

<b>ACTIVITY: Hand Paper Making</b>		<b>Group Leader:</b> Education Manager		
<b>Assessment by: SW</b>		<b>Date: 18/08/23</b>		<b>Target Date for review: September 2024</b>
<b>Approved by:</b>		<b>Position:</b>		<b>Date:</b>
<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Control Measures(CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
Fire	Children and adults	No smoking policy Regular practice evacuations for all staff Fire alarm tests Contract for maintenance of fire detection equipment and extinguishers Health & Safety talk at the beginning of the session Children will be told at the start of the visit what to do in the event of the fire alarm sounding		L
Hot surfaces – burns and scalds	Child/adult	The hot plate for drying the paper once it has been made will be placed out of children's reach and clearly labelled as being hot. The glazing machine is behind the hot plate, even further out of children's reach.		L
Allergic reaction to materials	Child/adult	Schools are asked to identify children with any particular needs.		L
Exposure to bacterial / hazardous substances	Child/adult	Leader gives verbal warning at start of each session Leader instructs class to wash hands after the session		L

Abuse from staff and others	Child/adult	Child protection policy in place. Staff and volunteers working with children should be CRB checked and have certificates to prove it.		L
Crushed fingers/hands when caught in glazing machine	Child/Adult	Leader gives verbal warning at the start of the session. Glazing machine is out of reach of the children.		
Crushed fingers - press	Child Adult	Users warned of risk to crushed fingers when press is used to extract water from paper. Leader always supervises activity with only one child at a time. Ensure both hands are on the press handle at time of turning, ensures safety to user.		L
Electrocution	Child/Adult	Cables and the hot plates are regularly pat tested and out of reach of the children.		L
Slips, Trips and Falls	Child/Adult	Cables and extension leads should be placed so as not to create a trip hazard.  Water splashes can occur but should be kept to minimum and wiped away throughout the session.  For smaller papermakers, a step may be used. In such an event, the person should be supervised and make any stepping up or down to when they are unencumbered.		L

<b>REVIEWS:</b>		
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY: SW</b>	<b>COMMENTS:</b>