

RISK ASSESSMENT – SPITFIRE DAY

Assessment undertaken by: Charlie Lupton

Date: 13th August 2009 REVIEWED Jan 10, Nov 11

HAZARD	RATING (Note 1)		RISK (Note 2)			AC TIO N (Note 3)	RISK CONTROL MEASURES (RCM) (Note 4)	Score after RCM	Date and inits
	O	H	Lo	M	Hi				
	O x H = Total		w	edi u m	gh				
1. Willow stick poking in the eye	4	3	x				Clear instruction before activity NOT to wave sticks. Clear instruction, before activity, for participants to take responsibility in using the willow sticks safely when handling them. Clear instruction, before activity, for participants to take responsibility to watch out for sticks in their proximity.	12	CL
	12								
2. Contamination from dirty hands	2	2	x				Instruct all participants to wash after teacher session.	4	
	4								
3. Cable ties caught around a finger	4	2	x				Clear instructions on how to use the cable ties safely and only on the willow sticks (fingers only caught when participants not using cable ties appropriately). Blunt-nosed medical scissors available should a cable tie need to be removed.	8	
	8								
4. Use of secateurs by children	3	4	x				Children DO NOT use secateurs without the express permission of the adult in charge of the child IF they are used, clear instruction to (a) Hold the willow stick <i>themselves</i> while cutting so no chance of sudden movement (b) cut well away from fingers. When adults are using secateurs, they are never left on the tables and accessible to the children. This instruction also given to teachers and other adults present.	4	
	12								
5. Cutting cable ties using scissors	3	1	x				Teacher always asked to give permission for children to use scissors (supplied by school). Children instructed to cut across the ties to reduce risk of scissors slipping. Children instructed to keep other hand well away from blades to avoid cuts. Children told clearly not to cut a cable tie close to another child.	2	
	3								

Note 1: Risk equals Occurrence (O) x Harm (H) (see separate sheet or back). Approximately, totals equate to the following levels of risk:
1 –14 = Low; 15 – 24 = Medium; 25 –49 = High

Note 2: There should not be any high risks because action should already have been taken to reduce the risk to medium or low. If the risk is high, action should be short term or immediate.

Note 3: Please indicate if the action required is: No action (N); Immediate (I); Short term (S); Long term. The person taking action MUST initial and date this box when action is taken.

Note 4: It is not always necessary to take mitigating action. If an explanation is required but there is insufficient space to explain the mitigation taken, use more than one box for the explanation.

RISK POTENTIAL CALCULATION:

OCCURRENCE	Score	HARM	Score
Improbable (probably close to zero)	1	Trivial	1
Possible (remote chance)	2	Minor	2
Occasional (has been known)	3	Lasting more than 3 days	3
Frequent (annual / bi-annual)	4	Major injury to 1 person	4
Regular (3 – 6 month occurrence)	5	Major injury to one or more people	5
Common (1 – 3 month occurrence)	6	Death of 1 person	6
Continuous (daily / weekly event)	7	Multiple deaths	7

RISK RATING = OCCURRENCE x HARM

x	1	2	3	4	5	6	7
1	1	2	3	4	5	6	7
2	2	4	6	8	10	12	14
3	3	6	9	12	15	18	21
4	4	8	12	16	20	24	28
5	5	10	15	20	25	30	35
6	6	12	18	24	30	36	42
7	7	14	21	28	35	42	49

Low Risk	1 - 14
Medium Risk	15 – 24
High Risk	25 - 49