

Northumbria University

Appendix 3 General Risk Assessment Form



DATE: Summer 2017

ASSESSOR: Joe Shimwell

LOCATION: In School Workshop

ASSESSMENT:

AREA/ACTIVITY: Engineering for Families Complete Course

Item No.	Activity/equipment/materials, etc.	Hazard	Persons at risk	Severity	Likelihood	Risk Rating	Control Measures Required	Final Result*
						H 20-36 M 12-18 L 1-10		
1	Index Card Towers	Cut injury from paper	Participants Workshop leader	2	2	4	Make participants aware of the potential for injury.	4
		Cut injury from scissors	Participants Workshop leader	2	2	4	Participants should use child appropriate scissors. Parental supervision for younger children.	4
2	Lollipop stick towers	Finger trap injury from binder clips	Participants Workshop leader	1	2	2	Make participants aware of the potential for injury.	4
3	Straw towers	Cut injury from scissors	Participants Workshop leader	2	2	4	Participants should use child appropriate scissors. Parental supervision for younger children.	4
4	Newspaper towers	Trip hazard from towers	Participants Workshop leader	2	3	6	Make participants aware of the potential for injury. Ensure workspace is kept tidy throughout the session.	4
		Cut injury from scissors	Participants Workshop leader	2	2	4	Participants should use child appropriate scissors. Parental supervision for younger children.	4
5	Boat building	Cut injury from paper	Participants Workshop leader	2	2	4	Make participants aware of the potential for injury.	4
		Cut injury from scissors	Participants Workshop leader	2	2	4	Participants should use child appropriate scissors. Parental supervision for younger children.	4
6	Boat testing	Slip hazard from guttering	Participants Workshop leader	2	3	6	Take paper towels to mop up spillages. Instruct participants to mop up spillages immediately.	4
7	General hazards	Trip hazards from materials on the floor	Participants Workshop leader	2	2	4	Keep the work area tidy. Instruct participants on work area tidiness. Provide access to a waste bin.	4
8	Bridge Building	Cut injury from paper	Participants Workshop leader	2	2	4	Make participants aware of the potential for injury.	4
		Cut injury from scissors	Participants Workshop leader	2	2	4	Participants should use child appropriate scissors. Parental supervision for younger children.	4
9	Car building	Cut injury from paper	Participants Workshop leader	2	2	4	Make participants aware of the potential for injury.	4

		Cut injury from scissors	Participants Workshop leader	2	2	4	Participants should use child appropriate scissors. Parental supervision for younger children.	4
10	Balloons	Allergic reaction	Participants	8	1	6	Check allergies beforehand – do not use balloons if anyone has an allergy.	8
		Choking hazard	Participants	4	1	4	Make participants aware of the hazard.	2
11	Glider Building	Cut injury from paper	Participants Workshop leader	2	2	4	Make participants aware of the potential for injury.	4
		Cut injury from scissors	Participants Workshop leader	2	2	4	Participants should use child appropriate scissors. Parental supervision for younger children.	4

Northumbria University – Risk Assessment Form

To be completed by the Manager undertaking the risk assessment

Name Joe Shimwell

Job Title: Outreach Specialist

Signature:

Date: 13 March 2017

To be completed by the Senior Manager

I consider this risk assessment to be suitable and sufficient to control the risks to the health & safety of both employees undertaking the tasks and any other person who may be affected by the activities.

Name: Carol Davenport

Job Title: Director

Signature:

Date: 13 March 2017

NB – If Senior Managers do not agree that the risk assessment is suitable and sufficient then the assessment must be reviewed.