| | | | | |
|---|---|---|---|---|
| **Risk Assessment** | **Project:** | After School Craft Club | | |
| **Document Created:** 31st Mar 2025 | **Version Number:** 02 | **Version Date:** 4th September 2025 | | |
| **Approved by Joanna Blossom (Workshop Tutor)** | **SIGN** | JSBlossom | **DATE:** 4th September 2025 | |
| **Task:** | After School Craft Club | | **Number Of people affected:** | Mrs Joanna Blossom<br>Up to 12 children Year R—6 |
| **Venue:** | **Brockhurst Primary School**, Avery Lane, Gosport,Hants PO12 4SR | | | |

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

| HAZARD | PERSONS | CONTROL MEASURES | ADDITIONAL CONTROLES | CONSIDERATION |
|---|---|---|---|---|
| EQUIPMENT SUPPLIED BY MRS BLOSSOM MAKES | | | | |
| Scissors<br>Adult Scissors<br>Clay Tools<br>Quilling Tool<br>Sewing Needle<br>pins<br>Safety pins<br><br>**Cuts, Stab injury, Projectiles** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the tools 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.<br><br>There will be one pair per child.<br><br>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 will assist the child/ren until they feel they child can resume use of the tools, independently.<br><br>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.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Paint Brushes<br><br>**Stab injury, Projectiles** | **Children**<br>**Mrs Joanna Blossom** | 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.<br><br>Brushes to be put in paint pots or in water pot away from edge of table when not it use. | 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.<br><br>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.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Glue Spreaders<br><br>**Projectile** | **Children**<br>**Mrs Joanna Blossom** | 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 will assist the child/ren until they feel they child can resume use of the tools, independently.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Stationary including, but not limited to: Pens, Pencils, rubbers pencil sharpeners, hole punch, stapler.<br><br>**Stabbing, Cutting, Choking injury, Projectiles** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use stationary safely. They will be asked not to move around the room with them.<br><br>They are to be used as instructed only. | Any child not using Stationary safely will 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.<br><br>The children will be reminded not to put items near or in their mouth.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |

| MATERIALS SUPPLIED BY MRS BLOSSOM MAKES | | | | |
|---|---|---|---|---|
| String, Ribbon, elastic<br><br>**Ligature, Choking** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Materials are not to be used for any other activity than those details in the instructions. | Any child not using materials safely will 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.<br><br>Children to be supervised at all times.<br><br>Any unused materials or scraps will be stored away after the workshop or disposed of. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Balloons<br>**Ligature, Choking** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Materials are not to be used for any other activity than those detailed in the instructions | Any child not using materials safely will 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.<br><br>Parents to inform Mrs Blossom Makes of any allergies when booking their child onto the club. (Latex - balloons) | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Fastenings<br><br>Including but not limited<br><br>Safety pins<br>Magnets<br><br>**Stabbing, Choking, Ingestion** | **Children**<br>**Mrs Joanna Blossom** | Children will be instructed carefully how the fastenings will be used during the craft club.<br><br>It will be assessed in advance and during the club to decide if the fastening is some thing the children attach or adult to avoid injury.<br><br>Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Fastenings are not to be used for any other activity than those details in the instructions. | Any child not using materials safely will 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.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Sewing needles and pins<br><br>**Stabbing, Choking, Ingestion** | **Children**<br>**Mrs Joanna Blossom** | Children will be instructed on how to use the needles or pins correctly.<br><br>Children will be reminded to use the tools carefully and not to bring them up to the mouth at any point.<br><br>Needles and pins are not to be used for any other activity than those details in the instructions. | Any pins and needles not being used need to be stored on the table carefully in a pot.<br><br>Any child not using materials safely will 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.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| All varieties of Paper and Card<br><br>**Cuts** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully | Any child not using materials safely will 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.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Fabric<br><br>**Ligature, suffocation** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Children must not put material on or over their head.<br><br>Materials are not to be used for any other activity than those detailed in the instructions. | Any child not using materials safely will 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. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |

| | | | | |
|---|---|---|---|---|
| Liquids<br>Including but not limited to:<br><br>Water<br>Glue<br>Paint (including Poster, watercolour, acrylic)<br><br>**Slip hazard, Ingestion, Contact with eyes, Spillage** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded of the water pots and to use them safely.<br><br>Children will be reminded to use glue safely including, but not limited to not ingesting it or getting it in their eyes<br><br>Materials are not to be used for any other activity than those details in the programme.<br><br>Must be kept in the centre of the tables. | To be cleared up straight away if there is a spillage.<br><br>The pots will not be filled to much with water<br><br>Adults will hand out and refill liquids only.<br><br>Spillage will be cleaned up immediately.<br><br>Children to be supervised at all times.<br><br>We will limit the use of water on the table when possible to avoid spillages.<br><br>Parents to inform Mrs Blossom Makes of any allergies when booking their child onto the club. | Have a supply go kitchen roll available to clear spillages.<br><br>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.<br><br>An email will be sent out to confirm if any children have allergies.<br><br>In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Modeling Material<br><br>Including but not limited to:<br><br>Air Dry Clay<br>Salt Dough<br>Plasticine<br>**Choking, Ingestion** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point<br><br>Materials are not to be used for any other activity than those details in the programme. | Any child not using materials safely will 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.<br><br>Children to be supervised at all times.<br><br>Spillage will be cleans up immediately.<br><br>Parents to inform Mrs Blossom Makes of any allergies when booking their child onto the club. | Have a supply go kitchen roll and wet-wipes available to clear spillages.<br><br>In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Dry food used for crafting only Including but not limited to:<br><br>Rice<br>Pasta<br>Lentils<br>beans<br>Flour<br>Salt<br>**Ingestion, slips** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Children to wash hands with soap and warm water after use. (As per guidelines for EYFS) | Any child not using materials safely will 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.<br><br>Parents to inform Mrs Blossom Makes of any allergies when booking their child onto the club.<br><br>Children to be supervised at all times.<br><br>Spillage will be cleans up immediately. | A dust pan and brush is available.<br><br>In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Wooden shapes & Sticks<br><br>**Splinters, Projectiles** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully.<br><br>Materials are not to be used for any other activity than those details in the programme. | Any child not using materials safely will 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.<br><br>Children to be supervised at all times.<br><br>Wooden items will be sanded down before being used.<br><br>Sand paper will be available if any rough edges are found during the workshop. | Splinters can only be removed by a parent guardian and not Joanna Blossom. It will be run under warm water to see if it can dislodge and the a plaster will be put on it if necessary.<br><br>In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |

| | | | | |
|---|---|---|---|---|
| Embellishments<br><br>Including but not limited to:<br><br>Buttons, Pompoms, Sequins, google eyes, Rinestones Beads<br><br>**Choking** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Materials to only be used as instructed. | Any child not using materials safely will 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.<br><br>Children to be supervised at all times.<br><br>Spillage will be cleans up immediately. | A dust pan and brush is available.<br><br>In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Rocks<br><br>**Trip hazard, Physical injury from dropping, Projectiles, choking** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Items to be kept on the table away from the edge.<br><br>Materials are not to be used for any other activity than those details in the programme. | Any child not using materials safely will 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.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Natural Materials<br><br>Including but not limited to:<br><br>Soil,<br>Seed,<br><br>**Alergies, Chocking, contact with eyes, ingestion** | **Children**<br>**Mrs Joanna Blossom** | Participants will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Materials are not to be used for any other activity than those details in the programme. | Children to be supervised by their adult at all times.<br><br>Spillage will be cleans up immediately.<br><br>Mrs Blossom will inform participants of the materials that will be use in advance of the workshop starting in case of allergies. | Gloves can be provided if participants can not touch the materials.<br><br>In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Cotten Wool<br><br>**Choking, Ingestion** | **Children**<br>**Mrs Joanna Blossom** | Participants will be reminded to use the materials carefully and not to bring them up to the mouth at any point.<br><br>Materials are not to be used for any other activity than those details in the programme. | Children to be supervised by their adult at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Paper Bags<br><br>**Suffocation, Paper cuts** | **Children**<br>**Mrs Joanna Blossom** | Children will be reminded to use the materials carefully.<br><br>Materials are not to be used for any other activity than those details in the programme. | Any child not using materials safely will 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.<br><br>Children to be supervised at all times. | In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |
| Food Dye<br><br>**Ingestion** | **Children**<br>**Mrs Joanna Blossom** | Participants will be reminded to use the food dye carefully and not to injest it up to the mouth at any point. | Children to be supervised by their adult at all times.<br><br>Spillage will be cleans up immediately.<br><br>Mrs Blossom will inform participants of the materials that will be use in advance of the workshop starting in case of allergies. | Gloves can be provided if participants can not touch the materials<br><br>In the event there is an accident Mrs Blossom Makes is First Aid trained and carry a first aid kit.<br><br>If the accident is deemed severe the parent/ guardian will be called straight away and any emergency services where necessary. |