**Risk Assessment for Design and Technology lessons at Latchford St James C of E School**

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| **Task, activity, tool or environment** | **Hazards** | **Who is at risk** | **Actions taken to reduce or eliminate the risk** | **Probability** | **Risk** |
| Using PVA Glue | Contact with skin, hair eyes etc. ingesting | All participants | Participants instructed not to use excessive amounts and to avoid spillages.  Spillages should be cleaned up promptly. Only approved products are to be used.  Adhesives to be water based rather than solvent based and be non-toxic.  Participants should wash their hands after use.  Remind particularly young or SEN children they should not eat the glue and monitor the children. | Possible | Low |
| Glue guns | Burns, due to hot components and glue.  Electrical faults  Trips on wires | All participants | Participants are supervised during the activity and given instruction in the safe use of any equipment used.  Explain the risks and demonstrate the safe use. Point out good practice for handling and placing the glue gun on the table.  Inform participants what to do if glue comes into contact with their skin – rub it to remove it immediately. - Only 2 participants to be at the glue gun table at a time.  Use pegs to clamp the cardboard where possible.  Turn off the glue guns when they are not going to be used for 30mins or more.  Any electrical equipment should be regularly tested for electrical safety.  Keep wires at the back and tangle free. Not trailing over walk ways.  Use cold water to treat any burns quickly. | Possible | Medium |
| Scissors | Cuts and nips | Children | Only safety end and round-headed scissors are used.  Pupils are appropriately supervised during the activity and given instruction in the safe use of any equipment used.  Scissors must be counted out and in and be properly stored.  Any faulty or damaged scissors are disposed of. | Possible | Low Risk |
| Using wire trimmers | Cuts and nips | All participants | Demonstrate the correct use and point out the dangers.  Participants are supervised during the activity and given instruction in the safe use of any equipment used.  Wire trimmers must be counted out and in and be properly stored.  Any faulty or damaged trimmers are disposed of. | Possible | Low Risk |
| Wiring up circuits | Pokes with the wire | All participants | Inform participants that the ends of the wire can be sharp.  Power is 1.5V batteries which are quite safe to use | Possible | Low risk |
| Sewing Needle | Injury | All participants | Demonstrate the activity and point out safe storage of needles.  Participants supervised during the activity.  Needles counted out and back in. | Possible | Low risk |
| Making holes in paper, card & plastic | Stabbing injuries, cuts and abrasions | All participants | Demonstrate the correct use of hole punchers and craft punches.  When using a pencil to punch holes, point away from the face and taking care of fingers. Using blue tac if necessary. | Possible | Low risk |
| Fire in the building | Burns, getting lost during evacuation | All participants | Make sure I am familiar with the fire procedures of the building and inform others of them if they are unfamiliar with them.  If I have sole responsibility then I will take a register at the start of the session and take it with me to the meeting point in the event of a fire. | Possible | Low risk |
| Using knives | Cuts | All participants | Show the children how to use the knives safely and explain the dangers  Buy child- friendly knives  All children to be supervised whilst using knives | Possible | Medium |