Name of assessor: Rosalind Norrell Date:

Work Area/Location: Museum & Gallery, 33 Obelisk Way, Camberley, GU15

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating  L C R | Additional controls | New risk rating (Residual)  L C R | Action/ monitored by whom? | Action/ monitored when? |
| Arts and Crafts | Anyone involved in the activity. | -Scissors, cuts  -Foreign substance (such as paint) in eye  -Ingesting a foreign substance (such as paint).  -Paper cuts. | Parent/Guardian always present to assist with more difficult parts of activity.  Give children safety instructions before undertaking task.  Trained First Aider with a First Aid Kit.  General good housekeeping is carried out. | Low | Regular monitoring of the activity | Low | Museum staff | Ongoing |
| Toys | Children taking part in Holiday Activities or their parent/guardian or a member of staff or Volunteers | May injure themselves on a toy or ingest part of the toy, which could cause choking. | Children and Parents/Guardians will be made aware of Hazards.  Trained First Aider with a First Aid Kit  Age appropriate toys will be used to avoid choking hazards. Toys will be checked before each Toddler session to make sure they are safe.  Children will not be left alone, unsupervised by their parent or guardian. | Low | Regular monitoring of the area. | ? | ? | ? |
| Object Handling | Participants of the Workshop and Staff | May injure themselves whilst handling objects, by dropping them and not holding them properly | Museum staff will ensure that everyone taking part in the workshop, including helpers have clear instructions for how to handle objects and/or activities. | Low | Continuous monitoring of the objects and participants. | ? | ? | ? |
| Lone Working | Staff | **Please refer to Lone Working Risk Assessment** |  |  |  |  |  |  |

* Defibrillator Location: The Square Shopping Centre, GU15 3SL
* https://communityresponders.com/index.php/fr/about/local-pad-sites - Map website if needed.

