

RISK ASSESSMENT for Educational Activities and Field Trips

Date of assessment April 08

Review date March 09

Assessor: all staff

Signature

ACTIVITY	S1 Dell Quay Classroom	DATE	LOCATION	Dell Quay		
Potential Hazards	People at Risk	Likelihood	Severity	Risk	Control Measures	Further action
Kitchen area – boiling water from kettle	All	3	3 or 4	12	Children kept away from kettle area. Kettle leads short so do not overlap worktop	
Boiling water from urn	Children, Adults CHC staff	3	3 or 4	12	Urn kept in safe position, and not normally used for school visits. Instructions for use kept beside it. Children kept away	
Hot tap water	all	3	2	6	Warning signs to be put in place. Supervision of children using sinks.	
Contamination of food or utensils by material from outside	Children, community groups, CHC staff	2	3	6	Handwashing after outdoor activities to be in large sinks or toilets, not in kitchen sink. Hands to be washed before preparing drinks or food Kitchen area to be used for food prep only. Artefacts to be removed from tables before eating.	
Glare from computer screens, causing headache or eye strain	Students. Adults /CHC staff	3	2	6	Draw blinds to reduce glare on screens	
Falling off quay, into soft mud or deep water	School or college students	3	6	18	No children allowed outside without adult supervision. Life belt kept by back door Older children and supervising adults warned of danger	
Fire	All	2	5	10	Fire extinguishers and smoke detector in place. Fire notice. Rear door to be kept unlocked and bars on windows unlocked. Care to keep inflammable objects clear of the heaters	
Electrical equipment	All	2	2	4	All equipment PAT tested. Drinks to be kept away from computers. All leads to be kept clear or taped down to avoid tripping hazards.	