

Arnside National School Risk Assessment Sept 2020

Activity:	Woodwork Bench			Location(s):	Class 1 continuous provision and throughout the school as required.	
Assessor:	Miss Addison (Class 1 PT Teacher)	Ref No.:		Distribution:	All staff	
Date:	3.11.2020	Proposed Review Date:	Sept 2021	Signed:	<i>CAddison</i>	

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Using the woodwork bench	Injury to children or adults.	Adults and Staff		<input type="checkbox"/> Two children to work at the woodwork at a time. <input type="checkbox"/> Safety glasses to be worn at all times when working at the bench. <input type="checkbox"/> Regular hand washing within Class 1 to take place as noted in the COVID 19 risk assessment. <input type="checkbox"/> When other classes or bubbles use the workbench, ensure all tools, safety glasses etc are washed down with Milton to avoid spreading any germs particularly in light of the current COVID situation. <input type="checkbox"/> Children to be trained how to work safely at the woodwork bench and gradually introduced to the different tools in order to build their woodworking skills safely. <input type="checkbox"/> Tools to be stored safely when not in use; either the tool baskets below the workbench or in the staff cupboard which children cannot access – details included below for each of the tools we intend to use. <input type="checkbox"/> Nails and screws to be stored in labelled containers in a resources basket on the shelf under the work bench. <input type="checkbox"/> Design technology coordinator to introduce the workbench to class 1 and provide guidance to other teachers working within the class and those further up the school if required.	Ongoing reading and training to be completed by staff using the woodwork bench.	
Using a hammer to hammer in a nail and attach two objects.	Hitting your finger or hand with the hammer. A piece of wood or nail hitting the eyes.	Children		<input type="checkbox"/> Children to use stubby hammers which allow them good control and hold. <input type="checkbox"/> Clear modelling of lightly hammering whilst holding the nail in place, with either pliers or fingers depending on the competency and confidence of the child. When the nail feels firm, move the pliers or hand away and hammer with greater pressure. Spend the first few weeks practising this skill and assess the competency of each child. Greater supervision required during these first few weeks until children master this skill. <input type="checkbox"/> Children to use soft wood to nail into. <input type="checkbox"/> Children to be clear they wear safety goggles when hammering. <input type="checkbox"/> Hammers to be stored in the tool basket under the woodwork bench for children to access independently. <input type="checkbox"/> Adult supervision of continuous provision to include hammering at the woodwork bench.	Monitor of the use of hammers on the workbench and level of adult supervision. Ensure soft wood is readily available at the workbench and explore the use of different sized nails to see which work best for the children.	

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Using pliers to remove a nail or hold a nail when hammering.	The nail falling on the ground and someone standing on it. Hitting yourself with the pliers or nail.	Children operating the pliers and other children in the room.		<input type="checkbox"/> Children to be carefully taught how to hold a nail using pliers to start off the nailing process. <input type="checkbox"/> Children to be taught how to safely remove a nail using pliers and the importance of picking up and disposing of the nail they have finished with it. <input type="checkbox"/> Sealed plastic disposal container to be stored in the resources basket under the work bench for children to access themselves.	DT coordinator to source two pairs of age appropriate pliers for the workbench. Staff to monitor the use of pliers and level of adult supervision required.	
Using a vice to hold wood.	Trapping fingers in the vice.	Adults and children		<input type="checkbox"/> Clear instructions to be given to all children on how to use the vice safely. <input type="checkbox"/> Rubber stoppers added to the vice to stop the metal handle moving and trapping fingers. <input type="checkbox"/> 1:1 Adult guidance and supervision for first use. <input type="checkbox"/> Thereafter, adult supervision of continuous provision to include the workbench and vice.	Set up simple invitations to make things using the vice and monitor children's capabilities and amount of adult support required.	
Using a saw to cut wood.	Cutting yourself or someone else with the saw. A piece of wood hitting the eye or dust getting in the eye.	Adults and children.		<input type="checkbox"/> Children to use Banco prize cut 300 handsaws which are recommended for easy cutting and have child size grip handle. <input type="checkbox"/> Saws to be stored on a high shelf in the staff cupboard where children cannot access them. Plastic guards to be put on saws when they are not in use. <input type="checkbox"/> 1:1 Adult guidance and supervision at all times when using the saw. <input type="checkbox"/> Children to be taught how to saw safely. Children to be taught to draw the saw back a couple of times to create a guide notch for sawing before back and forward motion starts. <input type="checkbox"/> Wood always to be held tightly in a vice before starting cutting. <input type="checkbox"/> Adult to ensure adequate space is given for children cutting. <input type="checkbox"/> Safety goggles to be worn at all times by supervising adult and child.	Introduce sawing gradually and devote time for 1:1 introductions to sawing with minimal distractions. Enquire about additional support from parent volunteers after COVID 19 restrictions have been lifted.	
Using a hand operated wood drill	Cutting your hand or someone else with the drill.	Children and adults		<input type="checkbox"/> Children to use the Fiskars precision hand drill which is recommended for children's use. <input type="checkbox"/> Adult to carefully demonstrate how to use the hand drill prior to children using. <input type="checkbox"/> Children to use softwood to drill into. <input type="checkbox"/> Adult supervision of continuous provision to include the woodwork bench and hand drill. <input type="checkbox"/> Drill to be stored under the woodwork bench in the tool basket for children to access independently.	If and when children have mastered the use of the hand drill, teach children how to change the size of the drill piece. Monitor of the use of the hand drill on the workbench and level of adult supervision required.	
Using a screw driver	Poking / scratching the hand or other parts of the body.	Children and adults.		<input type="checkbox"/> Adult to carefully demonstrate how to hold and use a screwdriver safely prior to children using. <input type="checkbox"/> Lots of practise opportunities to be given for the children to use the screwdriver correctly. <input type="checkbox"/> Adult to provide the correct screwdriver for the screw; the head of the screwdriver should fit the head of the screw.	Monitor children's use of screw drivers and ensure they continue to use them safely.	

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				<input type="checkbox"/> Only screw into soft wood. <input type="checkbox"/> Screw drivers to be stored in the tool basket under the workbench for children to access independently during continuous provision.				
Further Action Required					Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
<p>Throughout the risk assessment process reference was made to CLEAPSS documents to which further reference can be made if required. http://primary.cleapss.org.uk/Resources/Doing-Things-Safely/</p> <p>This risk assessment must be read and followed in conjunction with the schools Design Technology policy.</p> <p>Monitor the use of the workbench throughout the year as new skills are taught and new tools introduced.</p> <p>Access staff training needs and confidence in using the workbench.</p> <p>Purchase two sets of age appropriate pliers.</p> <p>Have further discussions about the use of parent volunteers to supervise the workbench (particularly sawing) when COVID 19 restrictions are lifted.</p>								