

Equipment / Activity / Area being assessed	Early Years Week 2017	Risk Assessment No	ED-I267
Location	Ispace & Balcony	COSHH assessment	Gelli Baff Insta-Snow
Who is exposed?	School Visits, Public families and staff		
Date of assessment	24 April 2017		
Assessor's name and job title	Jenny Goodall, Play & Learning Officer		

Risk = Likelihood of injury x Severity of injury	R = L x S	Low risk = 0 – 6	Medium risk = 7 - 12	High risk = 13 - 25
---	------------------	-------------------------	-----------------------------	----------------------------

		S = Severity of injury					
		No injury or illness (0)	Minor injury or illness (1)	First aid injury or illness (2)	"3 day" injury or illness (3)	Major injury or illness (4)	Fatality, disabling injury, etc (5)
L = Likelihood of injury	Zero to very low (0)	0 = Low	0 = Low	0 = Low	0 = Low	0 = Low	0 = Low
	Very unlikely (1)	0 = Low	1 = Low	2 = Low	3 = Low	4 = Low	5 = Low
	Unlikely (2)	0 = Low	2 = Low	4 = Low	6 = Low	8 = Medium	10 = Medium
	Likely (3)	0 = Low	3 = Low	6 = Low	9 = Medium	12 = Medium	15 = High
	Very likely (4)	0 = Low	4 = Low	8 = Medium	12 = Medium	16 = High	20 = High
	Almost certain (5)	0 = Low	5 = Low	10 = Medium	15 = High	20 = High	25 = High

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (High, Medium, Low)	Completed/ Escalated to:
1	ALL - Slips, trips and falls	All tables to be placed apart so not to cause trips. Room to be well lit to see all potential trip hazards. Any large spillages need to be cleared up ASAP. Grass to be wrapped up after use.	All trailing cables from laptops/projectors to be covered with cable guards. Water table to be kept a safe distance away from laptop/projector.	L = 3 S = 2 R = 6 Low	Jenny Goodall/Duty Manager
2	BEAR HUNT - Ingestion of Insta-Snow/Gelli Baff & small parts	Clear instructions to be provided by members of staff and all activities to be supervised by member of staff. Gelli Baff to be thoroughly washed off hands after use.	All COSHH sheets to be available during session.	L = 2 S = 2 R = 4 Low	Jenny Goodall/Duty Manager

3	BEAR HUNT - Water table – potential of drowning for very young children.	Children to be supervised at all times	Door to Imagination Space to be locked, when room is set up but not in use lid to be placed on water table when not in use.	L = 2 S = 5 R = 10 Medium	Jenny Goodall/Duty Manager
4	BEAR HUNT - Unsupervised room	The Imagination Space should not be left unattended while the workshop activities are out, the door must be locked at <u>all</u> unstaffed times.	Information desk staff will be asked to watch to make sure the room is not left open.	L = 2 S = 2 R = 4 Low	Jenny Goodall/Duty Manager
5	CRAFT – Paper cuts	First aider on site at all times		L = 2 S = 2 R = 4 Low	Jenny Goodall/Duty Manager
6	CRAFT – Items being thrown over balcony or child falling over balcony.	All tables, chairs and activities must be at least 1m away from the edge of the balcony.	All children must be supervised by an adult at all times. Area to be staffed by a E! member of staff at all times.	L = 2 S = 5 R = 10 Medium	Jenny Goodall/Duty Manager
7	BOTH - Resource/ Location Management	Bin on balcony to be emptied on a daily basis and put in appropriate disposal bin outside.	All resources to be checked at the beginning of the day for damage and removed if applicable. Jenny G to be informed.		Jenny Goodall/Duty Manager

Sign-off of risk assessment

Reviewed by Operations Team on:	25/04/17
Next Review date:	Next time activity takes place