

## Imam Zakariya Academy

### Risk Assessment: Arts and Crafts, Design & Technology

Assessment agreed and signed for by:

Position:

Date:

Task, activity or environment  being assessed	What are the hazards  are present or may be generated?	Existing controls to either eliminate or reduce the risk of an accident happening	What is the probability of an accident happening?	What is the risk rating?
<b>Painting</b>	Contact with eyes and skin.  Spillage's causing a slip hazard.	<ul style="list-style-type: none"> <li>• Pupil according to children's ages and ability's are supervised during each activity, staffing ratios</li> <li>• Pupils thoroughly wash their hands &amp; faces etc after each activity</li> <li>• Any spillage is cleaned up immediately and the floor is in a dry, safe condition</li> <li>• Staff watches children for any allergic reaction to materials used</li> </ul>	Possible	Low Risk
<b>Using Clay</b>	Contact with skin and eyes.	<ul style="list-style-type: none"> <li>• Staff &amp; helpers watch for any adverse reaction when pupils are using the clay</li> </ul>	Possible	Low Risk

		<ul style="list-style-type: none"> <li>• Pupils thoroughly wash their hands after using the clay</li> <li>• Pupils are given instructions before the activity</li> <li>• Any spillage's of clay and/or water are mopped up immediately to avoid a trip/slip hazard</li> <li>• Suitable aprons are supplied to avoid getting clothing soiled.</li> <li>• Any tools used to work the clay must be appropriate for the age group and with no sharp edges</li> </ul>		
<b>Sewing</b>	Needle injury Cotton cuts	<ul style="list-style-type: none"> <li>• Pupils are supervised during the activity Cotton strands etc are cut using only scissors</li> <li>• Only materials, which can be easily sewn and/or stitched, are to be used to avoid excess pressure being used to sew materials together.</li> <li>• Finger bobbins are supplied to help pupils sew materials which are denser to work &amp; sew.</li> </ul>	Possible	Low Risk
<b>Using Glue</b>	Contact with skin, hair eyes etc	<ul style="list-style-type: none"> <li>• Pupils are instructed not to use excessive amounts and to avoid spillage's at all times</li> <li>• Only approved products are to be used</li> <li>• Adhesives to be water based rather than solvent based and be non toxic</li> </ul>	Possible	Low Risk

		<ul style="list-style-type: none"> <li>• “Super –glues” and wallpaper paste containing fungicides should not be used.</li> <li>• Children should not use spray adhesives. They may be highly flammable and/or toxic. Caution should be advised when and where they are used, the area must be well ventilated</li> <li>•</li> </ul> <p>Any glue which gives off heavy vapours should not be used unless the area is very well ventilated. Man staff to become aware of the possibility of solvent abuse and children becoming sensitised to solvents and glues etc manufacturer’s instruction should be read and followed by teachers guidance</p>		
<b>Using scissors</b>	Cuts and "nip" injuries	<ul style="list-style-type: none"> <li>• Only round-headed scissors are used</li> <li>• Pupils are supervised during the activity and given instruction in the safe use of any equipment used</li> <li>• Scissors must be counted out and in and be properly stored</li> <li>• Any faulty or damaged scissors are disposed of.</li> </ul>	Possible	Low Risk
<b>Using a glue</b>	Burns, due to	<ul style="list-style-type: none"> <li>• Low-melt glue guns are considered safer than Hot-melt glue guns and should be use if possible and only with adult supervision.</li> </ul>	Possible	Medium Risk

gun	hot components and glue	<ul style="list-style-type: none"> <li>If hot-melt glue guns are to be used, these should only be used by older children and under strict supervision.</li> </ul>		
		<ul style="list-style-type: none"> <li>Any electrical equipment should be regularly tested for electrical safety</li> <li>A glue gun stand should be used; equipment should only purchase from a reputable supplier</li> </ul>		
Using balloons	Hygiene & Asthmatic problems	<ul style="list-style-type: none"> <li>When using balloons, balloon powered toys and/or party game equipment which are blown or inflated by mouth, staff should ensure hygienic procedures are followed</li> <li>Children should not share mouthpieces etc.</li> <li>Children known to be asthmatic or unwell should be monitored to assess safety and wellbeing during the inflation of balloons by mouth</li> <li>A balloon pump should be used if available for inflating balloons</li> </ul>	Remote	Low Risk
Display Screen Equipment	Eyestrain, aches and pains in the back, neck, upper limbs	<ul style="list-style-type: none"> <li>Staff to ensure that pupils are seated in a comfortable, stable position</li> <li>Screens should be dust free</li> <li>Regular checks are made to ensure that pupils understand the programme being used</li> </ul>	Remote	Medium Risk

	and/or shoulders	<ul style="list-style-type: none"> <li>• All equipment must display a recent Portable Appliance Testing certificate</li> <li>• All equipment must be suitable for the person using it, i.e. feet on the floor, no reflective glare, no flicker on screen, screen at eye level, comfortable working position, legible</li> </ul>		
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		keyboard, the workstation to be away from the user and plenty of leg room under the desk.		
<b>Using sharp objects</b>	Cuts & lacerations	<ul style="list-style-type: none"> <li>• All cutting tools and equipment must be kept sharp to avoid excess pressure being applied</li> <li>• If cutting tools are used, a cutting board or mat should be used to avoid damage to unprotected surfaces.</li> <li>• Craft knives should only be used under strict supervision and by older children</li> <li>• Metal safety rules should be used when drawing straight lines. Craft knives with retractable blades should be used only by teachers. A "QuickCutter" is a safer alternative for younger children</li> <li>• Adults should only use guillotines; Trimmers are a safer option.</li> </ul>	Possible	Medium Risk

<p><b>Making holes in paper, card &amp; plastic</b></p>	<p>Stabbing injuries, cuts &amp; abrasions</p>	<ul style="list-style-type: none"> <li>• When making holes in materials, a pointed pencil can be used if underside of material is supported by “Blue Tack” or Similar Screwdrivers and/or bradawls are not recommended</li> <li>• to punch holes in materials. A hole punch or paper drill is suitable.</li> <li>• If tools are used, a cutting board or mat should be used.</li> <li>• If hand drills are to be used, they should be used on a drill stand to ensure accurate and safe work.</li> </ul>	<p>Possible</p>	<p>Low Risk</p>
<p><b>Using tools</b></p>	<p>Cuts,  lacerations, impact injury  and abrasions</p>	<ul style="list-style-type: none"> <li>• All children are shown how to use tools and implements correctly and safely.</li> <li>• Tools etc should not be left out. After each session they should be returned to the toolbox or cupboard and counted.</li> <li>• The storage facility or cupboard must not be above the reach of the children where they may have to stretch.</li> </ul>	<p>Possible</p>	<p>Medium  Risk</p>



**Cleaning up**

Dust & sharp  
objects.

- Staff should be aware of dust. Dusts from wood and plastic are hazardous; however, small amounts of sanding by children for short periods are unlikely to produce dangerous levels if ventilation is provided
- A dustpan and brush is used to pick-up sharp objects and rubbish
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- All rubbish etc is collected in an appropriate container or bag and disposed of in a safe way
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Remote

Low Risk



Risk assessments will be reviewed annually or when any changes come in as to be in line with new guidance

Signature & Date: Head teacher .....

Signature & Date: Chair of Governors .....



