

RISK ASSESSMENT FORM

Department: Education	Location: Classroom	09/09/14
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1	Activity, Event, Function, Equipment Exhibit, Person(s), Premises to be assessed	The Great Fossil Hunters Lesson plan - Making a fossil and excavating it with a class of pupils (<32) in a classroom at Eden project.
2	Relevant Standards, Laws and Guidelines	Health And Safety at Work etc Act (HASAWA) 1974 Control of Substances Hazardous to Health (COSHH) Regulations 2002 Management of Health and Safety at Work Regulations (MHSWR) 1999 CLEAPSS Guide PS 74 – Using Plaster of Paris in Primary Schools
3	Who or What is at risk?	Pupils, teachers, support staff

	Hazard	How might People be Harmed or Property Damaged?	Control Measure	Are controls? (Indicate Yes or No?)			Level of Risk (S x L x P)
				Adequate	Actually used	Checked regularly	
4	Plaster of Paris	Mild breathing difficulties due to the in halation of the fine powder Irritation to eyes and skin, ingestion. Heat burns to skin	<ul style="list-style-type: none"> • Ensure CLEAPSS Guide PS 74 – Using Plaster of Paris in Primary Schools is followed. • Copy of Plaster of Paris Material Safety Data Sheet (MSDS) available in the class and that staff are aware of the contents. • Pupils to be supervised at all times • Brief the students on the Hazards of plaster of Paris. Explain the need to handle the powder with care to minimise the chance of dust and never to mix up large quantities. • Explain that it can get hotter as it solidifies and so they must not touch the plaster/water mix. • If contact occurs with the skin wash of immediately with water. • Ensure room is well ventilated. • Give the pupils the plaster of Paris in <u>very</u> small quantities (a few teaspoons at most) in individual pot so they don't have to transfer the powder themselves. • Wear disposable gloves • Wear goggles • Have access to First aider and sterile eye irrigation solution and an eye wash station. • Any spillages are cleaned up promptly. • Ensure that there is a designated bin for fragments of unused solidified plaster which need to be disposed of separately from normal solid waste. Pupils are to put their fragments in this bin. • Thoroughly wash hands after use. • Store plaster of Paris in secure packaging/container and in a safe location. • Keep out of children's reach when in storage and in an unsupervised location. 	Y	Y	Y	<p>S x L x P</p> <p>1 x 2 x 1.5</p> <p>3</p>

	Excavation of the fossils using tools	<p>Cut, bruise, abrasion, irritation caused by the tools or processes used to excavate the fossil.</p> <p>Inhalation of dust from dried clay or plaster of Paris.</p> <p>Dust in the eyes leading to irritation</p>	<ul style="list-style-type: none"> • Ask students to communicate potential risks of the tools and activity they are about to complete and get them to suggest what they can do to minimise any risks. • Pupils to be supervised at all times • Wear disposable gloves • Wear goggles • Have access to first aider and sterile eye irrigation solution and an eye wash station. • Ensure room is well ventilated. • If contact with plaster of Paris occurs with the skin wash of immediately with water. • Check the safety of all their excavation tools and remove any items that present a significant risk. • No sand paper to be used - creates dust. • Thoroughly wash hands after use. 	Y	Y	Y	<p>S x L x P</p> <p>1 x 2 x 1.5</p> <p style="font-size: 2em; color: red;">3</p>
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5	Training	<ul style="list-style-type: none"> • All staff to be aware of the process of working with Plaster of Paris and the safety information supplied. • Teaching staff to communicate safety information at the beginning of the activity and throughout as required.
6	First aid procedures	<ul style="list-style-type: none"> • Education team member is a trained first aider and has access to a first aid kit. ➤ Eye Contact: Flush with large quantities of water until irritation subsides. Contact a physician. ➤ Skin Contact: Wash with soap and water. If irritation persists consult a physician. ➤ Inhalation: Remove to fresh air. Contact a physician immediately. ➤ Ingestion: DO NOT INDUCE VOMITING. Get medical assistance immediately.
7	Emergency procedures	<ul style="list-style-type: none"> • Contact site security on [REDACTED] who can call the paramedic.
8	Communication	<ul style="list-style-type: none"> • Education team members will have radios on Channel [REDACTED] • Duty Managers on Channel [REDACTED] • Contact site security on [REDACTED]. Education team members have this number on their phones.

9	Immediate action to further reduce the risk.	
10	Further action needed to reduce the risk	
11	When?	Review annually or when there is significant change to the activity, person, equipment etc.
12	Review date (one year or if significant change)	09/09/15
13	Who completed this form?	Signed <i>Robbie Kirkman</i>
		Name (print) Robbie Kirkman
		Department Education Team
		Date 09/09/14

Risk Assessment Guide

What is a HAZARD? – A hazard is something that has the potential to cause harm. (Example – A naked flame has the potential to cause harm).

A **control measure** is a way of reducing the risk.

Example - The hierarchy of risk control:

1. Eliminate the hazard at source.
2. Reduce the risk at source.
3. Isolate the hazard through engineering controls.
4. Safe systems of work which can be method statements, permits etc.
5. Training, information and supervision.
6. Personal protective equipment.

Level of Risk = Severity x Likelihood x People (S x L x P)

- **Severity (S):** How people might be harmed or property damaged.

CATEGORY	EXAMPLES (list not exhaustive)
1. Minor	Cuts, bruises, mild skin irritation, mild aches and pains
2. Serious	More serious injuries or ill health, requiring time off work or a hospital visit, e.g. cuts requiring stitches, back injuries, psychological trauma following assault, fractures to fingers or toes, burns
3. Major	Broken limbs, amputations, long term health problems resulting from work, or acute illness requiring medical treatment, loss of consciousness, electrocution, serious infections caught from other people or animals, loss of sight
4. Fatal	Injury or ill health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos – related cancers. This might not just be damage to individuals but to property such as the collapse of a building.

- **Likelihood (L) or 'Risk':** The likelihood that an item, activity, substance or process will cause harm. (Example – The naked flame next to flammable materials is likely to cause harm to individuals or property).

Most Unlikely	Unlikely	Possible	Likely
1	2	3	4

- **People (P):** The number of people who are at risk:

1 - 5	6 - 15	Over 15
1	1.25	1.5

- **Score Rating:** (Based on the overall score rating S x L x P (Please highlight the level of risk with the following colour)

Low 0 – 3.75	Medium 4 – 7.5	High 8+
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