

# RISK ASSESSMENT

## STAFF

**NAME:** RACHEL MERCER – SCHOOLS SERVICES MANAGER      **DEPARTMENT:** SCHOOLS DEPT W.D.O.A.M.

What is the Task?	What are the Hazards?	Who is at Risk?	Risk Grading LMH A1 C3	Controls already in Place	Further Action to Reduce Risks.
<b>Victorian Household Chores</b> in Whittaker's Cottage.  Also part of Victorian Rural Life all day workshop.	Ingestion of metal polish/shoe polish/beeswax polish.	Children	B3	Safety briefing and adult supervision of small groups doing cleaning at all times.	2 members of staff always needed to operate these sessions.  Board outside building to warn other visitors of sessions in progress.  Teachers should take their children to wash their hands after the session in the near by washing facilities.
	Ammonia fumes from metal polish.	Children/adults/staff	B3	Room well ventilated & only small amounts in a separate container at a time.	
	Slip/trip hazard on stairs & external pathways.	Children/adults/staff	C2	Safety briefing and adult supervision on staircase.	
	Dermatological reaction to soap.	Children/adults	C3	Green fairy soap used – this is as safe as possible for children's skin.	
	Dermatological reaction to polishes.	Children/adults	C3	Only small amounts of polish used & adult supervision to monitor the amounts. Hand washing facilities near by.	
	Use of sewing needles, knitting needles, scissors & rag rug tools.	Children	C3	Safety briefing & constant adult supervision of activity.	
	Range – sometimes the range will be lit. Possible burns from touching iron range.	Children/adults/staff	B3	If range is lit attention will be made to this at the start of the session.	

<b>Risk Grading</b>	Low (L) A1, A2, A3	Medium (M) B1, B2, B3	High (H) C1, C2, C3
---------------------	-----------------------	--------------------------	------------------------

I have identified the hazards indicated above and agree to follow relevant health & safety practices to reduce risk.  
**Signed.....**Rachel Mercer... ..**Date...** Reviewed April 2010...

**SAFETY IS THE CONCERN OF EVERYONE**