (not down the sink). The snow product can also be mixed with dirt as a way to hold moisture in the soil. Instant-Snow will biodegrade in 90 days. Spillages should be cleared up immediately.</p> <p>Instant snow is non-toxic however contact with the eyes and mouth should be avoided. Instant snow should not be placed in the mouth and the powder should not be inhaled. This experiment will be performed by the story teller and the children should not come in contact with the snow. Once the snow has been made it will be placed out of reach of the children before being disposed of in the bin (which children should not have access to).</p> <p>If Instant snow does come in contact with the EYES: Rinse immediately with water. Remove</p>

<p>contact lenses if wearing any. Flush eyes with water for 15 minutes. If SWALLOWED: Rinse mouth. Drink a glassful of water or milk. Do not induce vomiting. SKIN: This material is safe to touch. Rinse skin with water when finished.</p>
<p>3. All electrical items used in the performance should be PAT tested. Children should be closely supervised when on set and kept away from these items where possible,</p>
<p>4. Check that children are not allergic to marshmallows, vinegar or red cabbage before performance starts or prior to the event if applicable. Children with allergies should be identified and contact with these items avoided for that child. In cases of severe allergies these items must be removed from the performance.</p>
<p>5. Risks are minimal all chemicals (red cabbage and vinegar) are being used in very low amounts and are non-toxic. Experiment should be carried out in a well ventilated room. Spillages should be cleaned up immediately using a paper towel and a damp cloth. Skin irritation can be helped by washing the area with warm soapy water. An eye wash or water should be available and used if any chemical gets in an individual's eyes. Eyes should be rinsed for at least 15 minutes with water or eye wash. All chemicals can be disposed of in standard waste. This experiment will be performed by the story teller and the children should not come in contact with the chemicals.</p>
<p>6. All disc batteries should be removed from the tea lights to avoid children swallowing them.</p>
<p>7. First aider present in case of an accident.</p>
<p>8. First aid kit available if required</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.)

There are a number of measures in place for the story 'The Little Christmas Tree' to ensure the risk is kept to a minimum. These include avoiding any trip or electrical hazards. Closely supervising children when on the set, using chemicals for the experiments in low volumes, removing the batteries from the tea lights in the lanterns, ensuring the experiments are performed by the story teller only and that the children do not have access to the chemicals and identification of children participating in the performance or in the audience who may with may have allergies.

Signature of responsible person:			Date: 25.11.16
Assessor:	Mandy Hartley	Signature:	
Date Assessed:	25.11.16	Review Date:	25.11.17