



## RISK ASSESSMENT FOR CHILDRENS' WORKSHOP ACTIVITIES

Date of assessment: 13 April 2018 by Christine Morton, Business Manager, The Quilters' Guild

Hazard being assessed	Who might be harmed and how?	Risk Controls	Risk level
<b>Rotary Cutters</b>	Staff, volunteers, workshop attendees, tutors.  Cuts	<p><b>Adult tutoring &amp; supervision at all times</b></p> <p>Children must be proven to have demonstrated good motor control/concentration before being taught how to use.</p> <p>Children who are to use must be aged 10 years and above</p> <p>Children to be made aware of potential danger to themselves.</p> <p>The demonstration of how to use must be on a one to one basis, ie, a group of children must not be shown in one sitting.</p> <p><b>The actual usage by a child must be supervised by an adult on a one to one basis.</b></p> <p>At any point of non-usage during an on-going session, the rotary cutter must be put in the lock position and must be kept in the control of a responsible adult.</p> <p>After usage, the rotary cutter must be put in the lock position and stored safely away.</p>	High risk moving to <b>medium</b> once risk controls in place
<b>Irons</b>  <i>Contact with hot surface</i>	Staff, volunteers, workshop attendees, tutors.	<p><b><u>Non steam irons only to be used.</u></b></p> <p>Rules for usage &amp; supervision levels:</p> <ul style="list-style-type: none"> <li>• Under 7 years - <u>adult only use.</u></li> </ul>	Medium moving to <b>low</b> once risk controls in place

	Burn	<ul style="list-style-type: none"> <li>7- 13 year olds – to be used under close <u>one to one adult supervision</u></li> <li>Experienced 13-18 year olds – to be used under <u>adult supervision</u>.</li> </ul> <p>At any point of non-usage during an on-going session, the iron must be turned off.</p> <p>All present should be advised that a hot surface is present.</p> <p>All irons to be PAT tested.</p>	
<b>Contact with pins and small needles.</b>	Staff, volunteers, tutors, workshop attendees,  Cuts.	<b>Adult supervision at all times</b>  Provision of pin cushions with instruction not to leave any pins lying around. Children to be issued with limited stock, eg, one needle per child.	Medium moving to <b>low</b> once risk controls in place
<b>Use of small objects, eg, buttons, decorative beads.</b>	Workshop attendees.  Choking.	<b>Adult supervision at all times</b>  Children to be made aware of potential danger to themselves.	Medium moving to <b>low</b> once risk controls in place
<b>Use of glue.</b>	Workshop attendees.  Solvent abuse or accidental consumption	<b>Adult supervision at all times</b>  No bottle of glue to leave the room.	Medium to <b>low</b> once risk controls in place
<b>Use of scissors.</b>	Staff, volunteers, workshop attendees, tutors.  Cuts	<b>Adult supervision at all times</b>  Scissors of an appropriate size for the age of the child must be used.  Children to use round ended scissors with an instruction to carry scissors with ends pointed down.	Medium moving to <b>low</b> once risk controls in place

<p><b>Use of sewing machines.</b></p>	<p>Staff, volunteers, workshop attendees, tutors.</p> <p>Pricks and cuts</p>	<p><b>Adult supervision at all times</b></p> <p>Children to be briefed as to how to use a machine in a safe and responsible manner.</p> <p>All machines to be PAT tested</p>	<p>Medium moving to <b>low</b> once risk controls in place</p>
<p><b>Supervision of children.</b></p>	<p>Staff, volunteers, workshop attendees, tutors.</p> <p>Children unsupervised or misbehaving may be a danger to themselves and others – resulting in trips, slips and damage.</p>	<p><b>Adult supervision at all times.</b></p> <p>Children to be instructed not to run or throw any objects. Any child misbehaving in a way likely to endanger themselves or others will be asked to leave with an adult supervisor.</p> <p>No child to leave the workshop area without adult supervision.</p>	<p>Medium moving to <b>low</b> once risk controls in place</p>