


Risk Assessment – Education Centre

Creator/Reviewer of Risk Assessment	Name Cathy Sturrock Education Officer
	Signature 
Date	August 2019

Severity	Likelihood	Risk Rating* (S x L)
1 No or Little Harm	1 Unlikely	1-5 Low
2 Minor/First Aid	2 Possible	6-10 Medium
3 Medical Attention	3 Probable	10+ high
4 Hospitalisation	4 Likely	
5 Death/Irreparable Injury	5 Certain	

Activity/Item Being Assessed	Hazard Identified	Persons/Property At Risk	Control Measures	Severity	Likelihood	Risk Rating*	Notes/Safety Advice
Mystery Objects Table	Sharp edges	Visitors	All sharp edges have been ground down Notices in place	2	1	2	Children should be supervised at all times
	Dropping of items	Visitors	Table is stable and secure Non slip table cloth in place	1	2	2	Children should be supervised at all times
	Fingers trapped in typewriter	Visitors and staff	Notices in place Staff on hand to supervise	2	2	4	Children should be supervised at all times Typewriter is not to be lifted by one person
1930s artefacts	Dropping of items	Visitors and staff	Heavy objects not placed on high shelves Warning notices in place Staff on hand to supervise	3	1	3	Children should be supervised at all times
	Sharp edges	Visitors and staff	Notices in place Items placed where not easily accessible by young children	2	1	2	Children should be supervised at all times
	Mangle	Visitors and staff	Handle has been removed	3	1	3	Children should be supervised at all times Only to be used under supervision of a member of staff

Please use this risk assessment in conjunction with your own school requirements.

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	Tricycle	Children	Staff on hand to supervise				Children should be supervised at all times Not to be used by children who are too big to ride it
Activities table	Falling from benches	Children	Benches are children height Staff on hand to supervise	1	2	2	Children should be supervised at all times
	Choking	Children	Small items for use in craft activities are kept to a minimum Staff on hand to supervise	3	1	3	Children should be supervised at all times
	Scissors	Children	Only children's safety scissors are provided Staff on hand to supervise	1	2	2	Children should be supervised at all times
Dressing up	Slips and trips	Children	Age appropriate outfits are provided	2	2	4	Children should be supervised at all times
General	Slips trips and falls	All	Education Centre is kept tidy and free of obstacles No food or drink is allowed in the Education Centre	2	2	4	
	Excessive heat/cold	All	Education Centre has air conditioning/heating	3	1	3	
Workshop	Slips, trips and falls	Pupils	Children should not run around in the Education Centre. A staff member must be present at all times.	2	2	4	
	Handling of artefacts	Pupils	Children must adhere to instructions given by staff whilst in the Education Centre. Always handle objects with care	3	1	4	Items used in the workshops are of a considerable age and must be handled accordingly

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