

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

ART AND POTTERY

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Shardlow Primary School

Date of Assessment 01.09.2022

Date of Issue

Assessment carried out by

Kylie Magner

Signature

Reviews

| Review Date | Reviewed by | Date | Changes Made |   |
|-------------|-------------|------|--------------|---|
|             |             |      | Y            | N |
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Affected persons: Young People/Clients ✓

Staff ✓

Visitors ✓

Contractor ✓

Others (specify)

Name of Manager confirming and agreeing Assessment:

Kylie Magner

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

## RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

| Print Name | Signature | Date | Print Name | Signature | Date |
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## RISK ASSESSMENT

| What are the hazards?                                                                                                                                  | Generic Control Measures                                                                                                                                     | ✓<br>X | Person to implement | Additional Control measures needed to reduce risk to an acceptable level | Person to implement | Date to be actioned |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|--------------------------------------------------------------------------|---------------------|---------------------|
| <b>Use of hazardous substances, eg, some glazes, some paints, glues, fixatives and dark room chemicals (NB this list is not exhaustive)</b>            | COSHH assessments carried out for all hazardous substances.                                                                                                  | ✓      |                     |                                                                          |                     |                     |
|                                                                                                                                                        | Identified control measures implemented.                                                                                                                     | ✓      |                     |                                                                          |                     |                     |
|                                                                                                                                                        | Staff and pupils given appropriate information, instruction and training on safe use of all substances.                                                      | ✓      |                     |                                                                          |                     |                     |
| <b>Use of machinery, eg, kilns, pug mills, potters wheels etc. Entanglement, entrapment, contact with moving parts, ejection, burns, electrocution</b> | Machines are appropriately guarded and checked by a competent member of staff before start of each lesson to ensure all guards are in place.                 | N/A    |                     |                                                                          |                     |                     |
|                                                                                                                                                        | Staff and pupils receive appropriate information, instruction and training on safe use of equipment. Pug mill only to be used by authorised staff members.   |        |                     |                                                                          |                     |                     |
|                                                                                                                                                        | Appropriate maintenance schedule in place, followed and recorded for each piece of equipment.                                                                |        |                     |                                                                          |                     |                     |
|                                                                                                                                                        | All kilns have 'interlock' doors and be separated from general classroom in suitable location.                                                               |        |                     |                                                                          |                     |                     |
|                                                                                                                                                        | Instructions on how to safely operate the kiln sited in a prominent position.                                                                                |        |                     |                                                                          |                     |                     |
|                                                                                                                                                        | All electrical equipment is tested and used following the controls set out in the generic risk assessment for electrical safety in education establishments. |        |                     |                                                                          |                     |                     |

| What are the hazards?                                                                                                                | Generic Control Measures                                                                                                                                                                                                       | ✓<br>X | Person to<br>implement | Additional Control measures needed to reduce risk to an<br>acceptable level | Person to<br>implement | Date to<br>be<br>actioned |
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| <b>Slipping and tripping</b>                                                                                                         | All spillages are cleaned up immediately.                                                                                                                                                                                      | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                      | High standards of housekeeping are maintained at all times. Walkways to be kept free of trailing cables and other obstructions.                                                                                                | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                      | Appropriate information, instruction and training is given to staff and pupils                                                                                                                                                 | ✓      |                        |                                                                             |                        |                           |
| <b>Clay dust, glaze dust</b>                                                                                                         | Use of non-hazardous glazes and/or pre-mixed glazes.                                                                                                                                                                           | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                      | Surfaces damp cleaned at the end of each lesson as necessary and by cleaning staff as part of the areas cleaning schedule.                                                                                                     | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                      | Machinery only cleaned by competent persons and isolated before cleaning.                                                                                                                                                      | ✓      |                        |                                                                             |                        |                           |
| <b>Hazards associated with displays, models etc,<br/>eg siting in walkways, hanging from ceiling, stacked on tables/ plinths etc</b> | Displays/models used for students to draw, paint, model etc are not placed in walkways, hung from ceiling or other apparatus without a full and detailed specific risk assessment.                                             | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                      | Displays/models are secure when stacked/placed on tables, plinths.                                                                                                                                                             | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                      | Models and objects for drawing etc are free from trapping parts etc. If electrical equipment which has not been PAT tested is used as part of an art lesson/topic then it must be completely disabled by removal of the cable. | ✓      |                        |                                                                             |                        |                           |

| What are the hazards?                                                                                                                     | Generic Control Measures                                                                                                             | ✓<br>X | Person to<br>implement | Additional Control measures needed to reduce risk to an<br>acceptable level | Person to<br>implement | Date to<br>be<br>actioned |
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| <b>Use of cutting implements, eg, craft knives, scalpels, guillotines, cheese wires etc</b>                                               | Cutting implements are kept sharp at all times.                                                                                      | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                           | Cutting implements subject to visual inspection by competent person at regular intervals, with appropriate remedial action.          | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                           | Safe working procedure in place for each type of equipment, including any restriction of use due to age, ability etc.                | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                           | Appropriate information, instruction and training to be given to pupils at the start of each lessons.                                | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                           | Guillotines to be either of the wheel type or appropriately guarded and for staff use only. Staff will be competent to use equipment | ✓      |                        |                                                                             |                        |                           |
| <b>Hazards relating to inappropriate storage, eg, hazardous substances, flammable substances, flammable materials, storage facilities</b> | Controls noted in the generic risk assessment for storage to be complied with.                                                       | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                           | Housekeeping standards to be maintained.                                                                                             | ✓      |                        |                                                                             |                        |                           |
|                                                                                                                                           | Items to be stored in accordance with the information on COSHH assessments where applicable.                                         | ✓      |                        |                                                                             |                        |                           |