

RPM Trust: Risk Assessment Form

Assessor(s):	Su Hepburn	Date:	27 Aug 2021
Task / Activity:	Art & Craft activities		
Workplace / Site:	Royal Pavilion & Museums Trust		
Review Date:	Aug 2022		
Persons affected by Task / Activity:	Staff and visitors		
Other Vulnerable Persons affected by Task / Activity:	Children and young people		

INCREASING CONSEQUENCE ↑	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	INCREASING LIKELIHOOD →					

17-25	UNACCEPTABLE Stop activity and make immediate improvements
10-16	TOLERABLE Look to improve within specific timescale
5-9	ADEQUATE Look to improve at next review
1-4	ACCEPTABLE No further action, but ensure controls are maintained

Likelihood		Consequence
Almost impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (non-permanent injury, up to 3 days off)
Possible	3	Moderate (injury causing more than 3 days off)
Likely	4	Major (death or serious injury)
Almost Certain	5	Catastrophic (multiple deaths)

Potential Hazards		Initial Assessment of Risk			Control Measure Applied	Assessment of Residual Risks		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
1	Use of beads, sequins or other small objects – choking, internal injury from swallowing	2	2	4	All materials from educational suppliers intended for use by children Ensure appropriate material used for age group Verbal instruction on appropriate use of materials Learning Assistant supervision	1	1	1
2	Use of paints, dyes or glue – illness/sickness due to ingestion or contamination of eyes	2	2	4	All materials from educational suppliers intended for use by children Ensure appropriate material used for age group Learning Assistant supervision	1	1	1
3	Cutting and fastening – personal injury or injury to others	2	2	4	All materials from educational suppliers intended for use by children Ensure appropriate material used for age group Verbal instruction on appropriate use of materials Learning Assistant supervision	1	1	1
4	Use of needles/ pins/ knitting needles when sewing – personal injury or injury to others	2	2	4	All materials from educational suppliers intended for use by children Ensure appropriate material used for age group Verbal instruction on appropriate use of materials Learning Assistant supervision	1	1	1
5	Adjustable tables	2	2	4	Tables are left as they are and no longer adjusted	1	2	2

				Verbal instruction to not sit on tables			
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Additional Control Measures (if applicable)	Additional Comments and Observations
Pre visit teacher visits are free and recommended to allow teachers to complete their own RA	
Visiting schools should always bring own first aider	
Circulation of Risk Assessment:	
<input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Client(s) <input type="checkbox"/> Other occupiers of Premises <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Visitor(s) <input type="checkbox"/> Others:.....	
Signed by Assessor(s):	Su Hepburn
Date:	27 Aug 2021