

RISK ASSESSMENT



Reason for Risk Assessment: Woodwork			Responsible Manager: Amy Smith		
Date: 16/11/2020 27/01/2021	Review Date: Daily	Number of people covered by assessment: All	Signature:		

Of concern, early action needed	Acceptable but clear need for further action	Good but may need further action

What is being assessed?	Potential Hazard identified	Current status			Existing control measures	Who is at risk?	Additional control measures
Woodwork area	Impact with tools Tripping				<ul style="list-style-type: none"> Monitored at all times by staff member Woodwork area is in an area where there is not much foot traffic Located away from distractions 1:3 ratio Rules for woodwork which children must abide by 	Staff Children	NA
Splinters	Infection				<ul style="list-style-type: none"> Avoid working with splintery wood Adults to sand rough edges Splinter removed immediately by first aid trained staff, if unable to remove then parents informed to seek medical advice and monitor injury site 	Staff Children	NA
Eye protection	Injury to eye from nail rebound Debris in eye				<ul style="list-style-type: none"> Safety glasses to always be worn by both practitioners and children Goggles to be worn if excessive dust 	Staff Children	NA

What is being assessed?	Potential Hazard identified	Current status			Existing control measures	Who is at risk?	Additional control measures
Woodwork clothing	General injury				<ul style="list-style-type: none"> Children need to be wearing suitable clothing which allows them to move freely, no scarves or gloves etc Shoes to be worn always 	Children	NA
Treated wood	Toxicity				<ul style="list-style-type: none"> Avoid using painted or chemically treated wood If in doubt, do not use the wood 	Children Staff	NA
Tools general	Impact				<ul style="list-style-type: none"> Walk when holding tools Introduction for children on how to use tools safely General 1:3 ratio Ratio for saw and nail puller 1:1 Regular checks of tools (is hammer head secure etc.) All equipment to remain in woodwork area during session Tools stored out of reach when not in use Misuse of tools is not tolerated Keep checklist for who has been taught what tool 	Children Staff	NA

What is being assessed?	Potential Hazard identified	Current status			Existing control measures	Who is at risk?	Additional control measures
Hammer	Impact to fingers/hand				<ul style="list-style-type: none"> • <i>Instruction on hold to use hammer safely</i> • <i>Dangers clearly explained</i> • <i>Fingers moved away when hammering hard</i> • <i>1:3 ratio</i> • <i>Eliminate distractions</i> 	Children	NA
Saw	Cuts Impact injury to another child				<ul style="list-style-type: none"> • <i>Instruction on how to use the saw</i> • <i>1:1 ratio when using the saw</i> • <i>Np children to watch from in front of the sawing area (if possible, the bench located in front of a wall)</i> • <i>Child sawing with Japanese or pull saw to use two hands when sawing</i> • <i>If using western saw, then one hand on the saw and one holding bench away from object being sawn</i> • <i>After use saw to be put immediately out of reach</i> • <i>Wood always being clamped in vice when being sawn, practitioners to check that it's held firmly</i> 	Children Staff	NA
Hand drill/ brace drill and bit	Injury to body				<ul style="list-style-type: none"> • <i>Ensure work is clamped in G clamp or vice before drilling begins</i> 	Children	NA

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Dust	Inhaled Eyes				<ul style="list-style-type: none"> Any significant cutting/sanding to be done outside Goggles worn at all times Dust masks if dust in excessive No cutting of MDF 	Children Staff	NA
Nails/screws	Pierce skin Swallow				<ul style="list-style-type: none"> Any protruding nails to be made safe or removed All nails and screws to be collected when session is finished (magnet) Do not hold nails and screws in mouth 	Staff Children	NA
Misc. tools- wrench, spanner, screwdrivers, hand drills, nail puller	Impact injuries Cuts Bruises				<ul style="list-style-type: none"> Children to be given clear instructions for any new tools Emphasise tools are not toys Ratio of 1:3 	Children	NA
Plywood	Splinters				Not to be used		
Hardwood	Injury				Not to be used		

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MDF	Dust				<ul style="list-style-type: none"> MDF to not be cut around the children (too much dust) 	Children	NA
Battery screwdriver	Injury to fingers				<ul style="list-style-type: none"> Clear instructions for safe use 1:3 ratio Material to be clamped Eliminate distractions 	Children	NA
Children with SEN	General injury				<ul style="list-style-type: none"> Amended ratios, higher supervision based on need 	Children	NA
First aid response	Delayed treatment				<ul style="list-style-type: none"> Appropriate first aider available Closest first aid box located before session start 	Children Staff	NA