



Build To The Line: Sample Risk Assessment

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RISK*		
			L	S	DR		L	S	DR
Cutting and preparing cardboard	Students and teachers	Cuts and grazes from cutting tools	2	3	<u>6</u>	<ul style="list-style-type: none"> Ensure cardboard is free of metal staples or other sharp features Share and display tool safety notes and posters in the class Wear safety glasses and use gardening gloves for major sawing activities Ensure that students only use cutting tools once the teacher is satisfied that the students are trained and competent in the tool's use. Select and use the best tool for the task and the materials being cut. Use cutting mats and safety rulers when cutting sheets on a flat surface Keep a tidy working area, keep surfaces clear and avoid tools lying under scraps Do not leave any cutting blades exposed. Students and staff should close any bladed tool they find unsupervised. Store tools in a way that they can be counted & monitored easily. Have student return cutting tools to a storage container between sessions of cutting work. Always carry cutting tools between locations safely, ideally in a container If there is any concern about a cutting task, have a competent adult carry it out Ensure that the location of a first aid kit and a qualified first aider is known. 	1	2	<u>2</u>
Construction	Students and teachers	Slips, falling parts and tool injuries	2	2	<u>4</u>	<ul style="list-style-type: none"> Make everyone aware of the possibility of people around and behind a piece of construction when assembling Keep a tidy working area and ensure it is large enough for the proposed construction Keep tools and fixtures in a storage box and avoid small parts being left loose on the floor where they could be a slip hazard 	1	1	<u>1</u>
Testing	Students, teachers and visitors	Falling parts	2	2	<u>4</u>	<ul style="list-style-type: none"> When using weights to test a construction, do not lift them above the heights provided in the challenge guidelines. If weights are used above a hard floor consider using a crash mat or sections of carpet underneath in case of falling weights Ensure appropriate footwear is worn 	1	1	<u>1</u>
Disassembly	Students and teachers	Moving object impacts, trips and falls	2	2	<u>4</u>	<ul style="list-style-type: none"> Ensure that deconstruction and disassembly happen in such a way that a large structure will not collapse or become unsafe Remove all reusable fixtures and place them in a storage box as they are collected Keep the area tidy and collect recyclable elements together 	1	1	<u>1</u>

* Numbers used are for illustrative purposes only, ** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

LIKELIHOOD (L) = Frequent (5) – Probable (4) – Occasional (3) – Improbable (2) – Remote (1) SEVERITY (S) = Catastrophic (5) – Major (4) – Reportable (3) – Serious (2) – Minor (1) Degree of Risk (DR) = LIKELIHOOD x SEVERITY

Person/s completing document			
Signatures/s			
Position			