

## GROUP DETAILS

### IN AN EMERGENCY CALL:

<b>Leader:</b>	<b>Group Phone:</b>
<b>Participants:</b>	

## ACTIVITY DETAILS

<b>Purpose of Activity:</b>	<b>Date:</b>
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**Benefit of Activity:** Builds confidence through the creation of tangible outcomes. | Develops practical skills and hands-on experience with tools. | Encourages innovation and experimentation with materials. | Enhances problem-solving and creative thinking through projects. | Fosters independence and self-reliance in task completion. | Promotes safety awareness and responsible tool usage.

## HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Electric tools	Electric shock, tool malfunction, fire	Introduces the controlled use of advanced equipment, fostering technical skills.	All electric tools must undergo regular PAT testing and inspections. Ensure participants are trained on their proper use, with clear instructions on safe operation and emergency shut-off procedures. Keep cords neatly organized and out of pathways. <b>(ALL)</b>	Participants, staff	Before Measure: <b>High</b> After Measure: <b>Med</b>
Falling from height	Falls, injuries	Teaches respect for safe height work.	Provide stable ladders or stools with safety features for tasks requiring height. Train participants in the safe use of ladders, emphasizing the importance of maintaining balance and avoiding overreaching. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Flammable materials	Fire, burns	Encourages respect for safe storage and handling of hazardous materials.	Store all flammable materials, like solvents and paints, in designated flame-proof cabinets. Prohibit open flames or ignition sources in the workshop, and provide training on proper storage and use of such materials. <b>(ALL)</b>	Participants, staff	Before Measure: <b>High</b> After Measure: <b>Med</b>
Instructor experience	Incorrect instruction, accidents due to inexperience	Ensures safe instruction and builds trust in the learning process.	Instructors must be properly qualified and experienced in the tools and activities being used. Provide regular training and refresher courses to maintain high standards. Instructors should be prepared to address emergencies and supervise participants closely. <b>(ALL)</b>	Participants, instructors	Before Measure: <b>High</b> After Measure: <b>Med</b>
Loose clothing	Entanglement in tools, machinery	Teaches attention to personal safety and hazard prevention.	Enforce a dress code that requires fitted clothing without loose sleeves or dangling accessories. Provide aprons if necessary and make participants aware of how loose clothing can become entangled in machinery or tools. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>
Moving machinery	Injury from machinery, entanglement	Builds technical skills with an emphasis on safety.	Provide clear instructions on the use of machinery, with safety guards in place where necessary. Ensure participants know to keep hands and clothing away from moving parts and use push sticks or guides. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>
Participants with additional needs	Exclusion, accidents if not properly accommodated	Promotes inclusivity and ensures all participants can engage safely in activities.	Identify participants with physical, sensory, or cognitive disabilities and ensure appropriate accommodations are made. Provide extra supervision or assign experienced assistants to work closely with these participants to ensure their safety and inclusion. <b>(ALL)</b>	Participants with additional needs	Before Measure: <b>Med</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Safeguarding	Inappropriate behavior, abuse, neglect	Protects the emotional and physical well-being of all participants.	Ensure all staff and volunteers have completed safeguarding training. Adults should avoid unsupervised one-on-one interactions with participants. All concerns of inappropriate behavior should be reported following proper protocols. Safeguarding officers should be available during all activities. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Med</b>
Sharp tool edges	Cuts, lacerations	Enhances fine motor skills and tool-use competency.	All cutting tools must be sharp, stored safely, and handled with care. Provide thorough training on handling sharp tools, and enforce the use of protective gloves. Supervise participants closely and ensure tools are only used for their intended purpose. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Med</b>
Allergic reactions	Allergic reactions, anaphylaxis	Teaches responsibility in managing personal health risks.	Identify and communicate potential allergens such as dust or chemical fumes. Provide appropriate PPE and create a medical response plan in case of severe allergic reactions. Ensure all participants disclose known allergies beforehand. <b>(ALL)</b>	Participants with allergies	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Burns from hot tools	Burns, scalds	Encourages understanding of heat-related risks and tool safety.	Provide training on how to handle hot tools such as soldering irons or heat guns. Supply heat-resistant gloves and ensure all tools are turned off and cooled before being set down. A first aid kit should be accessible for burn treatment. <b>(ALL)</b>	Participants, staff	Before Measure: <b>High</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Chemical exposure	Chemical burns, respiratory issues, poisoning	Encourages environmental and health-conscious practices.	Ensure proper ventilation when working with chemical substances like adhesives. Provide gloves and masks as appropriate and store chemicals safely in marked containers. Conduct regular safety checks to avoid leaks or spills. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Cuts from broken glass or sharp debris	Cuts, puncture wounds	Reinforces the need for tidy, safe working spaces.	Immediately clean up any broken materials and dispose of them in designated containers. Ensure participants are aware of disposal protocols and provide gloves for safe handling of sharp objects. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Dust inhalation	Respiratory issues, allergies	Encourages a focus on long-term respiratory health.	Equip participants with dust masks when working with materials that generate dust, such as sanding or cutting wood. Set up dust extraction systems in areas where dust-producing activities occur. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Falling objects	Injuries from falling objects	Teaches safe storage practices and hazard awareness.	Store heavier items at waist height and lighter items higher up to reduce the risk of falling. Ensure shelves are stable, and conduct regular checks to verify that stored items are secure. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Faulty tools	Accidents, tool malfunction	Teaches care and maintenance responsibilities.	Regularly inspect tools for damage or wear. Any faulty tools should be removed from service immediately and labeled for repair or replacement. Ensure that only properly functioning tools are used during workshops. <b>(ALL)</b>	Participants, staff	Before Measure: <b>High</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Flying debris	Eye injuries, debris entering eyes	Instills the habit of using PPE (Personal Protective Equipment).	Provide all participants with safety goggles before using tools that generate debris, such as saws or drills. Ensure goggles are worn at all times during such tasks and are cleaned regularly to maintain visibility. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Fumes from adhesives or paints	Respiratory issues, health problems from inhaling fumes	Raises awareness of environmental and health impacts.	Use low-VOC (volatile organic compounds) materials where possible. Set up workstations in well-ventilated areas and provide masks. Ensure a proper drying area is designated for freshly painted or glued items. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Heat exhaustion from prolonged work	Heat exhaustion, dehydration	Encourages self-care and awareness of physical limits.	Ensure the workshop space is temperature controlled, with regular breaks and hydration available. Encourage participants to wear appropriate, breathable clothing and avoid overexertion. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Improper disposal of waste	Environmental hazards, injuries from improper waste	Teaches environmental responsibility and waste management.	Set up labeled bins for different types of waste (e.g., sharp objects, general waste, recyclables). Educate participants on the importance of proper waste disposal, especially when dealing with hazardous materials. <b>(ALL)</b>	Participants, environment	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Improper tool adjustment	Tool malfunction, accidents due to improper adjustment	Develops a deeper understanding of tool mechanics.	Teach participants the importance of adjusting tools, such as drill bits or saw blades, correctly before use. Provide demonstrations on how to secure tools and enforce supervision to prevent improper adjustments. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Improper tool storage	Tripping hazards, tool theft or damage	Teaches accountability and discipline.	Assign designated storage areas for tools and ensure they are returned after use. Tools should be hung on racks or placed in organized drawers. Periodically check the storage system for efficiency and to avoid clutter. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Inadequate emergency response	Delayed response to emergencies, injuries or worse in emergencies	Promotes a sense of security and readiness.	Conduct regular drills for emergency scenarios, ensuring participants know the location of fire exits and first aid equipment. Provide clear instructions on how to evacuate the workshop safely. <b>(ALL)</b>	Participants, staff	Before Measure: <b>High</b> After Measure: <b>Low</b>
Inadequate ventilation	Respiratory issues, heat, exposure to fumes	Develops awareness of air quality and personal health.	Ensure the workshop area is well-ventilated, especially when working with paints, adhesives, or tools that generate dust. Use fans, open windows, or mechanical ventilation systems to maintain a fresh air supply. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Inappropriate footwear	Foot injuries, punctures, slips	Teaches the importance of appropriate attire for different tasks.	Enforce a closed-toe, non-slip footwear policy to protect feet from sharp objects and heavy items. No sandals or open shoes should be permitted during tool handling activities to ensure full protection. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Insufficient lighting	Accidents due to poor visibility, eye strain	Reduces eye strain and improves task accuracy.	Ensure that the workspace is well-lit with appropriate task lighting in areas where precision work is required. Regularly check that all lights are functioning and provide portable lighting where necessary. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Lack of first aid knowledge	Inability to respond to injuries promptly	Builds self-reliance and preparedness.	Ensure that all participants and supervisors are aware of the location of the first aid kit and trained in basic first aid procedures. Provide first aid training sessions regularly to keep participants prepared. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Lifting heavy materials	Back injuries, strains	Promotes teamwork and safe manual handling practices.	Train participants on safe lifting techniques and provide mechanical aids like trolleys for transporting heavy items. Encourage team lifting for large objects and ensure that all heavy items are stored at accessible heights. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Loose wires or cables	Tripping, electric shock	Encourages meticulous workspace management.	Secure all cords and cables with cable ties or floor covers to prevent tripping hazards. Inspect regularly for wear or fraying and replace damaged cables immediately. Avoid overloading outlets or extension cords. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Noise exposure	Hearing loss, tinnitus	Raises awareness about hearing protection and long-term health.	Provide ear protection to participants working with loud tools like drills or saws. Ensure ear protection is worn consistently, and schedule breaks to limit continuous noise exposure. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Low</b> After Measure: <b>Low</b>
Overcrowded workspace	Accidents due to lack of space, stress	Improves focus and safety with fewer distractions.	Limit the number of participants in each session to ensure everyone has adequate space to work safely. Organize the workspace in zones to allow for different activities without interference. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Overexertion	Fatigue, strain injuries	Promotes physical health and sustainable work habits.	Limit workshop sessions to appropriate durations with regular rest intervals. Encourage participants to alternate tasks and avoid long periods of repetitive activity. Provide chairs and workstations that support proper posture to prevent fatigue. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Pinch points on tools	Pinch injuries, amputations	Teaches respect for moving parts and careful use of machinery.	Ensure participants are trained on identifying pinch points on moving tools and machinery. Demonstrate proper tool adjustments and enforce the use of guards where applicable. Supervisors should monitor usage. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Poor group management	Chaos, injuries due to lack of supervision	Enhances group cohesion and safety during the session.	Ensure groups are organized according to skill levels, with clear instructions and structured activity plans. Adequate supervision ratios should be maintained, and clear communication between instructors and participants is essential to avoid chaos and injury. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>
Sharp debris	Cuts, puncture wounds	Instills caution and responsibility in dealing with hazardous waste.	Designate a specific area for the disposal of sharp debris like broken glass or metal scraps. Provide participants with gloves and other protective gear to handle and dispose of sharp materials safely. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Sharp edges on materials	Cuts, lacerations	Promotes attention to detail and material handling.	Smooth or file down sharp edges on materials like wood or metal before participants handle them. Ensure they are taught to inspect materials carefully before working with them to avoid injury. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Slips from wet surfaces	Slips, falls, injuries	Reinforces the importance of a clean, safe environment.	Designate a spill response plan, including cleaning supplies readily available. Require spills to be cleaned immediately and warn others with clear signage. Inspect floors regularly to ensure they are dry and free from hazards. <b>(ALL)</b>	Participants, staff	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Splinters from wood	Splinters, skin irritation	Reinforces safe handling of natural materials.	Provide protective gloves for handling raw wood, and require participants to sand wood before use to reduce splinters. Ensure the area is cleaned regularly to remove any wood shavings that could cause injury. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Strain from repetitive tasks	Repetitive strain injuries, musculoskeletal issues	Promotes ergonomic awareness and long-term health.	Educate participants about the importance of taking breaks and alternating tasks to prevent repetitive strain injuries. Ensure proper posture and seating are used during prolonged work periods. <b>(ALL)</b>	Participants	Before Measure: <b>Low</b> After Measure: <b>Low</b>
Tool malfunction	Accidents, injury from malfunctioning tools	Promotes the understanding of the importance of tool care.	Conduct regular maintenance on all tools and machinery, ensuring that moving parts are properly lubricated and that all safety features are functioning. Remove any malfunctioning tools from the workspace immediately. <b>(ALL)</b>	Participants, staff	Before Measure: <b>High</b> After Measure: <b>Low</b>
Tool misuse	Accidents due to misuse, injuries	Builds self-confidence and responsibility with tools.	Conduct clear demonstrations of safe tool use. Supervise participants to ensure compliance with handling rules. Provide immediate correction if misuse is observed and ensure tools are only used under adult supervision. <b>(ALL)</b>	Participants	Before Measure: <b>High</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Unsecured materials	Slipping workpieces, injuries from moving materials	Instills precision and careful handling during tasks.	Secure workpieces to benches with clamps or vice grips to prevent them from slipping during cutting or drilling. Demonstrate proper material securing methods and enforce safety checks before starting work. <b>(ALL)</b>	Participants	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be notified to group leader and immediate action taken if required. <b>(ALL)</b>	All	<b>N/A</b>

## NOTES

**Extra notes & activity evaluation:**

**Completed by**

**Reviewed/Approved by**

**Risk Assessment Date**

**Review Required Date**