

Risk Assessment and Risk Management Record

School/Youth Group _____	Learning Activity _____
Group Leader _____	Other Staff _____
Group Size _____	Supervision Ratio _____

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

Amendments will be written in red alongside each section to ensure that the policy is read fully

Pupils and Staff to wash hands on regular basis.

Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly.

Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
	High/Medium/Low		
<ul style="list-style-type: none"> Nut allergies 	(Medium)	DT involving preparation of food/ tasting NOT to be conducted until further notice. This will be reviewed on a fortnightly basis. <ul style="list-style-type: none"> Teachers, TAs and any Catering staff to be made aware of allergies before the activity 	Accidents MUST be reported to SLT so that appropriate Local Authority Paperwork can be

<ul style="list-style-type: none"> • Allergy to penicillin ▪ Special needs of specific pupils – medical, behavioural and educational 	<p>(Low)</p> <p>(Low)</p>	<p>begins so that all precautions can be put in place.</p> <ul style="list-style-type: none"> • Staff to be aware of children with allergies and monitor throughout the activity. • If child appears to be having an allergic reaction, keep child calm, seek 1st aider to attend immediately and ambulance to be called. • Epipen to be administered according to child's medical notes and ambulance to be notified of administration of medicine. <p>Staff to wear PPE when administering Epipen. Full PPE to be worn when administering medication. If not possible due to severity and speed of treatment needed. Staff MUST thoroughly wash hands after.</p> <ul style="list-style-type: none"> • Staff to be aware of allergies and monitor children closely. • If medical assistance (ambulance) is needed during activity, ensure that medical staff are made aware of allergies. <ul style="list-style-type: none"> ▪ At least one leader with each group First Aid trained. ▪ Leaders know how to call emergency services. <p>Any accidents to be checked by a 1st aider wearing PPE, parents to be informed.</p>	<p>completed – this may also include RIDDOR</p> <p>If food has been in contact with nuts during preparation etc, children ARE NOT to proceed with the activity and be removed from the room.</p> <p>All medical forms to be checked for allergies to food substances and appropriate measures put in place to prevent allergic reactions.</p>
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		<ul style="list-style-type: none"> ▪ Obtain information from parents. ▪ Take advice from SENDCo if appropriate. ▪ Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. 	
Activity in class			
Health and Hygiene.	(Low)	<ul style="list-style-type: none"> • All children to wash their hands before working with food. Children MUST wash their hand thoroughly with hot water and soap for 20 secs before and immediately after working with food. • Children to be modelled and advised how to wash hands correctly. Handwashing procedure is required to be taught correctly every morning to children when they come to school. • Children to be told that unless directed that they are not to eat any food substances during the making of the items. No food to be consumed unless directed. Hands washed before eating for 20 secs. • Children told to keep fingers out of hair and mouths. 	
Preparation of classroom/ work space	(Medium)	<p>If children raise fingers to hair, mouths or face they must go and wash their hands immediately for 20 secs and food they have touched must be disposed of correctly and equipment touched must be cleaned immediately in the correct way with the correct products.</p>	
Food falling on the floor	(Low)	<ul style="list-style-type: none"> • If a child is seen doing so they MUST wash their hands again. 	

<p>Vegetable and paring knives - Cuts</p>	<p>(Medium)</p>	<ul style="list-style-type: none"> If a child sneezes or wipes nose, they MUST re wash their hands. <p>If a child sneezes or wipes nose into a tissue then the tissue must be double bagged and disposed of in the correct way.</p> <ul style="list-style-type: none"> At the end of the activity, all children to wash their hands again. <p>Children to wash hands after any activity using hot water and soap for 20 secs.</p> <ul style="list-style-type: none"> All surfaces must be clutter free and work books etc cleared off the table. Sanitising solutions to be used to clean the surfaces being used before the activity. <p>Surfaces must be cleaned thoroughly and meticulously before any activities using the correct cleaning and sanitising solutions.</p> <ul style="list-style-type: none"> Food which falls on the floor during activity MUST be put in the bin. <p>Gloves to be worn by staff and hands washed if food has been touched. Staff have hand gels to sanitise hands.</p> <ul style="list-style-type: none"> All areas to be cleaned using appropriate sanitising solutions after the activity is complete. <p>Surfaces must be cleaned thoroughly and meticulously after any activities using the correct cleaning and sanitising solutions.</p> <ol style="list-style-type: none"> Resources to be kept clean. All resources are to be kept within bubbles and NOT shared. 	<p>Any child displaying inappropriate behaviour with knives MUST be removed from the activity.</p>
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2. Each table should have a set of resources to use which should not be shared between other groups where possible.

Any resources needing shared will need to be cleaned using the appropriate cleaning products supplied

Equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

- Safety knives **MUST** be used at all times.
- Knives placed on trays with all the blades facing in one direction.
- A system of counting knives in and out by an adult.
- Pupils **must** be taught to use a vegetable/paring knife with an appropriate cutting board.
- Additional, close or one-to-one adult supervision must be used.
- Pupils **must** be taught to cut fruit and vegetables in half to create a flat base for further chopping and slicing.
- Pupils **must** be taught how to use a knife properly and safely, using an appropriate implement to hold the food whilst cutting (such as a fork)
- Pupils **must** be taught how to carry knives safely, with the blade facing downwards.
- Pupils must only move around the classroom when asked. **Pupils MUST adhere to social**

		<p>distancing and WILL NOT move around the classroom unless instructed to. They will be sat and must raise their hands to gain teacher attention.</p> <ul style="list-style-type: none"> • Children told to only WALK. • Pupils must be taught how to pass a knife safely to another person (such as placing the knife on the table before it is used by another pupil) Equipment can be shared with their table and will be cleaned as above after use. • Blunt knives must not be used as they create a greater risk than sharp ones. • Pupils must be taught how to clean knives safely using a washing up brush and not carelessly leaving them in water. <p>Staff will clean equipment after use children not to clean.</p> <ul style="list-style-type: none"> • Pupils who are likely to cause injury to themselves or others must be prohibited from using vegetable and paring knives. <p>If resources are needed from any of the DT cupboards including the kitchen or Breakfast Room, they are to be taken to the classroom. Once used, cleaned (follow guidance above) and stored within the classroom or outside in Year group area for the time period of 48 hours and 72 hours for plastics. Once time has lapsed, items can be returned.</p>	
<p>Other possible activities</p> <p>Grater- Cuts</p>	<p>(Low)</p>	<ul style="list-style-type: none"> • Where possible, use a rotary grater in preference to a traditional grater • Do not use a single sided flat grater. • Ensure that the box grater is placed on an appropriate non-slip chopping board. 	<p>Any accidents to be checked by a 1 st aider wearing PPE, parents to be informed.</p>

Electric Shock		<p style="color: red;">Any accidents to be checked by a 1st aider wearing PPE and parents to be informed.</p> <ul style="list-style-type: none"> Pupils must be taught to ensure their hands are dry before operating the cooker controls. All electrical appliances to be PAT tested regularly to ensure safe to use. Any appliance which does NOT pass to be destroyed. 	
		Textiles	
Cuts and needle injury	(Low)	<ul style="list-style-type: none"> <li style="color: red;">Children to use safety needles with blunt ends when sewing. Teacher to demonstrate how to use needles correctly giving warnings not to get near eyes or stab others with them. Close supervision by adults in ratios for age group. <li style="color: red;">Safety scissors to be used. Left handed scissors available. Children not to move around when using scissors. <p style="color: red;">Children will be sat on their table forward facing and social distancing applies. Scissors to be cleaned after use in the correct way and any sharing of equipment will mean it needs to be cleaned thoroughly.</p>	<p>If any child is injured first aider to be contacted immediately and ambulance called if necessary.</p> <p style="color: red;">Any accidents to be checked by a 1st aider wearing PPE, parents to be informed.</p>
Burns from glue guns.	(Medium)	<ul style="list-style-type: none"> Children shown how to carry scissors correctly. Store needles in pads which can easily be checked visually. 	<p>If any child is injured first aider to be contacted immediately and ambulance called if necessary.</p>

<p>Trip hazard from glue gun wire.</p>	<p>(Low)</p>	<ul style="list-style-type: none">• Teacher to demonstrate how to use glue gun correctly giving warnings not to get near eyes or touch heated element.• Point out to children that things can be hot even when they don't appear so.• Test if something is still hot by placing a hand above it rather than touching it.• Use hot glue guns over a piece of hard board to avoid damage to furniture.• Glue guns should be placed on stands in readiness to be used.• Low heat glue guns to be used.• 1:1 supervision by trained adult.• Children not to touch hot glue.• When using glue gun, adult in charge to sit close to plug so that wire is not a danger. <p><i>If resources are needed from any of the DT cupboards including the kitchen or Breakfast Room, they are to be taken to the classroom. Once used, cleaned (follow guidance above) and stored within the classroom or outside in Year group area for the</i></p>	
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		time period of 48 hours and 72 hours for plastics. Once time has lapsed, items can be returned.	
		Structures and mechanisms	
Cuts from saws.	(Medium)	<ul style="list-style-type: none"> • Small group supervision based on age and SEN. <p>Children will not be in small groups they will be two to a table with shared equipment. Teachers and Teaching Assistants to support children when necessary.</p> <ul style="list-style-type: none"> • Children shown how to use saws safely. • Saws only to be used with correct protective equipment e.g table vice. • Teach children how to hold work securely when sawing it. • Use saws with disposable blades to avoid maintenance problems, make sure teeth are pointed forwards. 	If any child is injured first aider to be contacted immediately and ambulance called if necessary. Any accidents to be checked by a 1st aider wearing PPE, parents to be informed.
Faulty or inappropriate tools	(Low)	<ul style="list-style-type: none"> • Monitor & inspect resources prior to use • Use in accordance with manufacturer's instructions • Training staff & children how to use tools safely. • Saws and knives with sharp blades are safer than those with blunt ones. 	
Slips and trips	(Low)	<ul style="list-style-type: none"> • Organisation of classroom area & tools <p>If resources are needed from any of the DT cupboards including the kitchen or Breakfast Room, they are to be taken to the classroom. Once used, cleaned (follow guidance above) and stored within the classroom or outside in Year group area for the</p>	
Exposure to wood dust	(Low)		

		<p>time period of 48 hours and 72 hours for plastics. Once time has lapsed, items can be returned.</p> <ul style="list-style-type: none"> • Ensure Good housekeeping. Clean hands and clean surfaces at all times. Staff wear gloves and aprons where appropriate and necessary. Follow procedures as per the school risk assessment for cleaning and hygiene. • Store equipment safely. <p>Equipment MUST be cleaned meticulously and thoroughly using the correct sanitising products and processes. They must be cleaned before and after use and following the correct procedure for resources as seen above.</p>	<p>If any child is injured first aider to be contacted immediately and ambulance called if necessary.</p> <p>Any accidents to be checked by a 1st aider wearing PPE, parents to be informed.</p>
<p>Splinters</p>	<p>(Low)</p>	<ul style="list-style-type: none"> • Children to work in a well ventilated space. • Area to be kept clean as possible. • Safety training of children e.g. do not sniff the wood. • Be aware of the danger of sawdust or splinters being blown into eyes when working with wood. • Wear eye protection when sawing (goggles) 	<p>If any child is injured first aider to be contacted immediately and ambulance called if necessary. Any accidents</p>
<p>Craft Knives</p>	<p>(Low) (Medium)</p>		

		<ul style="list-style-type: none"> • All dust created must be removed using a damp cloth rather than brushing. • Children shown how to hold wood correctly and not touch rough areas. • Teacher to teach children to keep their fingers behind the cutting edge of sharp tools. • Craft knives should only be used by older children under direct supervision and cleaned after use and stored correctly. • Use safety rule and on a cutting mat. • Children not to move around the room with knives. • Craft knives to be stored in a safe locked room. 	<p>to be checked by a 1st aider wearing PPE, parents to be informed.</p>
		• Electrical systems	
Use of batteries	(Low)	<ul style="list-style-type: none"> • Teach children about battery safety, do not put in mouth for any reason. • Do not cut open any battery. • Never put them in an oven or microwave. • Do not put them in the bin. • Store batteries and equipment correctly. • Rechargeable batteries should not be used for circuit work. • Rechargeable batteries may explode if dropped in water. 	<p>If any child is injured first aider to be contacted immediately and ambulance called if necessary.</p>

Electrical safety	(Medium)	<ul style="list-style-type: none"> • Do not use car batteries or accumulators with young children. • All power supplies must meet UK regulations. • Closed circuits must never be used. • Leaking batteries should be discarded of safely by an adult. <ul style="list-style-type: none"> • Stress the danger of playing with mains sockets. • Never use electricity near water. • Check any electrical equipment for faulty plugs or wires. • Children should be taught to switch off at the wall socket before plugging or unplugging mains equipment. • Electrical appliances to be PAT tested on a regular basis. 	If any child is injured first aider to be contacted immediately and ambulance called if necessary.
		• Other risks	
Falling objects	(Low)	<ul style="list-style-type: none"> • When testing flying objects, children to only ever throw away from other children not directly up. 	If any child is injured first aider to be contacted immediately and ambulance called if necessary.
Unsafe working environment	(Low)	<ul style="list-style-type: none"> • Children must keep working surface clear both during and after working. 	If any child is injured first aider to be contacted immediately and ambulance called if necessary.

		<p>Surfaces will be cleaned before and after the use of any equipment and hands washed before and after any activities for 20 secs.</p> <ul style="list-style-type: none">• Avoid trailing extension leads across the floor where people can trip up.• Ensure that there is a good level of light.• Teachers and staff to understand arrangements for first aid and know where first aid facilities are located. <p>Staff to know where PPE equipment is stored and PPE should be worn when administering first aid and parents informed. First aid recorded in the correct way following school procedures. Gloves accessible in classroom.</p> <ul style="list-style-type: none">• Do not store materials intended for children above head height where children may be tempted to climb.• Children to be instructed to never put anything in their mouths as this could cause a choking hazard. <p>If this happens, items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic).</p>	
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Form Completion Date:

July 2020 Mrs J Quantick



Head of Establishment /
EVC:

Mr P Wolstencroft-Moore

Group Leader (Signature)

Points the Group
Leader or team to
be aware of
