# Risk assessment - Workshop

## Assessment carried out by: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

## Date assessment was carried out: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

| What are the hazards? | Who might be harmed? | What are you doing to control the risks? | Who needs to carry out the action? | When is the action needed by? |
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| **Slippery Surfaces due to water spillage** | Attendees | Warning attendees if water is spilt.  Water spillage sign deployed  Clearing up spillages as soon as notified. Oasis to be soaked in kitchen | Tutor | At start of session |
| **Obstructions to walkways** | Attendees | Keep all areas around workstations clear, bags etc stored away | Tutor and attendees | At start of session |
| **Use of sharp tools** | Attendees | Teach beginners correct use of scissors, knives etc.  Maintain first aid kit | Tutor | During course |
| **Allergic reactions or poisoning due to plant material chosen** | Attendees | Discuss use of harmful plants  Point out any plants that may cause harm if attendee uses one | Tutor | During course |
| **Electricity, extension cords** | Attendees | Separate wet areas from areas with electric items. Place workstations by plugs to reduce flexes trailing. PAT testing equipment | Tutor | Layout of room before course starts |
| **Lifting, bending, twisting due to heavy buckets, flower designs** | Attendees | Limit distance between taps and workstations  Use wheeled trolley to transport items.  Bend correctly when picking up heavy items.  Share load between 2 or more people | Tutor | Start of course |
| **Using and storing chemicals** | Attendees and Tutor | Keep out of sunlight, or near radiator.  Wear gloves if indicated.  Consider careful disposal. | Tutor | Start of course |
| **Fire precautions** | Attendees and Tutor | Fire extinguishers maintained and location known. Fire exit, all informed and know where to meet  Register of attendees held and used to ensure everyone out of building  One person designated to check toilets/kitchen empty | Tutor | Start of course |
| **Correct facilities for hand washing, suitable lighting, comfortable temperature, clean environment** | Attendees | Toilet facilities  Hand washing and soap, also hand gel available  Ventilation and heating  Sufficient space to work | Tutor | Selecting location |
| **Setting up and putting away tables and chairs** | Attendees | Only those who can move heavy items to help clear room  Move tables between 2  Only stack chairs once in place and only 6 high | Attendees | During course |
| **Paint and glue usage (particularly spray cans) affecting breathing** | Attendees | All spray cans and paint should be used outside, so the area is ventilated  Glue gun usage discussed, bowl of water placed on all tables for burns | Attendees | During the course |
| **Liability insurance** | Attendees | Ensure sufficient public liability insurance in place  Risk assessment completed | Tutor | Start of course |
| **Parking and accessibility issues** | Attendees | Ensure sufficient car parking by venue, disabled places available. Level access to venue, grab rails for steps | Tutor | Selecting location |
| **Food and drink provision** | Attendees | Hot drinks prepared in set area, care when carrying around room  Kettle use in designated area, PAT test  Food marked with allergy warnings. Stored in fridge if required  Use of gloves to prepare food | Preparers | During course |