

# RISK ASSESSMENT

# BUTSER ANCIENT FARM



Activity	Quill and Ink	Reference/ Version	1
Area of operation	Site	Next Assessment Due	30/07/2024
Department	Education	Job Title of Assessor	Education Co-Ordinator
Assessor's Name	S Beech	Max Number of participants	35
Date of Assessment:	01/08/2023	Signed By Director	S.Jay

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place? Y/N	New Risk rating H = High M = Medium L = Low	Actions/ to do/ outstanding controls.	Person responsible
Using scissors	Y	Risk of cutting themselves with blades	L	Safety instructions with regards to how to cut reed safely and how to use scissors. Ambidextrous scissors available at all times.	Y	L	Demo how to cut reed. Scissors placed on floor when not in use.	Education Staff
Mildly acidic ink solution	Y	Splashes to ink into eye. Ingestion of ink.	L	Users to remain seated at all times during activity. Ink pot to have small amount of solution in them. Eye wash always available with activity. Iron content sheet always available for users info if required.	Y	L	Check eye wash solution is in date and present prior to starting activity. Supervise activity.	Education staff

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If there is one or more High Risk (H) actions are needed. When the risk of injury could be high, immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible.

Low Risk (L) actions should be dealt with as soon as practicable.