Abbeyfields Risk Assessment Form

Directorate:	Division:	Reference:
Activity: *Design Technology - including textiles and food and nutrition elements.*	**Site:** *Abbeyfields First School*	
People at Risk: *Teachers, Support Assistants, supervising adults, volunteers and pupils*	**Additional Information:**	

Risk Evaluation

Hazard	Risk	L,M,H	Risk to who	Additional Action Required (action by whom, by when)
Slips, trips and falls	Injury to self and others	Low Possible	All participants	• Good housekeeping is practised at all times – work areas are kept tidy and goods are suitably cleaned and stored away after every lesson. • DT and Kitchen equipment is properly maintained. • Any equipment faults with the potential for leaks are reported immediately. • Any spillages are immediately cleaned up using the appropriate methods and leaving the floor dry. • Suitable cleaning equipment and materials are made available. • No cables are allowed to trail or cause an obstruction in walkways. • Floor areas are kept clear. with no obstructions. • Running, jumping and pushing are prohibited in the DT teaching area. Appropriate footwear is worn at all times to prevent slips.

Using PVA Glue	Contact with skin, hair eyes etc ingesting	Low Possible	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.
Using cool melt glue guns **Hot melt glue guns not recommended for use in primary schools.**	Burns, due to hot components and glue Electrical faults Trips on wires	Low Medium	All participants	• Use only cool melt glue guns - considered safer. Temperature range 90 and 110 C • 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 – one on either end. • Use pegs to clamp the cardboard where possible. • Turn off the glue guns when they are not going to be used for 40mins 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.
Using scissors	Cuts and nips	Low Possible	Children	• Only safety end and round-headed scissors are used. • Training scissors to be used where necessary and available • 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.
Using tools to make holes in	Stabbing injuries and cuts	Low Possible	All participants	• Demonstrate the correct use of staplers, hole punchers and craft punches.

paper, card & plastic				• When using a pencil to punch holes point them away from the face and take care of fingers. Using blue tac if necessary. • Using blue tac if necessary.
Using hack saws	Cuts and abrasions	Low Possible	All participants	• Participants are supervised during the activity and given instruction in the safe use of any equipment used. • Demonstrate the safe use, carrying and storage of hack saws. • Ensure children use bench hooks correctly. • Count the hack saws out and in. • Any faulty or damaged hack saws are disposed of.
Using wire trimmers	Cuts and nips	Low Possible	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.
Wiring up circuits	Pokes with the wire	Low Possible	All participants	• Inform participants that the ends of the wire can be sharp. • Power is 1.5V batteries which are quite safe to use - will be given out after the circuits are built and ready to be tested.
Syringes for hydraulics/ pneumatic systems	Finding used syringes outside	Medium Possible	Children	• Tell the children that the syringes in class are safe because they are new, unused and given to them by a trusted adult. • Syringes outside are not safe and should not be touched by any means (children often think they can kick them!) Advise them to tell a trusted adult if the find one
Using balloons	Hygiene Asthma	Low Possible	All participants, especially those with asthma	• When using balloons, staff should ensure hygienic procedures are followed. • Do not not share mouthpieces. • A balloon pump should be used if available for inflating balloons
Sewing	Needle / pin injury	Low Possible	All participants	• Demonstrate the activity and point out safe storage of needles and pins. • Participants supervised during the activity. • Needles/pins counted out and back in. Check the floor for stray needles/pins at the end. • Needles should not be left on the children’s table but returned or pinned into something when not in use.

				• Use safety pins rather than seamstress pins so the sharp end is tucked away. • Children can open safety pins to remove them but must fasten them up immediately.
Food contamination (clothing)	Illness	Low Possible	All participants	• Aprons are worn by all pupils in the cooking area. • If a pupil leaves the kitchen for any reason, they remove their apron. • Outdoor clothing (coats/jackets) is not worn in the food-preparation area. • PVC-coated aprons are cleaned with hot, soapy water after use and left to air dry completely before being stored. • All pupils, and the teacher, wash and dry their hands using hot water and soap before and after the class, as well as after handling any food which could cause cross-contamination (e.g. chicken). • Long hair is fastened back using bands/clips. • No jewellery, particularly rings, are worn during cooking and food preparation.
Food contamination (surfaces)	Illness	Low Possible	All participants	• All kitchen benches are cleaned with antiseptic/antibacterial spray and clean cloths before and after each lesson. • All Cooking surfaces are clear of bags, files, books, clothing and boxes. • All cooking equipment is scrubbed with hot water and detergent, and air-dried. • All Chopping boards are allocated (either through colour or other markings) for use to prepare either meat or vegetables. This distinction is enforced. Chopping boards used to prepare known allergens are cleaned immediately in hot, soapy water. • All Equipment is regularly inspected for mould growth and/or food particles.
Food contamination (storage)	Illness	Low Possible	All participants	• Cooked and raw ingredients are kept separate, both in storage and preparation. • Foods known to be allergens for pupils are stored and prepared in a specific, separate area.

				• Clean cooking, preparation and eating equipment (chopping boards, plates, bowls, cutlery, etc.) are stored separately to all other equipment (e.g. cleaning supplies). • Food, cleaning agents and cloths are stored separately from food preparation equipment. • Food prepared in class is stored at the correct temperature until consumed or taken home. • All foods not used by the 'use by' date are disposed of. • Dry goods are stored in clean, sealed containers in a clean, dry area away from potential contaminants. • Perishable food is properly refrigerated according to appropriate conditions (e.g. frozen: -18°C; refrigerated 0°C to 5°C).
Food contamination (waste)	Illness	Low Possible	All participants	• Waste bowls used on food preparation areas are emptied promptly. • Waste bins are lined and waste bags are tied, sealed and disposed of promptly. • Food waste bins are washed and disinfected immediately after emptying. • Food spillages (liquid or solid) are wiped, swept or vacuumed and the floor is washed before and after cooking activities. • Food waste bins are reserved for food only and never for other waste.
Emergency incidents	Injury	Low Possible	All participants	• A documented procedure is in place to deal with emergencies (e.g.fire). • Emergency exists are accessible at all times and are never obstructed. • Any electrical/gas powered equipment used is PAT/ Gas Safe tested and only operated by the teacher, or under direct supervision.
First aid provision	Injury	Low Possible	All participants	• The class teacher must be fully-qualified in first aid, including the use of epi-pens • First aid equipment, including epi-pens, is stored centrally and is easily accessible. • First aid supplies are replenished after use.

				• All allergies and specific medical needs of pupils and any others present in the class are known and any medicines the individual requires must be available when they are present in the classroom/kitchen.
Burns (food preparation)	Injury	Low Possible	All participants	• Heat sources are only used by pupils of an appropriate age and only under direct supervision. • Flammable/combustible items are not located near to heat sources. • Oven gloves are used to carry hot food dishes and all pupils are seated and out of the way of the individual carrying hot food or other items. • Only adults are allowed to carry, stir and serve hot liquids. • Hot food/liquids are never left unattended. • A fire blanket/extinguisher is available at all times. • The cooker/hob is only operated by the teacher. • Food is temperature-tested before allowing pupils to taste it. • Electrical equipment like pans, toasters, processors and blenders are in good working condition and safe to use.
Lacerations (food preparation)	Injury	Low Possible	All participants	• The teacher selects the appropriate type and size of knives for the age of pupils. • Chopping boards are always used with knives. • Glassware is never carried or washed by pupils. • Pupils with behavioural difficulties are precluded from using knives. • Blenders and food processors are operated by competent adults. • All equipment is stored safely after use
All incidents should be reported, logged and acted on immediately. Any adjustments to Risk Assessment made where appropriate.				

Signature:	**Name:** Lisa Shooter **Job Title:**Teacher - Design Technology Lead **Date:**January 22	**Review Date:**January 23