

Assessment Title: <h2 style="text-align: center; margin: 0;">West Leeds Activity Centre – Arts and Crafts</h2>	Ref No: <h2 style="text-align: center; margin: 0;">Spw 02</h2>
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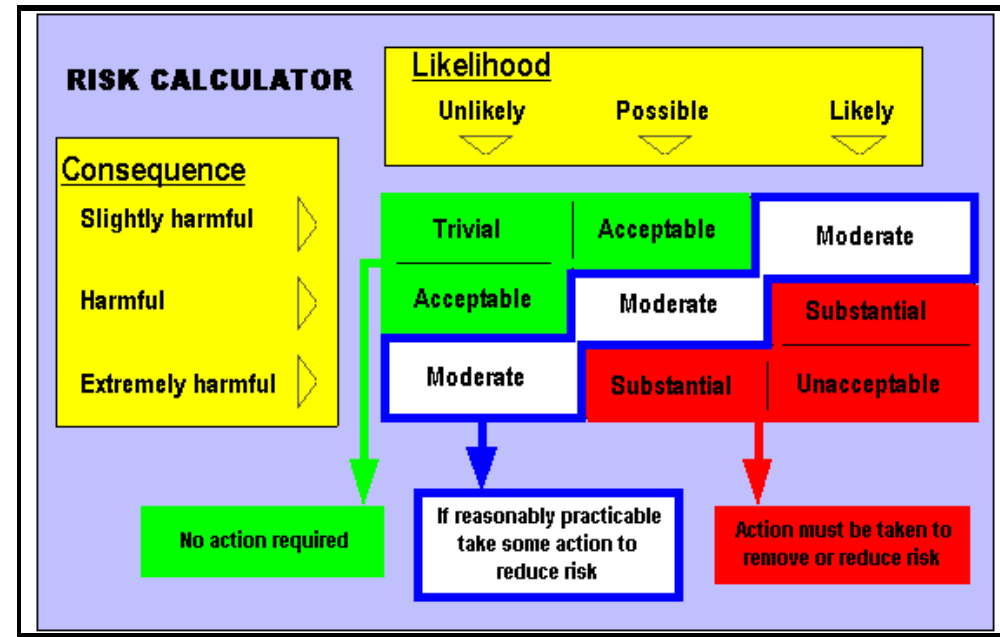
School Name: <h3 style="text-align: center; margin: 0;">West Leeds Activity Centre</h3>	School Address: Lenhurst Ave Leeds LS12 2RE
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Date Assessment Undertaken: 06/01/2020	Name of Assessor (print): Hannah Smith	Assessors Signature: H.Smith	Assessment Review Date: 01/11/19
Name of Headteacher / Centre Manager (print): Vince Foster	Centre Manager Signature: V.Foster		

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974 - Management of Health & Safety at Work Regulations 1999 - Provision & Use of Work Equipment Regulations 1998 - Control of Substances Hazardous to Health Regulations 2002 (as amended)
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Guidance:

- The aim of this risk assessment is to provide general information on the type of hazards employees and/or pupils as well as others who may be involved are exposed to. It is likely this assessment will need to be amended to reflect your specific circumstances
- If you amend this sample risk assessment you must re evaluate the risk ratings in line with your amendments.
- If you do not amend the risk assessment you are agreeing that you will apply all the control measures that are identified
- **IF AFTER FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE RISK RATING IS STILL SUBSTANTIAL OR ABOVE CONTACT THE HEALTH, SAFETY& WELLBEING TEAM.**



Sample Risk Assessment for Childrens Services

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Cuts from scissors, allergy to paint, sticking fingers with glue.	All	Moderate	<ul style="list-style-type: none"> • WLAC facilitation staff to check equipment is fit for purpose prior to use. • Brief participants on how to use the equipment and the activity safely. • Staff to monitor group use and ensure safe technique is followed. 	Acceptable	Instructor
Injury sustained from falling with sharp instruments	All	Moderate	<ul style="list-style-type: none"> • Staff to monitor group and make sure young people aren't running with scissors. • Discussion before and during arts activity • Set up some ground rules re moving of sharp equipment 	Acceptable	WLAC Staff
Head injury, sprains, fracture, cuts, grazes due to falling or poor behaviour	All	Moderate	<ul style="list-style-type: none"> • Ground rules and agreement on conduct before activity starts with cessation of activity if behaviour becomes a problem 	Acceptable	WLAC Staff

SCHOOL/CENTRE IDENTIFIED RISKS: -

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial

<p>Please ensure the following people have been informed of the risk assessment by the most appropriate means:</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Adults on visit</td> <td>Head Teacher</td> <td>Governors</td> <td>Parents</td> <td>Pupils</td> <td>EVC</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC								
<p>Have employees been instructed to report newly identified hazards at post visit meeting?</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	<p>Details of newly identified hazards.</p>							
<input type="checkbox"/>	<input type="checkbox"/>												
Yes	No												