



Art & Design and Design & Technology Risk Assessment

A	Date: 01.10.2023	School: Sacred Heart Catholic Primary School & Nursery	Team: Joy McCallum (Headteacher) Jess Mercer (Health & Safety Officer) Ryan Owens (Art Subject Leader & DT Subject Leader) Jenny Sim – Curriculum Lead Sue Robinson (Health & Safety Governor)	Location: Liverpool
Review Date: 31.12.2024		Assessor: J McCallum	Linked Policy: H&S, Safeguarding, Art & Design, Teaching & Learning, Design & Technology	

B	Assessment of Risk For: Art & Design & Design & Technology Risk Assessment
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Painting Contact with eyes and skin. Spillages causing a slip hazard.	Pupils Staff – including students and visitors	<ul style="list-style-type: none"> • Pupils are supervised during each activity, staffing ratios according to children's ages and ability. • Pupils thoroughly wash their hands & faces etc. after each activity. • Any spillage is cleaned up immediately and the floor is in a dry, safe condition. • Staff watches children for any allergic reaction to materials used. 	Low
2	Using Clay Contact with skin and eyes.	Pupils Staff – including students and visitors	<ul style="list-style-type: none"> • Staff & helpers watch for any adverse reaction when pupils are using the clay • Pupils thoroughly wash their hands after using the clay • Pupils are given instructions before the activity • Any spillages of clay and/or water are mopped up 	Low



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			<p>immediately to avoid a trip/slip hazard</p> <ul style="list-style-type: none"> • Suitable aprons are supplied to avoid getting clothing soiled. • Any tools used to work the clay must be appropriate for the age group and with no sharp edges. 	
3	<p>Sewing Needle Injury Cotton cut</p>	<p>Pupils Staff – including students and visitors</p>	<ul style="list-style-type: none"> • Pupils are supervised during the activity • Cotton strands etc. are cut using only scissors • Only materials, which can be easily sewn and/or stitched, are to be used to avoid excess pressure being used to sew materials together. • Finger bobbins are supplied to help pupils sew materials which are denser to work & sew 	Low
4	<p>Using Glue Contact with Skin & Eyes</p>	<p>Pupils Staff – including students and visitors</p>	<ul style="list-style-type: none"> • Pupils are instructed not to use excessive amounts and to avoid spillages at all times • Only approved products are to be used • Adhesives to be water based rather than solvent based and be non-toxic. • “Super –glues” and wallpaper paste containing fungicides should not be used. • Children should not use spray adhesives. They may be highly flammable and/or toxic. Caution should be advised when [SEP] and where they are used, the area must be well ventilated. • Any glue, which gives off heavy vapors, should not be used unless the area is very well ventilated. • Manufacturer’s instruction should be read and followed by [SEP] staff to become aware of the 	Low



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			possibility of solvent abuse and children becoming sensitised to solvents and glues etc	
5	Using Scissors Cuts and "nip" injuries	Pupils Staff – including students and visitors	<ul style="list-style-type: none"> • Only round-headed scissors are used. • Pupils are supervised during the activity and given instruction in the safe use of any equipment used. • Scissors must be counted out and in and be properly stored. • Any faulty or damaged scissors are disposed of. 	Low
6	Using a Glue Gun Burns, due to hot components and glue.	Pupils Staff – including students and visitors	<ul style="list-style-type: none"> • Low-melt glue guns are considered safer than Hot-melt glue guns and should be use if possible. • If hot-melt glue guns are to be used, these should only be used by older children and under strict supervision. • Any electrical equipment should be regularly tested for electrical safety. • A glue gun stand should be used; equipment should only purchase from a reputable supplier. 	Low
7	Using Tools Cuts bruises & abrasions	Pupils Staff – including students and visitors	<ul style="list-style-type: none"> • Chisels, jigsaws, drills or any other electrically powered equipment not to be used. • If the use of a soldering iron is needed, it must be used in conjunction with a suitable stand, operate at a low voltage (e.g. 24 v) and low-fume solder must be used) e.g. colophony free or resin free) and used in a well-ventilated room 	Low
8	Using Balloons Hygiene & Asthmatic problems	Pupils Staff – including	<ul style="list-style-type: none"> • When using balloons, balloon powered toys and/or party game equipment, which are blown or inflated by mouth, staff should ensure hygienic procedures are followed. 	Low



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		students and visitors	<ul style="list-style-type: none"> • Children should not share mouthpieces etc. • Children known to be asthmatic or unwell should be ^[L]_[SEP] monitored to assess safety and wellbeing during the inflation of balloons by mouth. 	
9	Using Sharp Objects Cuts & lacerations	Pupils Staff – including students and visitors	<ul style="list-style-type: none"> • All cutting tools and equipment must be kept sharp to avoid excess pressure being applied. • If cutting tools are used, a cutting board or mat should be used to avoid damage to unprotected surfaces. • Craft knives should only be used under strict supervision and by older children. • Metal safety rules should be used when drawing straight lines. • Craft knives with retractable blades should be used whenever possible. A "Quick Cutter" is a safer alternative for younger children. • Adults should only use guillotines; Trimmers are a safer option 	Low
10	Making Holes in Paper, Card & Plastic Stabbing Injuries, Cuts & Abrasions	Pupils Staff – including students and visitors	When making holes in materials, a pointed pencil can be used if underside of material is supported by "Blue Tack" or similar	Low
<p>* Please note any children that have an allergies to the items above will have individual risk assessments and it will be actioned within their CCP.</p> <p>**Please also note that this must be read in conjunction to any CCPs that require additional controls in place</p>				



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D	Any Additional Controls	E To be Completed by the Manager			
		Additional Controls Required	Action to be Taken	By Whom	Completion Date

Health and safety guidance for school Art and Design and Design and Technology lessons

In art, safety is about more than rules and regulations. It is the responsibility of teachers to know and point out potential hazards and ensure precautions are observed. A part of a child's education should involve safe practice when using materials. Good practice is safe practice. It is a teacher's responsibility to ensure that children act safely.

We strongly recommend the Guide to safe practice in art and design from the National Society for Education in Art and Design (NSEAD).

Products bought from educational suppliers for educational purposes are generally approved for school use and often come with health and safety guidance. A control of substances hazardous to health (COSHH) risk assessment form should be completed if working with hazardous substances has been identified-, such as work with plaster of paris. This RA should be used in conjunction with the manufacturer's safety data sheet for the product to help in identifying the things that can go wrong when using the material, and the types of things you can do to prevent or reduce them.

COSHH risk assessments and data sheets

Using chemicals and other hazardous substances can put people's health at risk. The COSHH (Control of Substances Hazardous to Health) regulations require exposure to hazardous substances to be controlled to prevent ill health. These hazardous substances include:



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- substances used directly in workplace activities in schools, such as glues or cleaning agents
- substances generated during activities, such as fumes from glue guns
- naturally occurring substances, such as dust
- biological agents, such as bacteria and other micro organisms

To comply with COSHH regulations and Liverpool County Council's corporate policy, managers and staff in workplaces and schools have a statutory obligation to:

- identify hazardous substances used
- assess the risks to health
- implement measures to prevent or control exposure
- ensure control measures are used and maintained

Every school should have someone who is COSHH assessor trained. At Sacred Heart Catholic Primary school this is: Jess Mercer and the Site Manager.

They must complete a COSHH risk assessment form when work with hazardous substances has been identified in your general or art classroom risk assessment.

All COSHH assessments should have a data sheet attached, available from manufacturers.

The safety data sheet is the manufacturer's advice about dangers and recommendations for a product. These generally are provided for products that have risk ratings or safety ratings such as flammable liquids or gases and powders or dust which are classified as irritants.

F		Risk assessment signed off by:
Once additional controls are implemented, what will the overall risk level be:		Signature:
High Medium Low		Date: