

Risk Assessment



Activity: Collage

Group Leader: Jane Innes

Possible Hazard	Mitigation
Steps up to the front door of the church and steps through the door of main church to back rooms	Once leader has opened up back door.... Members to use back entrance to the craft room – up the lane adjacent to the church.
Fire	Group leader to register people on arrival. Ensure members know of escape routes and where the meeting point is. GL to take register if safe to do so.
Germes/covid /coughs and colds	Open windows on entry- close on leaving.
Sudden severe illness	Group leader has and emergency contact number of friend or relative (if possible) ..and all members know where the contact sheet is. Group leader to ensure all members know ..not to hesitate calling for ambulance in the case of a life threatening emergency.. Address of the session... Shalom Room, Crediton Congregational Church.. Back entrance ..98 High Street, Crediton. EX173LB
Sharp blades used for intricate cutting	Sharps given out by group leader only on request – along with cutting mat and demonstration Hair spray use for sealant of charcoal etc. use outside only.

Hot drinks half way through session on table	Stop activity for duration of break
Clean up the craft room – bending down picking up paper bits/ putting tables away	#Inform group about the whereabouts of carpet sweeper. #Demonstrate how to put the legs back to tables without trapping fingers
Carrying heavy bags with equipment	Ensure people are strong enough to do this – otherwise instructed not to help.
Multi use kitchen	#Ensure cups are clean before use. #Make sure cloths and tea towels are clean..plenty in labelled drawers. #Take kettle plug out of socket on leaving