

# RISK ASSESSMENT – Canterbury Cathedral Schools Department – Activity Room



ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Walking up/down stairs to Activity Room.	Staff/Volunteers/Visitors	Tripping/Falling Down	3	3	9	<ul style="list-style-type: none"> <li>Ensure stairs are never wet</li> <li>Ensure handrail secure and used</li> <li>Ensure lights are always on as stairwell very dark even in daytime.</li> <li>Ensure children do not congregate near the top of the stairs.</li> </ul>	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	<ul style="list-style-type: none"> <li>Mechanical aids to be used where possible, e.g. trolleys.</li> <li>Do not attempt to move winch/block of stone etc without another member of staff – call works department if applicable</li> </ul>	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	<ul style="list-style-type: none"> <li>Good housekeeping, including cleaning up spillages.</li> <li>Floors and walkways to be maintained to a satisfactory standard.</li> <li>Children reminded to tuck in chairs etc. to ensure safe movement around room.</li> </ul>	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	<ul style="list-style-type: none"> <li>Equipment to be regularly checked by users – light box/organ etc.</li> <li>PAT testing to be arranged for specific items.</li> <li>Staff to be encouraged to report faulty equipment to supervisor.</li> <li><b>No personal electrical equipment to be brought into the workplace.</b></li> </ul>	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	<ul style="list-style-type: none"> <li>Action in the event of fire to be communicated to all staff.</li> <li>Evacuation procedures to be placed around the building at strategic points.</li> <li>Visitors advised of fire evacuation procedures and shown fire exit.</li> <li>Regular fire alarm checks to be carried out.</li> <li>Fire drill to be regularly carried out.</li> <li>Fire extinguishers to be provided and maintained.</li> <li>Fire exits to be kept clear of obstructions.</li> <li>Supervisor /Fire Warden to walk the building on a regular basis to check that fire instructions are being complied with.</li> </ul>	2	2	4

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			L	S	DR		L	S	DR
Carving Stone Block	Visiting Children	Small piece of stone entering child's eye Child hitting fingers with mallet Child cutting fingers with chisel.	3	2	6	<ul style="list-style-type: none"> <li>Children to wear safety goggles at all times.</li> <li>Only child actively engaged in the activity to be standing on area of lino surrounding the block of stone.</li> <li>Demonstrate to child how to hold mallet and chisel safely and told to keep eyes on activity at all times.</li> <li>Provide 1:1 supervision if required</li> </ul>	2	2	4
Using Winch	Visiting Children	Catching fingers in turning wheel.	3	1	3	<ul style="list-style-type: none"> <li>Explaining to children that they need to move the wheel slowly one way and then another.</li> </ul>	2	1	2
Costume Trail	Visiting Children	Tripping over long costumes	3	2	6	<ul style="list-style-type: none"> <li>Tie up longer costumes with cords etc and encourage children to look where they are walking.</li> <li>Dress children in appropriately sized costumes – a range of costumes available.</li> </ul>	2	2	4
Children escaping	Visiting children (esp very young or children with Special Needs)	Children Leaving either door	2	1	2	<ul style="list-style-type: none"> <li>Keep outside door closed and locked, keep children in visual contact at all times.</li> <li>Always ensure there is an accompanying adult with any group in the Activities Room.</li> </ul>	1	1	1

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

Risk Assessment Review / Major Changes	Reviewed by: Name and Signature	Date
Issue 1	Zoe Willis	21/08/14
	Zoe Willis	18/05/2021

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