

ACTIVITY: Bookbinding		Group Leader: Education Manager		
Assessment by: SW/PBu/NC		Date: 13/05/20		Target Date for review: May 2021
Approved by:		Position:		Date:
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	Control Measures(CM's): 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)	Additional CM's required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)
Paper cuts	Students	Students will be warned to take care when handling/ripping/folding paper. If required, assistance will be provided. First aid should always be available.		L
Needle stab wounds	Students	Students will be warned to take with needles and to safely store them when not in use. If required, assistance will be provided. First aid should always be available		L
Compression injuries	Students	Bound items may require pressing. Tutor to warn students of crushing fingers. First aid should always be available.		L
Blade cuts	Students	Items will need trimming which requires use of the board/cloth cutter which has a nipping risk and a bare blade. Clear instruction as to safe use will be given including the use of the safety pedal. Those using it be supervised at all times.		L
Allergy	Students	Students alerted to the use of PVA as a binding agent in case of allergic reaction. First aid should always be available		L

Burns and blisters	Students	Foiled type if included will require use of the heated foil gun. Those using will be clearly instructed in its use and heated parts. First aid should be available		
Abuse from staff and others	Students	Child protection policy in place. Staff and volunteers working with children should be DBS checked and will have up to date certificates.		L

REVIEWS:		
DATE OF REVIEW: 13-5-20	REVIEWED BY: SW	COMMENTS:

Risk assessment