



YQ WORKSHOPS RISKS AND RESPONSIBILITIES RISK ASSESSMENT



Health and Safety

All Guild activities must operate within the Health and Safety Executive guidelines in just the same way as businesses. The Guild is therefore responsible for the health and safety of its Young Quilter members.

The workshop leader is responsible for the risk assessment of the activities involved in the workshop you have devised. Your risk assessment must be available to parents, on request, on the day.

Risk Assessment

The attached risk assessment form is simple and easy to complete and is suitable for the types of activities you will incorporate into your workshop. In order to complete it you must:

- 1 Begin by looking afresh at the activity and describe it carefully in the section at the top of the risk assessment form. You need to include exactly what the children will do.
- 2 Look for the hazards in the activity, which are likely to cause **significant harm**. Keep in mind that, in this case you are looking at significant harm to children and young people. Try not to include the trivial.
- 3 Decide who might be harmed and how.
- 4 Evaluate the risks and decide whether existing precautions are adequate or more should be done. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low. **All remaining risks should be low.**

You need to ask yourself:

- 1 Can I **get rid of the hazard** altogether without significantly changing the activity?
- 2 If not, how can I **control the risks** so that harm is unlikely?

More Advice

- Take the common sense view and don't overcomplicate things.
- Concentrate on significant risks but remember that you are looking at risks to children.
- HSE advice is that safety precautions / controls should be put in place which are: **suitable and sufficient but not perfect**
- Once you have completed the risk assessment and identified the safety precautions that need to be put in place, the overall risk of the activity should be **low**.
- Even if you consider an activity has no risk you should complete the top section of the risk assessment form to show that you have seriously considered any possible risk.
- Please keep a record of your risk assessment so that it is available to any parents or volunteers who wish to see it.



YOUNG QUILTER EVENT RISK ASSESSMENT FORM SAMPLE



<p>Risk Assessment for: Half term holiday workshop – ages 7-12</p> <p>Venue: St Lawrence church hall, York</p>	<p>Assessment Undertaken by Name: Young Quilter Volunteer</p> <p>Signed: <i>Young Quilter Volunteer</i></p> <p>Date: 00/00/00</p>
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Activity Description:

Children will make Christmas bunting using a variety of hand sewing and machine sewing techniques. The workshop is limited to 12 children and will be supervised by a ratio of at least one adult to eight children. One adult will be DBS checked if necessary (in accordance with The Guild's child protection policy). The hall has adequate disabled access, toilets and public liability insurance.

Potential Hazards	Risk	Control Measures
Use of sewing kits	Injury with small needles	Close adult supervision
Use of sewing machines	Trapping in machine mechanism	Limited numbers of children
Small objects (e.g. beads, buttons)	Choking hazards	Suitable clothing – ALWAYS wear shoes during a workshop, no bare feet!
Craft materials Pencils/paint/pens	Burns, cuts, scrapes	Clear instruction
Electrical equipment (irons)	Tripping over cords	Safety wear if necessary (e.g. aprons, gloves)
Sharp edged instruments (scissors, rotary cutters)		Cover cords so they are out of the walk way.
		Allow use of irons only with supervision
		Allow use of rotary cutter only with supervision



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<p>Activity Description</p>

Potential Hazards	Risk	Control Measures

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