

North York Moors National Park Education Service

<p>Generic Risk Assessment for: Art and Craft Activities (page 1 of 8) <i>This risk assessment covers all activities using art and craft materials and resources. Also refer to badge making Risk Assessment</i></p> <p>Adult to pupil ratio: At least 1 adult to 10 pupils; more adults as appropriate for younger / less able pupils. Max group size per Activity Leader: 30 (larger groups depending on activity) Provider: NYMNP Education Service Assessor / Reviewed by: Jonathan Green, Education officer.</p> <p>Last reviewed: Feb 2020 Next review: Feb 2021</p> <p>Method for review: All hazards reviewed by: Annual review / leader feedback / accident & near miss books</p>	<p>Limitations and Emergency Procedures</p> <p>All staff hold a valid, appropriate first aid qualification and first aid kits available at each location.</p> <p>Roles and responsibilities of National Park Leaders and visiting teachers are stated in our 'Pre-Visit Information' on our website at this link: http://www.northyorkmoors.org.uk/about-us/school-and-group-visits/essential-information</p>
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Risk rating scale where risk rating = likelihood x consequence			
Consequence Likelihood of hazard causing harm assuming precautions are taken	1 Minor Injury Incident can be dealt with on site and casualty is able to continue activity	2 Major Injury Casualty cannot continue activity	3 At least 1 fatality
1 Very unlikely	1	2	3
2 Occasional	2	4	6
3 Likely	3	6	9

Risk rating assuming precautions are taken:

1 = low risk

2 to 4 = medium risk

6 to 9 = high risk (unacceptable)
Omit activity or change to reduce risk before proceeding

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Clay	Irritation to the skin.	Group members	All participants and staff offered nitrile gloves before using clay. Hands to be washed with soap and water straight after session.	(1x1) 1 LOW	
Sharp edged card & paper	Cuts	Group members	Warn of hazard and instruct pupils to handle paper and card carefully.	(2 x 1) 2 MEDIUM	
Willow withies	Poking in eyes.	Group members	Warn of hazard and demonstrate how to use withies responsibly and carefully without causing danger to self or others around them. Ensure participants have plenty of space around them when using withies.	(1 x 2) 2 MEDIUM	
Secateurs	Cuts	Group members	Demonstrate correct use of secateurs. Children instructed to only use them when supervised by an adult.	(2 x 1) 2 MEDIUM	
Planting bulbs	Infection from handling compost. Irritation from bulbs.	Group members	Group members warned of hazard. Group members instructed to wear gloves when using compost and potting up bulbs. Directed to hand washing facilities afterwards.	(1 x 1) 1 LOW	
Peanuts	Allergic reaction	Group members	When done as a school or group activity this activity does not use peanuts. However the bird seed used is stored in bins with lids near to similar bins containing peanuts. Make group members aware of this prior to the start of the activity. When delivered as a public event the use of nuts is mentioned in the activity description in the events guide.	(1x3) 3 MEDIUM	

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Craft equipment	Cuts	Group members	<p>Instruct /demonstrate correct use of equipment and materials. Equipment to be counted as it is given out and staff to ensure all is collected in. Use of equipment to be supervised at all times using appropriate staff to pupil ratios. Equipment to be removed from individuals showing irresponsible behaviour.</p> <ul style="list-style-type: none"> • Glue gun only to be used by National Park staff. • Children’s safety scissors to be used for primary school groups. • Small paintbrushes available for small children. • Craft knives not to be used by primary aged children. Demonstrate correct usage to older pupils and supervise closely. • If sewing is required, large blunt needles to be used by children. Adults to assist if finer needles are required. • Bamboo Sticks – when using these to make bird feeders demonstrate how to poke the sticks through plastic cups (spike first) and down into plasticine on a sturdy table. • 	(2 x 1) 2 MEDIUM	
Collection of natural materials	Nettle stings, ingestion of poisonous berries/fungi and animal faeces	Staff and group members	<p>Instruct group members not to pick or touch berries or fungi and to avoid nettles. Point out nettles to children - do not assume they recognise them and know not to touch. Advise group members that dogs and wild animals use the grounds and to be aware of faeces. Instruct group members to keep hands away from faces and to wash hands at the end of the activity. Hand washing facilities are available on site.</p>	(2x2) 4 MEDIUM	If any berries / fungi / faeces are ingested seek medical advice.

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Use of iron	Burns	Staff	NPA Activity Leader or responsible adult delegated by NPA staff only to use iron. Iron must not be left unattended and must be unplugged when not in use and taken out of the activity room. Do not leave cable trailing.	(1 x 2) 2 MEDIUM	
Mushroom hunt in Crow Wood	Poisoning	Staff and group members	Activity Leader must inform the group that they are not a mushroom professional and cannot say whether what is found is safe to eat. Group members must be instructed not to taste, touch or pick any mushrooms found. Group members must be instructed to wash their hands after the mushroom hunt and prior to starting the indoor activity and the 'grow your own mushroom' preparation.	(1x3) 3 MEDIUM	
Chemicals - general (see below for specific chemicals)	Inhalation, ingestion of chemicals in paints / glue etc. Spillages of substances on skin. Irritation of airways, stomach, eyes and skin.	Group members	Only products shown as no or low risk hazards to be used by children. Water based/solvent free products to be used wherever possible. CoSHH data sheets for all products used made available to National Park staff (kept in Education Office and Sutton Bank NP Centre) and updated annually. All activities to be supervised throughout by National Park Staff who may be assisted by volunteers. Correct use of all materials to be demonstrated at start of session. Resources to be removed immediately from any individuals showing irresponsible behaviour. Aprons to be provided for activities when daubing paint is likely. Hands to be washed after activity and before eating or drinking.	(1 x 2) 2 MEDIUM	

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Modroc $\text{CaSO}_4 + \frac{1}{2} \text{H}_2\text{O}$ (Calcium Sulphate Hemihydrate) (CAS number 26499-65-0)	Irritation to skin; discomfort if swallowed.	Staff and group members	Modroc contains a thin layer of Plaster of Paris which reduces the likelihood of any burns. Thick layers of plaster should not be applied to any part of the body. All staff and participants to wear safety glasses and use nitrile gloves whilst using modroc. Hands to be washed with soap and water after using it.	(1x2) 2 LOW	If swallowed do not induce vomiting. Rinse mouth thoroughly and get medical attention. Eye contact - remove contact lenses before rinsing eyes. Wash eyes with plenty of water while lifting eye lids. Continue to rinse for 15 minutes. Get medical attention if discomfort continues. Skin contact – wash with soap and water. Get medical attention if irritation develops or persists. Inhalation – Remove person to fresh air Ingestion – Seek medical attention. Product is non-toxic.
Plaster of Paris CaSO_4 (Calcium Sulphate Hemihydrate, <3% Crystalline Silica) (CAS number 26499-65-0)	Dust inhalation, contact with eyes, ingestion, burns from heat generated when water is added.	Staff and group members	Plaster of Paris not to be used for making enclosed casts of body parts or faces as the product gives off heat when mixed with water which can cause serious skin burns. National Park activity leader to always be present when Plaster of Paris is in use. Ensure that there is access to running water prior to activity starting. Maximum exposure to plaster at any one time is 1.5 hours for each activity leader. Plaster and water measured into separate plastic beakers by NP activity leader; avoid clouds of plaster in the air. Staff and all members of the group to wear safety glasses, nitrile gloves and an apron. Children to work in pairs. Demonstrate the mixing of the ingredients to the group first: one child to pour water into the beaker containing the plaster gradually. The other child mixes slowly. Pour slowly onto the object from which making the cast. Any child demonstrating irresponsible behaviour to have the materials removed immediately. Lid to be kept on plaster tub at all times except when scooping plaster out. Use in well ventilated room.	(2x2) 4 MEDIUM	Any spillages to be cleaned up immediately. Inhalation – remove person to fresh air. Skin contact – Flush skin with running water before washing with soap and water. Eye contact – Wash eyes (remove contact lenses first), including eyelids with plenty of clean water (minimum 15 minutes) and seek medical advice if irritation persists. Ingestion – Wash out mouth and drink plenty of water. If quantity is significant or person feels unwell seek medical attention.

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Vinegar (Ethanoic/Acetic Acid) CH ₃ COOH Used in Rocket Making Activity	Inhalation Irritation of the respiratory tract Contact with skin/eyes Dermatitis Smarting and reddening of eyes	Staff and group members	Instruct group members to wear safety goggles. Provide nitrile gloves. Supervision by adults. Wash hands afterwards.	(1x1) 1 LOW RISK	Inhalation Remove person to fresh air Skin contact Wash with soap and water Eye Contact Rinse with water (15 mins). Remove contact lenses and lift eyelids. Ingestion Wash out mouth and dilute by drinking water. Seek medical advice if symptoms persist/worsen.
Baking Soda (Sodium Bicarbonate) NaHCO ₃ Used in Rocket Making Activity	Inhalation Irritation of the respiratory tract Contact with skin/eyes Mild skin and eye irritation Ingestion Abdominal pain Gastroenteriti s Inflammation of digestive tract	Staff and group members	Instruct group members to wear safety goggles. Provide nitrile gloves. Supervision by adults. Wash hands afterwards.	(1x1) 1 LOW RISK	Inhalation Remove person to fresh air Skin contact Wash with soap and water Eye Contact Rinse with water (15 mins). Remove contact lenses and lift eyelids. Ingestion Wash out mouth. Seek medical advice if symptoms persist/worsen.

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Plasty play	Ingestion	Group members	Instruct group members not to eat the plasty play or put it in their mouth. Wash hands after use.	(1x1) 1 LOW	Eye contact – Wash eyes (remove contact lenses first), including eyelids with plenty of clean water and seek medical advice if irritation persists. Ingestion: No first aid normally required. However if symptoms develop seek medical attention.
Bird/bug/bat box making - rough wood	Splinters	Staff and group members	Wood that is used has been pre-cut into kit form. Rough edges are smoothed down. Staff and group members offered protective gloves while handling wood. National Park activity leader to warn of potential hazard.	(1 x 2) 2 MEDIUM	
Bird/bug/bat box making – hammers, nails, screws and screwdrivers	Bruised fingers, cuts	Staff and group members	NP activity leader to demonstrate correct use of hammers, nails, screws and screwdrivers before giving out. Box making to be supervised at all times with NP activity leader. Hammers, nails, screws and screwdrivers to be removed immediately from any group members showing irresponsible behaviour. Flat headed nails to be used. Staff to collect in hammers, nails, screws and screwdrivers immediately after use. Protective gloves not to be worn when hammering.	(1 x 2) 2 MEDIUM	

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HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Bird/bug/bat box making – tripping on tools and equipment on the floor.	Slipping and tripping	Staff and group members	National Park activity leader to ensure each person/group of people have enough room around them to work. Point out the hazard of equipment on the floor and for all group members to tread carefully. Nails/screws to be placed in easily identifiable container.	(1 x 2) 2 MEDIUM	
Plastic Bottle Rockets	Rockets hitting 'Launcher' or spectators. Cuts, bruises, damage to eyes.	Staff, public and group members	National Park Activity Leader to demonstrate safe method of launching rocket, then instruct the adults to launch their rockets one at a time. Children are not to launch rockets. Spectators and public to be approx. >10m from launch site. Safety goggles to be worn.	(2x2) 4 MEDIUM	