

Health and Safety:

Method of Working: *All Together for Schoolroom Session and then Practical activities in small groups*

Hazard	People at Risk	Likelihood of Occurrence	Severity Rating
Lifting suitcases/boxes	Adults only	1	1
Paraffin Lamp	All	1	1
Blackboard	All	1	1
Metal tip pens	All	1	1

HOP ensures all equipment is in good working order with regular checks of electrical items. The adults in charge of each "work station" must be responsible for the close supervision of the children.

Known Hazards	Control Measures
Heavy boxes and suitcases	<i>Health & Safety sheet supplied with booking form and booklet. Adults only should lift unless children specifically instructed to by member of school staff.</i>
Paraffin Lamp	<i>Health & Safety sheet supplied with booking form and booklet. Will only be lit with permission from school staff. The lamp will be extinguished at break times.</i>
Blackboard and easel	<i>Health & Safety sheet supplied with booking form and booklet. Care should be taken with siting of the blackboard. The A-frame should be open as much as possible. Children should not be asked to clean it.</i>
Metal-tipped pens	<i>Health & Safety sheet supplied with booking form and booklet. Any teacher unsure of the children using the pens, should warn the HOP leader in advance.</i>
Panels (Shop screens)	<i>To be securely fixed by HOP leader at the start of the afternoon session.</i>
Shoe polish (Cobbler's Shop)	<i>Health & Safety sheet supplied at work station. Adult supervision required.</i>
Lemon juice/salt (polish), nails/screws (Ironmongers)	<i>Health & Safety sheet supplied at work station. Adult supervision required.</i>
Sandpaper (Carpenter's Shop)	<i>Health & Safety sheet supplied at work station. Adult supervision required.</i>
Ink – washable (Schoolroom & Printer's)	<i>Health & Safety sheet supplied at work station. Adult supervision required.</i>
Cash Tills – heavy items	<i>Health & Safety sheet supplied at work station. Adult supervision required.</i>

(Likelihood of occurrence and Severity Rating: 1 = minimal 4 = major risk)