


Risk Assessment	Project:	School Holidays Craft Club		
Document Created: January 2023	Version Number: 02	Version Date: 22th June 2023		
Approved by Joanna Blossom (Workshop Tutor)	SIGN			
		DATE: 22nd June 2023		
Task:	School Holidays Craft Club where children are 'dropped off'. During the children at the club remain unsupervised by their parent/guardian.	Number Of people affected:	Mrs Joanna Blossom Mrs Blossom Makes Assistants Up to 20 children aged 4 - 11 Parent / Guardian	
Venue:	Gomer Infant School, Pyrford Close, Alverstoke, Gosport, Hants, PO12 2RP			

PLEASE NOTE WE HAVE TRIED TO COVER ALL KNOWN EQUIPMENT AND MATERIALS WE KNOWINGLY USE OR HAVE USED.
WE WILL ASSESS THIS RISK ASSESSMENT FOR EACH CRAFT CLUB TO KEEP IT UP TO DATE

HAZARD	PERSONS	CONTROL MEASURES	ADDITIONAL CONTROLES	CONSIDERATION
EQUIPMENT SUPPLIED BY MRS BLOSSOM MAKES				
Scissors Adult Scissors Clay Tools Quilling Tool Sewing Needle pins Safety pins Cuts, Stab injury, Projectiles	Children Mrs Joanna Blossom Mrs Blossom Makes Assistants	Children will be reminded to use the toots safely. They will be asked not to move around the room with them. They will be supplied with the correct scissors depending if left of right handed. There will be one pair per child. A pair of adult scissors will be kept in Mrs Blossoms box or on her demonstration table when not in use and only handled by an adult.	Any child not using tools safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently. When they have been finished with the tools need to be placed either in the pots on the table or away from the edge of the table. Children to be supervised at all times.	In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit. If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.
Paint Brushes Stab injury, Projectiles	Children Mrs Joanna Blossom Mrs Blossom Makes Assistants	Children will be reminded to use the Paint Brushes safely. They will be asked not to move around the room with them unless they have been instructed by and adult to put them in the bin for washing. Brushes when not in use to be put in paint pots or in water pot.	Any child not using Paint brushes safely not be able to continue using them. Mrs Blossom will assist the child/ren until they feel they child can resume use of the tools, independently. When they have been finished with the tools need to be placed either in the pots on the table or away from the edge of the table. Children to be supervised at all times.	In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit. If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.
Glue Spreaders Projectile	Children Mrs Joanna Blossom Mrs Blossom Makes Assistants	Children will be reminded to use the Glue spreaders safely. They will be asked not to move around the room with them unless they have been instructed to by an adult to put them in the bin for washing.	Any child not using Glue spreaders safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently. Children to be supervised at all times.	In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit. If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.

<p>Stationary including, but not limited to: Pens, Pencils, rubbers pencil sharpeners, hole punch, stapler.</p> <p>Stabbing, Cutting, Choking injury, Projectiles</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use stationary safely. They will be asked not to move around the room with them.</p>	<p>Any child not using Stationary safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>The children will be reminded not to put items near or in their mouth.</p> <p>Children to be supervised at all times.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Small Foldable table</p> <p>Trip hazard</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Table will be set up away for worktops and participant will be asked to take care while moving around it.</p>	<p>Table will be assembled by Mrs Blossom Makes or another adult assistant only.</p> <p>Children to be supervised by their adult at all times</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Glue Gun</p> <p>Burning</p>	<p>Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Only used by Joanna Blossom and Mrs Blossom Makes Assistants.</p> <p>The glue gun will not be used away from the the children.</p> <p>Will not be left on and unattended.</p> <p>Children will be made aware of it and asked to not go near it.</p>	<p>The glue gun is PAT tested.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>MATERIALS SUPPLIED BY MRS BLOSSOM MAKES</p>				
<p>String, Ribbon, elastic</p> <p>Ligature, Choking</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p> <p>Materials are not to be used for any other activity than those details in the instructions.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Children to be supervised at all times.</p> <p>Any unused materials or scraps will be stored away after the workshop or disposed of.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Balloons</p> <p>Ligature, Choking</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p> <p>Materials are not to be used for any other activity than those detailed in the instructions</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Parents to inform Mrs Blossom Makes of any allergies when booking their child onto the club. (Latex - balloons)</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>

<p>Fastenings</p> <p>Including but not limited</p> <p>Safety pins</p> <p>Magnets</p> <p>Stabbing, Choking, Ingestion</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be instructed carefully how the fastenings will be used during the craft club.</p> <p>It will be assessed in advance and during the club to decide if the fastening is something the children attach or adult to avoid injury.</p> <p>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p> <p>Fastenings are not to be used for any other activity than those details in the instructions.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Children to be supervised at all times.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Fabric</p> <p>Ligature, suffocation</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p> <p>Children must not put material on or over their head.</p> <p>Materials are not to be used for any other activity than those detailed in the instructions.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Liquids</p> <p>Including but not limited to:</p> <p>Water</p> <p>Glue</p> <p>Paint (including Poster, watercolour, acrylic)</p> <p>Slip hazard, Ingestion, Contact with eyes, Spillage</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded of the water pots and to use them safely.</p> <p>Children will be reminded to use glue safely including, but not limited to not ingesting it or getting it in their eyes</p> <p>Materials are not to be used for any other activity than those details in the programme.</p> <p>Must be kept in the centre of the tables.</p>	<p>To be cleared up straight away if there is a spillage.</p> <p>The pots will not be filled to much with water</p> <p>Adults will hand out and refill liquids only.</p> <p>Spillage will be cleaned up immediately.</p> <p>Children to be supervised at all times.</p> <p>Parents to inform Mrs Blossom Makes of any allergies when booking their child onto the club.</p>	<p>Have a supply go kitchen roll available to clear spillages.</p> <p>Put out a warning sign if there is a wet floor or cover area with a chair and make all personals aware to avoid area.</p> <p>An email will be sent out to confirm if any children have allergies.</p> <p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Modeling Material</p> <p>Including but not limited to:</p> <p>Air Dry Clay</p> <p>Salt Dough</p> <p>Plasticine</p> <p>Choking, Ingestion</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point</p> <p>Materials are not to be used for any other activity than those details in the programme.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Children to be supervised at all times.</p> <p>Spillage will be cleans up immediately.</p> <p>Parents to inform Mrs Blossom Makes of any allergies when booking their child onto the club.</p>	<p>Have a supply go kitchen roll and wet-wipes available to clear spillages.</p> <p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>

<p>All varieties of Paper and Card</p> <p>Cuts</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Children to be supervised at all times.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Dry food used for crafting only</p> <p>Rice Pasta Lentils</p> <p>Ingestion slips</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Parents to inform Mrs Blossom Makes of any allergies when booking their child onto the club.</p> <p>Children to be supervised at all times.</p> <p>Spillage will be cleans up immediately.</p>	<p>A dust pan and brush is available.</p> <p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Wooden shapes & Sticks</p> <p>Splinters, Projectiles</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully.</p> <p>Materials are not to be used for any other activity than those details in the programme.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Children to be supervised at all times.</p> <p>Wooden items will be sanded down before being used.</p> <p>Sand paper will be available if any rough edges are found during the workshop.</p>	<p>Splinters can only be removed by a parent guardian and not Joanna Blossom or a Mrs Blossom Makes Assistant. It will be run under warm water to see if it can dislodge and the a plaster will be put on it if necessary.</p> <p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Embellishments</p> <p>Including but not limited to:</p> <p>Buttons, Pompoms, Sequins, google eyes Rinestones Beads</p> <p>Choking</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Children to be supervised at all times.</p> <p>Spillage will be cleaned up immediately.</p>	<p>A dust pan and brush is available.</p> <p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>

<p>Rocks</p> <p>Trip hazard, Physical injury from dropping, Projectiles, choking</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p> <p>Items to be kept on the table away from the edge.</p> <p>Materials are not to be used for any other activity than those details in the programme.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Children to be supervised at all times.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Natural Materials</p> <p>Including but not limited to:</p> <p>Soil, Seed, Flour</p> <p>Allergies, Chocking, contact with eyes, ingestion</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Participants will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p>	<p>Children to be supervised by their adult at all times.</p> <p>Spillage will be cleaned up immediately.</p> <p>Mrs Blossom will inform participants of the materials that will be use in advance of the workshop starting in case of allergies.</p>	<p>Gloves can be provided if participants can not touch the materials</p> <p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Cotten Wool</p> <p>Choking, Ingestion</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Participants will be reminded to use the materials carefully and not to bring them up to the mouth at any point.</p>	<p>Children to be supervised by their adult at all times.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Paper Bags</p> <p>Suffocation, Paper cuts</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Children will be reminded to use the materials carefully.</p> <p>Materials are not to be used for any other activity than those details in the programme.</p>	<p>Any child not using materials safely will not be able to continue using them. Mrs Blossom or an assistant will assist the child/ren until they feel they child can resume use of the tools, independently.</p> <p>Children to be supervised at all times.</p>	<p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>
<p>Food Dye</p> <p>Ingestion</p>	<p>Children Mrs Joanna Blossom Mrs Blossom Makes Assistants</p>	<p>Participants will be reminded to use the food dye carefully and not to inject it up to the mouth at any point.</p>	<p>Children to be supervised by their adult at all times.</p> <p>Spillage will be cleans up immediately.</p> <p>Mrs Blossom will inform participants of the materials that will be use in advance of the workshop starting in case of allergies.</p>	<p>Gloves can be provided if participants can not touch the materials</p> <p>In the event there is an accident Joanna Blossom has a CPD certificate in First Aid and carries a first aid kit.</p> <p>If the accident is deemed severe the parent/guardian will be called straight away and any emergency services where necessary.</p>