



Edu-Fun Children's Workshops General Risk Assessment

Area/ Activity/ Equipment	Who is at Risk?	What is the Risk?	How is the Risk Minimised or Prevented?
Venue	All	Fire	Ensure there are fire exits available and unlocked/clear of obstruction. Ensure Fire extinguishers are available.
Venue	All	Scaulding Water	Test water temperatures before customers arrive, if hiring a private venue.
Venue	All	Outsiders who pose a risk/terrorism etc	Ensure internal doors are closed, be alert to unfamiliar persons on site
Venue	All	Broken equipment, ie chairs, tables, toilets/wet floors etc	Check Venue before commencing workshop
Use of Raw meat/Fish for either cookery or science	All	Food Poisoning/bacteria	Supply PPE, ensure thorough handwashing. Ensure all raw meat is purchased from reputable supplier, stored according to Food Standards Agency Guideline and transported in a chilled box. All equipment should be suitably sterilized after each session.

Food items, for cooking, science and activities	All	Food Poisoning/bacteria/Allergies	Ensure all food items is purchased from reputable supplier, stored according to Food Standards Agency Guideline and transported in a chilled box.. Disgard unsude foods immediately. List allergens and check with childs responsible adult amd/or school for any known allergies. Handwashing after handling. All equipment should be suitably sterilized after each session.
Contagious illnesses	All	Spread of infection or illness	Ensure that children do not attend when they are suffering from a incubational contageous illness. Refer to NHS policies/advice. Ensure that all persons with respiratory illnesses, cover mouth and nose when coughing/sneezing and wash hands afterwards. All equipment should be suitably sterilized after each session.
Split water/liquids	All	Slips or falls	Use no slip floor coverings for activities where they is a risk of large spillages, have mops or cloths available to clear up any spillages immediately. Ensure children do not run in an environment where there is a slip risk. Use a mop or cloth to clean up spillages immediately.
Use of dispoable PPE and other plastic items such as plastic bags.	All	Suffocation	Ensure that aprons are tied securele around child's waist. Discourage children from blowing up gloves. Discard any used PPE in a tied bin bag, before disposal. Ensure children do not put plastic bags over heads or in mouth. Store surples supplies away from children.
Craft materials, glue, paper, glitter, paint etc	All	Ingestion	Ensure children do not put craft items in mouth, Age/Stage appropriate. Appropriate Supervision
Tools, Hammers, picks, scissors, pencils, knives	All	Injury	Age appropriate use.Appropriate Supervision. Ensure children understand how to safely handle and use and do not run with tools

Natural resources, sticks, stones, seeds, compost, flowers, leaves etc	All	Ingestion of bacterias or poisons	Age appropriate use. Appropriate supervision. Do not use vegetation that is known to be poisonous to humans. Encourage hand washing after handling. Where possible wash items before use.
Sand/Soil	All	Entering eyes or nose	Encourage children not to throw these items. Have clean water/eye wash available for flushing if needed.
Backdrop and stand	All	Falling on a person	Erect correctly. Use a weight system if needed. Do not use in a windy environment. Where possible use against a wall so that persons cannot go behind.
Outdoor sessions, nature sessions, woodland sessions.	All	Animal Feaces, broken glass or other sharp objects	Risk assess the outdoor environment via physical walk round to assess for such risks.
Outdoor sessions, nature sessions, woodland sessions.	Children	Lost Child	Ensure that the outdoor space is enclosed where possible. Where this is not possible, the site must be at least 50 meters from a road, use a marker system to lay out visible boundaries. A suitable adult to child ratio - 3:1 must be in place where outdoor spaces are not enclosed. Ensure children and other adults are fully aware of rules and boundaries before commencing workshop.
Outdoor sessions, nature sessions, woodland sessions.	All	Adverse weather conditions	Do not run an outdoor session if there is a risk of high winds, ice or extreme high or low heat forecast.