

ACTIVITY: Sustainable Paper – Eco		Group Leader: Education Manager		
Assessment by: SW/PBu		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)
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
Bumps and bruises	Child	Minor physical activity with children moving around the room. Room prepared with clear space to minimize risk. First Aid box permanently in location.		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 individuals making paper 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 DBS checked and have certificates to prove it.		L
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REVIEWS:		
DATE OF REVIEW: 13-05-20	REVIEWED BY: SW	COMMENTS: