## Risk Assessment – Canterbury Cathedral Schools Department – Activity Room

### Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Person at Risk</th>
<th>Significant Hazards</th>
<th>Risk*</th>
<th>Risk Control Measures</th>
<th>Residual Risk**</th>
</tr>
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</table>
| Walking up/down stairs to Activity Room. | Staff/Volunteers/ Visitors | Tripping/Falling Down | 3 3 9 | - Ensure stairs are never wet  
- Ensure handrail secure and used  
- Ensure lights are always on as stairwell very dark even in daytime.  
- Ensure children do not congregate near the top of the stairs. | 2 3 6 |
| Manual handling | Schools Department Staff only | Incorrect lifting and handling techniques, lifting excessive or awkward weights etc. leading to back pain | 3 3 9 | - Mechanical aids to be used where possible, e.g. trolleys.  
- Do not attempt to move winch/block of stone etc without another member of staff – call works department if applicable | 3 1 3 |
| Moving around the room | Schools Department Staff / visiting teachers and children | Slips, trips and falls as a result of uneven floor coverings, chairs not tucked in etc. | 4 3 12 | - Good housekeeping, including cleaning up spillages.  
- Floors and walkways to be maintained to a satisfactory standard.  
- Children reminded to tuck in chairs etc. to ensure safe movement around room. | 3 1 3 |
| Using electrical equipment – light box and organ | Schools Department Staff | Staff could be affected by electrical shock or burns through incorrect usage or poorly maintained equipment | 4 4 16 | - Equipment to be regularly checked by users – light box/organ etc.  
- PAT testing to be arranged for specific items.  
- Staff to be encouraged to report faulty equipment to supervisor.  
- No personal electrical equipment to be brought into the workplace. | 3 2 6 |
| Action in the event of fire | All staff and visitors | Staff and visitors trapped in the office may suffer from smoke inhalation, burns and possibly death | 3 5 15 | - Action in the event of fire to be communicated to all staff.  
- Evacuation procedures to be placed around the building at strategic points.  
- Visitors advised of fire evacuation procedures and shown fire exit.  
- Regular fire alarm checks to be carried out.  
- Fire drill to be regularly carried out.  
- Fire extinguishers to be provided and maintained.  
- Fire exits to be kept clear of obstructions.  
- Supervisor /Fire Warden to walk the building on a regular basis to check that fire instructions are being complied with. | 2 2 4 |
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<tr>
<td>Carving Stone Block</td>
<td>Visiting Children</td>
<td>Small piece of stone entering child's eye&lt;br&gt;Child hitting fingers with mallet&lt;br&gt;Child cutting fingers with chisel.</td>
<td>L 3 S 2 DR 6</td>
<td>- Children to wear safety goggles at all times.&lt;br&gt;- Only child actively engaged in the activity to be standing on area of lino surrounding the block of stone.&lt;br&gt;- Demonstrate to child how to hold mallet and chisel safely and told to keep eyes on activity at all times.</td>
<td>L 2 S 2 DR 4</td>
</tr>
<tr>
<td>Using Winch</td>
<td>Visiting Children</td>
<td>Catching fingers in turning wheel.</td>
<td>L 3 S 1 DR 3</td>
<td>- Explaining to children that they need to move the wheel slowly one way and then another.</td>
<td>L 2 S 1 DR 2</td>
</tr>
<tr>
<td>Costume Trail</td>
<td>Visiting Children</td>
<td>Tripping over long costumes</td>
<td>L 3 S 2 DR 6</td>
<td>- Tie up longer costumes with cords etc and encourage children to look where they are walking.</td>
<td>L 2 S 2 DR 4</td>
</tr>
<tr>
<td>Children escaping</td>
<td>Visiting children (esp very young or children with Special Needs)</td>
<td>Children Leaving either door</td>
<td>L 2 S 1 DR 2</td>
<td>- Keep outside door closed and locked, keep children in visual contact at all times.&lt;br&gt;- Always ensure there is an accompanying adult with any group in the Activities Room.</td>
<td>L 1 S 1 DR 1</td>
</tr>
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</table>

- **LIKELIHOOD (L)** = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) – Remote (1)
- **SEVERITY (S)** = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)
- **Degree of Risk (DR)** = LIKELIHOOD x SEVERITY

* Numbers used are for illustrative purposes only.
** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced

<table>
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<tr>
<th>Risk Assessment Review / Major Changes</th>
<th>Reviewed by</th>
<th>Name and Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue 1</td>
<td>Zoe Willis</td>
<td></td>
<td>21/08/14</td>
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