

RISK ASSESSMENT

STAFF

NAME: RACHEL MERCER – SCHOOLS SERVICES MANAGER

DEPARTMENT: SCHOOLS DEPT W.D.O.A.M.

What is the Task?	What are the Hazards?	Who is at Risk?	Risk Grading LMH A1 C3	Controls already in Place	Further Action to Reduce Risks.
Candle dipping in North Cray. N.B. Activity now only in North Cray as building less busy & much easier to organise safety measures.	Open fire in North Cray. Environmental comfort factors – smoke.	Children & adults	CI	Open fire always supervised by member of staff or volunteer.	Sometimes use charcoal as less smoky. Another member of staff to assist with “traffic flow”. Teachers should warn asthmatics.
	Burns from fire and melted candle wax.	Children & adults	CI	All containers used are appropriate sizes. Barriers in place.	Constant reminders of safety procedures & vigilance by staff.
	Uneven floor surface – slip, trip etc.	Children & adults	B3	Safety briefing & constant supervision by staff. Suitable footwear recommended.	Constant reminders of safety procedures & vigilance by staff.
				Fire extinguisher & bucket of water in building. Health & safety guidelines sent out with booking form prior to visit.	Board outside building to warn candle-dipping workshop in progress.

Risk Grading	Low (L) A1, A2, A3	Medium (M) B1, B2, B3	High (H) C1, C2, C3
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I have identified the hazards indicated above and agree to follow relevant health & safety practices to reduce risk.

Signed... Rachel Mercer **Date...** Reviewed April 2010

SAFETY IS THE CONCERN OF EVERYONE