

Risk Assessment and Risk Management Record

School/Youth Group Gwladys Street Primary and Nursery Learning Activity Art and Design across the school
 Group Leader Miss Bushnell Other Staff All teachers and teaching assistants.
 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>

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
<p>Amendments will be written in red alongside each section to ensure that the policy is read fully.</p> <p>Any accidents, to be reported to SLT to ensure correct paperwork for the Local Authority is completed.</p>			
Use of resources	LOW	1. Resources to be clean. All resources are to be kept within bubbles and NOT shared. 2. Each table should have a set of resources (paint brushes, pencils etc.) to	

		<p>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</p> <p>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.</p> <ol style="list-style-type: none"> 3. Inform Art lead of any broken resources and dispose of them appropriately. 4. Teacher to explain and model how to handle resources correctly. 5. Teacher to handle resources if children cannot handle it safely. 6. Remind children that when collecting resources from useful area to hold resources correctly. Teacher to model this. This is suspended until further guidance - All resources to be on pupil's tables (Unless in Early Years Foundation Stage) 7. Children supervised when handling resources. 8. Children told not to put any resources in mouths, ear holes or nostrils. If this happens, items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) 9. EYFS staff to ensure that small resources are used only during teacher or key worker led activities. Not to be left out for continuous activities. Used resources to be steamed at the end of each session. 10. Any injuries to be treated by a first aider and parents informed. 11. Aprons to be sanitised at the end of each session and must remain within the bubble. 	
Storing of resources	LOW	Resources stored in Art resources cupboards (Year 6 and Breakfast room) If	

		<p>resources are needed from the cupboard, 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 mentioned above. Once time has lapsed, items can be returned.</p> <ol style="list-style-type: none"> 1. The cupboard MUST be kept clutter free. 2. Resources to be kept tidily in labelled boxes provided. 3. NO children to access this area. 4. All staff to return resources and put away in the correct place. 5. Step ladders MUST be used to obtain resources on top shelves. 6. Please see Manual Handling document for correct lifting and carrying of objects. 	
<p>Painting Using paints, inks and Brusho. -Contact with eyes and skin. -Spillage's causing a slip hazard. -Ingestion of materials. -Inhalation of Brusho powder</p>	<p>LOW</p>	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. 2. Staff to model correct technique in using paint/ink equipment before the activity. 3. Pupils are supervised during each activity, staffing ratios according to children's ages and ability. 4. Pupils thoroughly wash their hands & faces etc after each activity. 5. Any spillage is cleaned up immediately and the floor is in a dry, safe condition 6. Brusho powder to be used in a well ventilated area. 7. Brusho powder to be used in small quantities e.g. a pinch/sprinkle to avoid powder inhalation. 8. Suitable aprons are worn to avoid clothing being soiled. 	<p>Seek medical advice immediately if child has a reaction</p> <p>Full PPE to be worn when treating 1st aid.</p>

		<ol style="list-style-type: none"> 9. Staff watches children for any allergic reaction to materials used and appropriate medical procedures followed if necessary. 10. Children reminded not to ingest/inhale any paint, ink or Brusho powder. 11. Member of staff to be present who is first aid trained and medical kit available. 12. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box. 	
<p>3D Using clay, plasticine and play dough. -Contact with skin and eyes. -Ingestion of materials. -Cuts and puncture wounds from tools. -Bacteria on playdough in EYFS</p>	LOW	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. 2. Staff to model correct technique in using clay equipment before the activity. 3. Medical forms used to identify children who may be susceptible to skin irritation and those children identified to wear latex gloves when handling clay/sit out of activity if also allergic to latex gloves. 4. Staff & helpers watch for any adverse reaction when pupils are using the clay. 5. Pupils thoroughly wash their hands after using the clay/ playdough. 6. Any spillages of clay and/or water are mopped up immediately to avoid a trip/slip hazard. 7. Suitable aprons are supplied to avoid getting clothing soiled. Aprons to be cleaned using appropriate cleaning products after use and if sharing with another bubble, left for 72 hours. 8. Any tools used to work the clay must be appropriate for the age group and with no sharp edges. 9. Children reminded not to ingest any clay, plasticine or play dough. 10. Member of staff to be present who is first aid trained and medical kit available. 	<p>Seek medical advice immediately if child has a reaction</p> <p>Full PPE to be worn when treating 1st aid.</p>

		<ol style="list-style-type: none"> 11. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box. 12. EYFS to replace playdough weekly and ensure children wash hands before and after use. Playdough not to be used across different bubbles. 	
<p>3D Using modroc -Contact with skin and eyes. -Ingestion of materials. -Grazing of skin.</p>	<p>LOW</p>	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. 2. Staff to model correct technique in using modroc equipment before the activity. 3. Medical forms used to identify children who may be susceptible to skin irritation and those children identified to wear latex gloves when handling clay/sit out of activity if also allergic to latex gloves. 4. Staff watch for any adverse reaction when pupils are using the modroc. Children to stop activity immediately and wash their hands thoroughly if an allergic reaction is seen. 5. Pupils thoroughly wash their hands after using the modroc 6. Any spillages of modroc and/or water are mopped up immediately to avoid a trip/slip hazard. 7. Suitable aprons are supplied to avoid getting clothing soiled. 8. Any tools used to work the modroc must be appropriate for the age group and with no sharp edges. 9. Children reminded not to ingest any modroc. 10. Member of staff to be present who is first aid trained and medical kit 	<p>Seek medical advice immediately if child has a reaction</p> <p>Full PPE to be worn when treating 1st aid.</p>

		available. 11. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box.	
Textiles Using needles -Needle injury. -Cotton cuts. -Ingesting fabric dye. -Staining clothes.	LOW	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. 2. Staff to model correct technique in using sewing equipment before the activity. 3. Pupils are supervised during the activity. 4. Only materials, which can be easily sewn and/or stitched, are to be used to avoid excess pressure being used to sew materials together. 5. Finger thimbles are supplied to help pupils sew materials which are denser to work & sew. 6. FS children to use plastic needles. KS1 and KS2 children to use thick, round ended metal needles. 7. Member of staff to be present who is first aid trained and medical kit available. 8. Aprons to be worn if handling fabric dyes. 9. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box. 	Seek medical advice immediately if child is injured Full PPE to be worn when treating 1st aid.
Textiles Using cotton, thread, yarn, wool and string. -Asphyxiation. - Ingestion -Trip hazard	LOW	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. 2. Staff to model correct use of materials before activity. 3. Cotton strands etc are cut using only scissors. 4. Pupils are instructed not to place threads, yards, cottons, wools or string around their body parts e.g. neck, fingers, wrists, tongue etc... 5. Pupils are reminded not to ingest materials. 	Seek medical advice immediately if child is injured Full PPE to be worn when treating 1st aid.

		<ol style="list-style-type: none"> 6. Member of staff to be present who is first aid trained and medical kit available. 7. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box. 	
Using Glue -Contact with skin, hair eyes etc. -Ingestion of glue. -Inhalation of glue fumes.	LOW	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. 2. Staff to model correct technique in using glue equipment before the activity. 3. Pupils are instructed not to use excessive amounts and to avoid spillages at all times. 4. Only approved products are to be used. 5. Adhesives to be water based rather than solvent based and be non toxic "Super -glues" and wallpaper paste containing fungicides should not be used. 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. Manufacturer's instruction should be read and followed by staff to become aware of the possibility of solvent abuse and children becoming sensitised to solvents and glues etc. 6. Children reminded not to ingest materials. 7. Member of staff to be present who is first aid trained and medical kit available. 8. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box. 	Seek medical advice immediately if child is injured or reaction Full PPE to be worn when treating 1st aid.
Using scissors -Cuts and "nip" injuries -Hair cutting	LOW	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. 	Seek medical advice immediately if

		<p>Staff to model correct technique in using scissors before the activity.</p> <ol style="list-style-type: none"> 1. Only round-headed scissors are used. 2. Children reminded how to hold scissors safely when transporting them - blades facing down in fist. 3. Pupils are supervised during the activity and given instruction in the safe use of any equipment used. 4. Scissors must be counted out and in and be properly stored. 5. Any faulty or damaged scissors are disposed of. 6. Member of staff to be present who is first aid trained and medical kit available. 7. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box. 	<p>child is injured</p> <p>Full PPE to be worn when treating 1st aid.</p>
<p>Textiles</p> <p>Using batik wax pot and iron.</p> <p>-Burns to skin</p> <p>-Spillages</p> <p>-Wax on clothing</p>	LOW	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. <p>Staff to model correct and safe technique in using the batik wax pot and tjangting tool before the activity.</p> <ol style="list-style-type: none"> 2. Children to be aware of the temperature of the wax and work with 1:1 supervision when completing the activity. 3. Batik pot to remain in a static position during entire lesson/activity. 4. Wax pot to be turned off at the pot and plug socket after activity is completed. 5. Wax pot only to be transported around the room when fully cooled and wax has returned to a solid form to avoid spillages. 6. Tjangting tools to be held by wooden parts only. 7. No children to use the iron to remove the wax from their artwork. 8. Staff to use an iron and batik pot which have passed an electrical safety 	<p>Seek medical advice immediately if child is injured</p> <p>Full PPE to be worn when treating 1st aid.</p>

		<p>check.</p> <p>9. Children reminded not to ingest wax.</p> <p>10. Aprons to be worn to avoid wax on clothing.</p> <p>11. Member of staff to be present who is first aid trained and medical kit available.</p> <p>12. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box.</p>	
<p>Drawing</p> <p>Using pencils and mark making tools</p> <p>-Cuts and puncture wounds</p> <p>-Holes in clothing</p> <p>-Poking eyes</p>	LOW	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. 2. Staff to model correct and safe technique for using pencils and mark making tools before activity. 3. Pupils to be instructed not to point tools and pencils directly at anyone in the classroom. 4. Pupils to hold pencils and mark making tools nib down. 5. Pupils are supervised during activity and given instruction on the safe use of equipment. 6. Children reminded not to ingest any of the materials. 7. Member of staff to be present who is first aid trained and medical kit available. 8. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box. 	<p>Seek medical advice immediately if child is injured</p> <p>Full PPE to be worn when treating 1st aid.</p>
<p>3D</p> <p>Using wire and wire cutters.</p> <p>-Cuts and puncture wounds.</p> <p>- Asphyxiation.</p> <p>-Trip hazard</p>	LOW	<ol style="list-style-type: none"> 1. Items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic) if they are to be shared with other bubbles. <p>Staff to model correct and safe use of wire before the activity.</p> <ol style="list-style-type: none"> 1. Only staff to use wire cutters to trim wire during activity. No children to use wire cutters. 	<p>Seek medical advice immediately if child is injured</p> <p>Full PPE to be worn when</p>

		<ol style="list-style-type: none"> 2. Member of staff to be present who is first aid trained and medical kit available. 3. All equipment collected and sealed correctly after completion of activity and returned to allocated storage box. 	<p>treating 1st aid.</p>
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Form Completion Date: 13.7.20 in accordance with Covid-19 measures.

Head of Establishment / EVC: Miss Nicola Booth

Group Leader (Signature) Miss Bushnell

Points the Group Leader or team to be aware of