|  |  |  |
| --- | --- | --- |
| **Department:** | **Service:** | **Reference:** |
| **Activity:*****Primary Practical Lessons*** | **Site:** |
| **People at Risk:*****Children, Teachers, Non-teaching staff*** | **Additional Information:** |
| **Name of Person Completing Form: Job Title: Date:** | **Review Date:** |

| **Hazard**  | **Risk** | **Initial Rating****L, M, H** | **Existing Control Measures** | **Final Rating****L, M, H** | **Additional Action Required** **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| ***Low melt glue gun*** | ***Electric shock******Burns from the glue gun itself and the glue******Trips caused by trailing leads*** | *H* | ***Equipment is used only by pupils after been shown how to use it and under the supervision of a teacher.******All equipment to be accounted for and stored away at the end of the lesson.******All glue guns are subject to an annual portable appliance test (PAT).******Periodic checks of the equipment are made by the teacher and simple records kept*** | *M* |  |
| ***Small sharp edged tools******(knives, scissors, files, cutters, hole punches)*** | ***Cuts*** | *H* | ***Equipment is used only by pupils, after they have been shown how to use it and under the supervision of a teacher.******All equipment to be accounted for and stored away at the end of the lesson.*** | *M* |  |
| ***Batteries (dry and rechargeable)*** | ***Burns******Fire*** | *H* | ***All pupils and staff are trained to use batteries.******Batteries are stored in an upright position so that they are not touching and discharging against each other.******Pupils are taught the correct way to connect batteries to a circuit. They are not allowed to short-circuit any battery, in particular the rechargeable type, as this can lead to overheating.******Batteries are never left loose to mix with other metal items.******Disposable or dry cell batteries must never be charged.******Different types of battery must never be mixed.******Batteries must never be cut open.******Care is taken when disposing of old batteries as they are liable to leak. They are placed in a sealed container or plastic bag and disposed of safely, preferably into an external bin.******Where rechargeable batteries are used the rechargeable unit is used by the teacher and is subject to an annual portable appliance test (PAT).*** | *M* |  |
| ***Baby Belling cooker*** | ***Burns******Fire*** | *H* | ***Care is taken to ensure oven door is closed unless loading or unloading.******The cooker is subject to an annual portable appliance test (PAT).******Care is taken over the location of the cooker. A fire blanket or carbon dioxide extinguisher is kept near the cooker.******Where a cooker is located on a trolley so that it can be transported around school it is left to cool before being moved. A fire blanket is kept on the trolley*** | *M* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |