

# Risk Assessment

Risk Rating: 8 Adequate

Company: LC

Risk area: WLC - Waste Services Strategy (OPS)

Risk Assessment Id: 371486

Date created: 04 September 2018

## What is being assessed?

Please enter the description of the activity being assessed.  
Waste Education Downloadable Activities

## Hazards and Risk Ratings

Task	Initial risk rating	Revised risk rating	Further actions
Slip, trip or fall	4 Acceptable	4 Acceptable	0
Ingestion of materials	4 Acceptable	4 Acceptable	0
Bacterial infection due to contact with micro-organisms	4 Acceptable	4 Acceptable	0
Minor cuts or bruising	4 Acceptable	4 Acceptable	0
Manual Handling	4 Acceptable	4 Acceptable	0
Unsupervised work with children	8 Adequate	8 Adequate	0
Allergies (particularly to food)	8 Adequate	8 Adequate	0

## Safe Working Procedures

Is a safe system of work required?  
yes

**Significant Hazards/Risks**

Persons at risk:

Children

Teachers/group leaders/parents/guardians

Members of the public

Hazards:

Slip, trip, fall

Ingestion of materials

Bacterial infection due to contact with micro-organisms

Minor cuts or bruising

Manual Handling

Unsupervised work with children

Allergies (particularly with food)

Special Precautions

PPE:

Disposable gloves

Training:

Teachers/group leaders/parents/guardians will be supplied with the Task Based Risk Assessment and Safe Systems of Work by West Lothian Council Waste Services prior to the activity.

Teachers/group leaders/parents/guardians should supervise children at all times.

Safe Working Method

Downloadable Activities Preparation

- 1) Teachers/group leaders/parents/guardians should read through the Task Based Risk Assessment and Safe Systems of Work supplied by West Lothian Council Waste Services prior to the activity.
- 2) Teachers/group leaders/parents/guardians should carry out their own risk assessments.
- 3) Participants should listen to teachers'/group leaders'/parents'/guardians' instructions and following their own Health and Safety Procedures.
- 4) Teachers/group leaders/parents/guardians should consider any allergies during the activity (especially food allergies as there may be food present activities, for example, Compost in a Bottle activity).

Downloadable Activities

- 5) Teachers/group leaders/parents/guardians and participants to run through health and safety considerations before commencing the Downloadable Activities.
- 6) Children should be advised not to touch their faces, put their fingers in their mouths or eat or drink during the Downloadable Activities.
- 7) Compost should not be thrown at anyone and any spilled compost should be cleaned up immediately.
- 8) Children should be supervised when using scissors or an adult should carry out any cutting on behalf of the children
- 9) Children should be supervised when using glue or any other arts and crafts supplies
- 10) Any chemicals should be handled by adults only
- 11) Pupils should wear disposable gloves during certain activities, for example, Compost in a Bottle, to prevent bacterial infection and contact with micro-organisms if they have any cuts or open wounds.
- 12) If anyone misbehaves or does not adhere to the Downloadable Activities health and safety rules they will be asked stop participating.

Downloadable Activities Clear Up

- 13) Disposable gloves should be put in the bin immediately after the Downloadable Activities that require them.
- 14) Wash hands thoroughly with warm water and soap.
- 15) Clear up any equipment and wipe down any surfaces.

---

### Related documents

Filename	Date uploaded
Downloadable Activities Health and Safety Script (1).docx	18 September 2018
SSW Waste Education Downloadable Activities 2018 (1).docx	18 September 2018

---

### Review and sign off

Current status: Requires a review before: 18 September 2019

Date	User	Type
18 September 2018	Joanne Dunn	Review
18 September 2018	Alison Towers	Sign off



**Step 1 – Identify the hazard and risks**

Slip, trip or fall

---

**B: Risks**

None specified

---

**C: Risk rating**

---

**D: Who may be harmed?**

None specified

---

**E : Existing control measures**

West Lothian Waste Officers can provide teachers/group leaders/parents/guardians with example health and safety script, SSOW and risk assessment for the downloadable activities (on request). Teachers/group leaders/parents/guardians should carry out their own risk assessments and follow their own school/group health and safety policies and procedures. Teachers/group leaders/parents/guardians to supervise children at all times. Teachers/group leaders/parents and guardians should be aware of first aid room/kit location and/or staff trained in first aid.

---

**I: Revised risk rating (after additional control measure are in place)**

4 Acceptable

---

**J - K: Allocate tasks to responsible persons with target completion dates**

None

---

## Step 1 – Identify the hazard and risks

Ingestion of materials

---

### B: Risks

None specified

---

### C: Risk rating

---

### D: Who may be harmed?

None specified

---

### E : Existing control measures

West Lothian Waste Officers can provide teachers/group leaders/parents/guardians with example health and safety script, SSOW and risk assessment for the downloadable activities (on request). Teachers/group leaders/parents/guardians should carry out their own risk assessments and follow their own school/group health and safety policies and procedures. Teachers/group leaders/parents/guardians to supervise children at all times. Teachers/group leaders/parents and guardians should be aware of first aid room/kit location and/or staff trained in first aid.

---

### I: Revised risk rating (after additional control measure are in place)

4 Acceptable

---

### J - K: Allocate tasks to responsible persons with target completion dates

None

---

## Step 1 – Identify the hazard and risks

Bacterial infection due to contact with micro-organisms

---

### B: Risks

None specified

---

### C: Risk rating

---

### D: Who may be harmed?

None specified

---

### E : Existing control measures

West Lothian Waste Officers can provide teachers/group leaders/parents/guardians with example health and safety script, SSOW and risk assessment for the downloadable activities (on request). Teachers/group leaders/parents/guardians should carry out their own risk assessments and follow their own school/group health and safety policies and procedures. Teachers/group leaders/parents/guardians to supervise children at all times. Teachers/group leaders/parents and guardians should be aware of first aid room/kit location and/or staff trained in first aid.

---

### I: Revised risk rating (after additional control measure are in place)

4 Acceptable

---

### J - K: Allocate tasks to responsible persons with target completion dates

None

---

**Step 1 – Identify the hazard and risks**

Minor cuts or bruising

---

**B: Risks**

None specified

---

**C: Risk rating**

---

**D: Who may be harmed?**

None specified

---

**E : Existing control measures**

West Lothian Waste Officers can provide teachers/group leaders/parents/guardians with example health and safety script, SSOW and risk assessment for the downloadable activities (on request). Teachers/group leaders/parents/guardians should carry out their own risk assessments and follow their own school/group health and safety policies and procedures. Teachers/group leaders/parents/guardians to supervise children at all times. Teachers/group leaders/parents and guardians should be aware of first aid room/kit location and/or staff trained in first aid.

---

**I: Revised risk rating (after additional control measure are in place)**

4 Acceptable

---

**J - K: Allocate tasks to responsible persons with target completion dates**

None

---

## Step 1 – Identify the hazard and risks

Manual Handling

---

### B: Risks

None specified

---

### C: Risk rating

---

### D: Who may be harmed?

None specified

---

### E : Existing control measures

West Lothian Waste Officers can provide teachers/group leaders/parents/guardians with example health and safety script, SSOW and risk assessment for the downloadable activities (on request). Teachers/group leaders/parents/guardians should carry out their own risk assessments and follow their own school/group health and safety policies and procedures. Teachers/group leaders/parents/guardians to supervise children at all times. Teachers/group leaders/parents and guardians should be aware of first aid room/kit location and/or staff trained in first aid.

---

### I: Revised risk rating (after additional control measure are in place)

4 Acceptable

---

### J - K: Allocate tasks to responsible persons with target completion dates

None

---



**Step 1 – Identify the hazard and risks**

Unsupervised work with children

---

**B: Risks**

None specified

---

**C: Risk rating**

---

**D: Who may be harmed?**

None specified

---

**E : Existing control measures**

West Lothian Waste Officers can provide teachers/group leaders/parents/guardians with example health and safety script, SSOW and risk assessment for the downloadable activities (on request). Teachers/group leaders/parents/guardians should carry out their own risk assessments and follow their own school/group health and safety policies and procedures. Teachers/group leaders/parents/guardians to supervise children at all times. Teachers/group leaders/parents and guardians should be aware of first aid room/kit location and/or staff trained in first aid.

---

**I: Revised risk rating (after additional control measure are in place)**

8 Adequate

---

**J - K: Allocate tasks to responsible persons with target completion dates**

None

---

**Step 1 – Identify the hazard and risks**

Allergies (particularly to food)

---

**B: Risks**

None specified

---

**C: Risk rating**

---

**D: Who may be harmed?**

None specified

---

**E : Existing control measures**

West Lothian Waste Officers can provide teachers/group leaders/parents/guardians with example health and safety script, SSOW and risk assessment for the downloadable activities (on request). Teachers/group leaders/parents/guardians should carry out their own risk assessments and follow their own school/group health and safety policies and procedures. Teachers/group leaders/parents/guardians to supervise children at all times. Teachers/group leaders/parents and guardians should be aware of first aid room/kit location and/or staff trained in first aid.

---

**I: Revised risk rating (after additional control measure are in place)**

8 Adequate

---

**J - K: Allocate tasks to responsible persons with target completion dates**

None

---