

Hazard Assessment Report
School / Student Group Visits to the Centre

Completed by : Becca Sturgess
Position: School and Outreach Programme Coordinator (SOPC)
Completed on: 08/08/2017
Date for Review: 08/08/2018



This is a generic risk assessment for schools that are visiting the Sainsbury Centre, either on an independent visit or as part of an organised event. You are welcome to use this generic risk assessment as part of the overall risk assessment that you are creating for the trip as a whole. Details for STUDIO workshops are on pg.2.

Should you require a First Aider during your visit, all of the SCVA Gallery Assistants are trained. They are based underneath the first Mezzanine, and can be contacted on 01603 592469.

Hazard	Who Is at risk	Risk	Existing Controls	Likelihood	Consequence	Resulting level of risk	Adequate Y/N	Further Controls	Action to be taken
Walking from Coach drop off point to SCVA entrance - Traffic & Separation from group	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Exiting the coach by the side of the road, so risk of collision with road traffic.	School staff to ensure that pupils do not step onto the road, and that they are instructed to walk on the path to the entrance. School staff to familiarize themselves with the route in advance.	VERY UNLIKELY - 1	MAJOR - 4	4 - ACCEPTABLE	YES	NO	NO
Descending Crescent Wing (CW) ramp	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Injury from trip, slip or fall	School staff to ensure that children do not run down the ramp. SCVA / UEA staff to keep ramp clear of wet leaves, snow/ice etc.	UNLIKELY - 2	MINOR - 2	4 - ACCEPTABLE	YES	NO	NO
Use of Crescent Wing (CW) reception area	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Pupils / Students could become trapped in the CW reception area, as the doors can only be operated with keycards.	SVC or other SCVA Staff member to accompany groups in the CW reception at all times, or to provide teachers with keycards. Phone on wall to call for help if need be. Fire evacuation door can be operated by anyone in an emergency.	VERY UNLIKELY - 1	INSIGNIFICANT - 1	1 - ACCEPTABLE	YES	NO	NO
Use of toilets	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SVC, other SCVA Staff & Volunteers	Young children could become trapped in the cubicles.	School staff / adults to assist young children to use the doors. Perhaps avoiding using the locks.	VERY UNLIKELY - 1	INSIGNIFICANT - 1	1 - ACCEPTABLE	YES	NO	NO
Use of Lift	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Pupils / Students could become trapped in the Lift if controls not used correctly.	Adults to accompany children in the lift at all times.	UNLIKELY - 2	INSIGNIFICANT - 1	2 - ACCEPTABLE	YES	NO	NO
Injury from displays - trips and falls	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Injury from displays - trips and falls - sharp corners on display cabinets, elastic barriers in front of works are potential trip hazard.	No running. Sufficient space between plinths & cases. SVC to ensure visitors are asked not to run in the Centre.	UNLIKELY - 2	MINOR - 2	4 - ACCEPTABLE	YES	NO	NO
Spiral staircases	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Risk of injury resulting from use	Adults to ask children to take care, and to hold the handrail when possible. Avoid descending on the narrow inside part of the step.	UNLIKELY - 2	MINOR - 2	4 - ACCEPTABLE	YES	NO	NO
Stepstools	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Risk of injury fall if children standing on stepstools to see in to high display cases	Adults to supervise children at all times. Children to be told to use the stepstools one at a time, and told to avoid leaning on the cases.	UNLIKELY - 2	MINOR - 2	4 - ACCEPTABLE	YES	NO	NO
Separation from group	Pupils, Students, Teachers, Adult helpers	Separation from group	School staff to ensure that children stay together & with responsible adult. Older students to be given clear instructions for meeting points and times.	UNLIKELY - 2	MINOR - 2	4 - ACCEPTABLE	YES	NO	NO
Possible Fire evacuation	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SVC, other SCVA Staff & Volunteers	Possible Fire evacuation	School staff to familiarize themselves with fire exits, and evacuation procedure.	VERY UNLIKELY - 1	MINOR - 2	2 - ACCEPTABLE	YES	NO	NO

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Hazard Category	Hazard	Safety Data Sheet (SDS) held on file by SCVA	Risk Phrases ?	Who is at risk	Hazardous Event	Controls	Likelihood /S (1 = very unlikely, 5 = very likely)	Consequence /S (1 = insignificant, 5 = Catastrophic)	Resulting level of risk (Likelihood x Consequence)	Adequate Y/N	Further Info / Actions. Eg. Unsuitable to certain user groups
Glue / Adhesive	Hot Glue Guns	NO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Inappropriate or careless use could result in minor burns to skin, most likely hands, but perhaps face. Hot molten glue could also get into hair or eyes, causing distress, further burns and potential damage to sight.	SSOW: Artist Educator &/or SOPC to explain how to use the Glue Guns, with demonstration. Glue guns to be used in designated area of the Studio only. Children to use them under adult supervision only. Not suitable for use by small children.	3	2	6 - ADEQUATE	YES	Not suitable for use with Early Years Foundation Studies (EYF5)/Pre-School children, or any Stage (KS1) groups
Glue / Adhesive	Cool Melt Glue Guns	NO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Inappropriate or careless use could result in product coming into contact with skin, most likely hands, but perhaps face. Molten glue could also get into hair or eyes, using distress, and potential damage to sight.	SSOW: Artist Educator &/or SOPC to explain how to use the Glue Guns, with demonstration. Glue guns to be used in designated area of the Studio only. Children to use them under adult supervision only.	3	1	3 - ACCEPTABLE	YES	Not suitable for use with Early Years Foundation Studies (EYF5)/Pre-School children (p.3)
Glue / Adhesive	General Purpose Children's PVA Adhesive Mediums - liquid form eg. 'White Glue'	YES- Brian Clegg Red Label PVA, Brian Clegg Black Label Premium PVA Medium, and Beroil Marvin.		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion may cause distress/discomfort - but product is considered non-toxic. May cause irritation to sensitive skin. Contact with eyes causing smarting, and potential damage to sight.	SSOW: Care to be taken to avoid eye contact and minimize skin contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	4 - ACCEPTABLE	YES	
Glue / Adhesive	Glue sticks /solid adhesive eg. Pritt Stick and Bostik Blue Stick	YES- Pritt Stick, and Bostik Blue Stick	R20/22, R34, R35, R36/37/38, R8.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion may cause distress/discomfort - but product is considered non-toxic. May cause irritation to sensitive skin. Contact with eyes causing smarting, and potential damage to sight.	SSOW: Care to be taken to avoid eye contact and minimize skin contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	4 - ACCEPTABLE	YES	
Glue / Adhesive	Latex based glue eg. Copydex	YES- ESPFO Latex glue		ALL		NOT TO BE USED ON-LEASITE	0	0	0	YES	ELIMINATION
Glue / Adhesive	UHU isocyure glues	YES- UHU Pens		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion may cause distress/discomfort - but product is considered non-toxic. May cause irritation to sensitive skin. Contact with eyes causing smarting, and potential damage to sight.	SSOW: Care to be taken to avoid eye contact and minimize skin contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	4 - ACCEPTABLE	YES	
Glue / Adhesive	Spray adhesive	YES- Essentials Re-Tak spray adhesive,	R12, R52/53.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion may cause distress/discomfort - but product is considered non-toxic. May cause irritation to sensitive skin. Contact with eyes causing smarting, and potential damage to sight. Additional risk of inhalation, and increased risk to eyes caused by vapour spray.	SSOW: Do not breath vapour spray. Sprays only to be used for very short times in the Studio to avoid build-up in the air. Move outside if necessary. Spray always to be pointed away from the face/ eyes. Care to be taken to minimize skin contact. Children to be supervised by adults. Not to be used by small children.	3	2	6 - ADEQUATE	YES	Extremely flammable - To be stored in secure cupboard with appropriate signage. Protect from heat and sunlight. This material and its container must be disposed of as hazardous waste. Not suitable for use by young children.
Glue / Adhesive	Spray adhesives & fixatives	YES- 3M Spray Mount Adhesive & Display Mount	R36, R66, R67, R51.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Inhalation, causes irritation to skin, and severe irritation to eyes. May cause drowsiness or dizziness.	SSOW: Do not breath vapour spray. Sprays only to be used for very short times in the Studio to avoid build-up in the air. Move outside if necessary. Spray always to be pointed away from the face/ eyes. Care to be taken to minimize skin contact. Children to be supervised by adults. Not to be used by small children.	3	3	9 - ADEQUATE	YES	Extremely flammable - To be stored in secure cupboard with appropriate signage. Protect from heat and sunlight. This material and its container must be disposed of as hazardous waste. Not suitable for use by young children.
Painting	Acrylic / PVA Paint	YES- System 3 Acrylic Colours		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion may cause distress - but product is considered non-toxic. Irritation to sensitive skin. Contact with eyes causing irritation and potential damage to sight.	SSOW: Care to be taken to avoid eye contact and minimize skin contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	4 - ACCEPTABLE	YES	
Painting	Poster Paint	YES- Brian Clegg Ready Mix Colour, & Scola Ready Mix poster paint	none	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	May cause irritation to skin. Ingestion may cause distress/discomfort - but product is considered non-toxic. May cause irritation to sensitive skin. Contact with eyes causing discomfort, and potential damage to sight.	SSOW: Care to be taken to avoid eye contact and minimize skin contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	1	1	1 - ACCEPTABLE	YES	
Inks	Drawing Ink	YES- Scola drawing ink, waterproof.	none	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	May cause irritation to skin and eyes. Temporary staining of skin is likely.	SSOW: Care to be taken to avoid eye contact and excessive skin contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop.	3	1	3 - ACCEPTABLE	YES	Product to be diluted when used by young children. Nitrile gloves to be provided for activities where skin contact is prolonged/necessary.
Inks	Batik Dyes	YES- Beroil Dyes	R42/43 - SENSITISATION	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Black pigment may cause sensitisation via skin contact. Other pigments may cause irritation to skin and eyes. Skin staining likely upon contact.	SSOW: Artist Educator and SOPC to be experienced with safe usage of the product. Instructions and demonstrations to be given to others. Care to be taken to avoid skin and eye contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Not for use by small children. Older children to be supervised by adults.	5	4	20	NO	Avoid using this product. If deemed absolutely necessary, use HSS to be made aware of this.
Printing	Printing Mediums/for screens.	YES- System 3	none	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	May cause irritation to skin, eyes and respiratory system ingestion - will cause discomfort if swallowed.	SSOW: Care to be taken to avoid eye contact and minimize skin contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	4 - ACCEPTABLE	YES	
Electrical	Electrical Iron	NO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Burns to skin, most likely hands. Crushing injury if iron was to fall from a height eg from ironing board onto feet.	SSOW: Iron to be set up in a quiet area of the Studio. Everyone present to be told by workshop leader &/or SOPC that it is there & that it is hot. Avoid trailing cables. Iron not to be used by Primary School age children. Older children to be supervised.	2	2	4 - ACCEPTABLE	YES	Regular PAT testing. Consideration given to the type of materials which are being ironed, and whether this may result in the release of potentially toxic fumes. If this occurs, the process must be stopped immediately, and the room ventilated or evacuated as necessary.
Modelling	Air-drying clay	YES- Newclay		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles causing irritation respiratory system. Irritation to skin/eyes, allergic reaction.	SSOW: Care to be taken to avoid eye contact. Everyone to be vigilant for signs of skin irritation/reaction. Hands to be washed afterwards. Clay to be kept sealed in bags, or under wet cloths. Boards & tools to be washed after workshop. Small children to be closely supervised to avoid ingestion.	2	2	4 - ACCEPTABLE	YES	
Modelling	Terraocla clay for kiln firing	YES	R1,2,3,4,5,6	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles causing irritation respiratory system. Irritation to skin/eyes, allergic reaction.	SSOW: Care to be taken to avoid eye contact. Everyone to be vigilant for signs of skin irritation/reaction throughout workshop. Hands to be washed afterwards. Clay to be kept sealed in bags, under wet cloths. Boards & tools to be washed after workshop. Small children to be closely supervised to avoid consumption.	2	2	4 - ACCEPTABLE	YES	
Materials	Children's modelling materials: 'Model Magic' or equivalent product by other manufacturers. Plastacine	YES- Model Air		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Skin contact, eye contact, ingestion, inhalation.	Care to be taken to avoid eye contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Small children to be closely supervised to avoid consumption.	1	2	2 - ACCEPTABLE	YES	

Materials	Mod Roc - plaster impregnated fabric bandage	YES - Smith & Nephew		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles, allergic reaction. Irritation to skin, eyes, respiratory system	Users to be asked about known allergies or previous reactions to the material. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Hands to be washed afterwards. Mod-Rock to be kept sealed in bags /tubs to minimize dust. Boards & tools to be washed after workshop. Small children to be closely supervised to avoid consumption. Care to be taken to avoid eye contact.	3	2	6 - ADEQUATE	YES	
Materials	Plaster of Paris / Herculite	YES - Scota casting plaster, and Herculite		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles, allergic reaction. Irritation / inflammation to skin, eyes, respiratory system. Inflammation.	SSOW: Workshop leader & SOPC to be experienced with Plaster. SSOW to be told to all participants & others. Users to be asked about known allergies or previous reactions to the material. Care to be taken to avoid eye contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Hands to be washed afterwards. Plaster to be kept sealed in bags /tubs to minimize dust. Boards & tools to be washed after workshop. Small children to be closely supervised to avoid ingestion. High level of adult supervision required.	3	3	9 - ADEQUATE	YES	Not to be used for casting body parts. Gloves to be offered to those with sensitive or broken skin.
							2	4	9 - ADEQUATE	YES	
							1	3	3 - ACCEPTABLE	YES	
Materials	Cable Ties			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Constriction of blood flow, caused by over-tightening cable tie around body parts, eg. wrists. Suffocation, if tightened around neck/throat.	SSOW: Workshop leader & SOPC to warn participants and others of the risk & to tell them not to put cable ties around body parts. Adult supervision of all pupils / students - particularly of small children / SEN.	2	2	4 - ACCEPTABLE	YES	Workshop leader to be vigilant for signs of allergic reaction. Gloves to be offered to anyone with a known allergy.
Materials	Merino wool tops			User, Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Allergic reaction to wool	Workshop leader & SOPC to be vigilant for any signs of allergic reaction. Gloves to be offered to anyone with a known allergy.	1	2	2 - ACCEPTABLE	YES	
Detergents / cleaning products	Soap, used during fitting process, or for carving			User, Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Allergic reaction to soap.	Workshop leader & SOPC to be vigilant for any signs of allergic reaction. Gloves to be offered to anyone with a known allergy.	1	2	2 - ACCEPTABLE	YES	
Materials	Small beads, buttons, googly eyes etc			Small children - unaware of the risks of putting these in their mouths / noses.	Choking hazard / restricted breathing.	Eliminate: Avoid using small items in workshops with very young children. Slightly older children / SEN to be closely supervised at all times.	2	4	8 - ADEQUATE	YES	
Tools	Wire cutters, pliers, garden secateurs			User, Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Minor cuts, and crushing injury, most likely to fingers / hands	Workshop leader & SOPC to be experienced with tools. SSOW to be explained to all participants, and supervision of all pupils / students to be maintained - particularly of small children / SEN.	3	2	6 - ADEQUATE	YES	
Materials	Wire aluminium, steel & 'Chicken Wire'	NO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Damage to eyes, if ends 'poke' into eyes, or if small pieces 'ping' into eyes. Cuts/scratches from wire springing unexpectedly.	SSOW: Workshop leader & SOPC to warn participants and others of the risk & to explain SSOW. Adult supervision of all pupils / students - particularly of small children / SEN. Wire not to be used by anyone who cannot comply with SSOW.	2	2	4 - ACCEPTABLE	YES	PPE: goggles & gloves could be worn.
Materials	Willow	NO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Damage to eyes, if ends 'spring' or 'poke' into eyes. Scratches from willow 'springing' unexpectedly.	SSOW: Workshop leader & SOPC to warn participants and others of the risk & to explain SSOW. Adult supervision of all pupils / students - particularly of small children / SEN. Wire not to be used by anyone who cannot comply with SSOW.	1	2	2 - ACCEPTABLE	YES	PPE: goggles & gloves could be worn.
Detergents / cleaning products	Carving Soap - shavings falling on floor creating a slip hazard, especially when wet.	YES - from ESPO		Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers.	Wet / slippery floor, leading to falls	Carving to be carried out on table top, with container provided for shavings. Floor to be thoroughly swept after the session, and if necessary mopped too. Slippiness of the floor to be checked afterwards, and if in doubt place warning signs in the area.	2	3	6 - ADEQUATE	YES	
Materials	Sand on floor creating a slip hazard			Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers.	Slippery floor, leading to falls	Floor to be thoroughly swept after the session, and during the session if necessary. Slippiness of the floor to be checked afterwards, and if in doubt place warning signs in the area.	2	3	6 - ADEQUATE	YES	
Room: Floor	Buckets of water placed on floor for hand washing, causing spillage.			Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers.	Wet / slippery floor, leading to falls	SOPC / workshop leader to inform everyone in the room that the buckets have been placed on the floor. Admissible amount of water on the floor by using large towels or floor mats to contain any splashes or spills. Slippiness of the floor to be checked afterwards, and if in doubt place warning signs in the area.	2	3	6 - ADEQUATE	YES	
Detergents / cleaning products	Carving Soap	YES - from ESPO		Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers.	Small dust-like soap particles getting into eyes.	Carving process to be carefully monitored, and SOPC / Artist Educator to judge whether goggles are required to protect eyes of participants and others. Participants to be told not to touch/hun their eyes during the process.	2	4	8 - ADEQUATE	YES	
Detergents / cleaning products	Detergents / cleaning products	YES - Cif cream cleaner		Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA cleaning staff.	Ingestion	Detergents to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	3	3 - ACCEPTABLE	YES	Flammable. Solvents to be stored in a locked cupboard & away from naked flames.
							1	2	2 - ACCEPTABLE	YES	
							1	2	2 - ACCEPTABLE	YES	
Detergents / cleaning products	Detergents / cleaning products	YES - Cif cream cleaner		Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA cleaning staff.	Allergic reaction (skin, eyes, breathing)	Detergents to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	2	2 - ACCEPTABLE	YES	
							1	2	2 - ACCEPTABLE	YES	
							1	2	2 - ACCEPTABLE	YES	
Solvents	Solvents eg. White Spirit	YES - from ESPO YES - from ESPO YES		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion	Solvents to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	3	3 - ACCEPTABLE	YES	Flammable. Solvents to be stored in a locked cupboard & away from naked flames.
							1	5	5 - ADEQUATE	YES	
							1	2	2 - ACCEPTABLE	YES	
Painting_Oils	Oil paint	YES - Daler Rowney paint YES - from ESPO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, & other SCVA Staff & Volunteers	Ingestion	Solvents to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	1	1 - ACCEPTABLE	YES	Solvents to be stored in a locked cupboard.
							1	1	1 - ACCEPTABLE	YES	
Painting_Oils	Linseed oil	Yes - from MMM YES		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, & other SCVA Staff & Volunteers	Ingestion	Solvents to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	3	3 - ACCEPTABLE	YES	Solvents to be stored in a locked cupboard.
							4	2	8 - ADEQUATE	YES	
Painting_Oils	Baby Oil	YES - Johnson & Johnson YES		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, & other SCVA Staff & Volunteers	Ingestion	Oils to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	1	1 - ACCEPTABLE	YES	To be stored out of children's reach
							1	1	1 - ACCEPTABLE	YES	
Household products	Vaseline	YES		Small children - unaware of the risks of putting this in their mouths.	Ingestion	Close supervision of small children.	2	2	4 - ACCEPTABLE		

Misc	Nitrile gloves	Yes- non ESOP		User and anyone they come into contact with	Irritation > severe allergic reaction	SOPC / workshop leader to inform user that the gloves are made from Nitrile, and ask if they have a known allergy to this. Vigilance for allergic reaction throughout session.	1	4 or 5	4 or 5 - ADEQUATE	YES	Alternative gloves could be provided eg. allergy to Latex is more common, but less severe.
Furniture / large equipment	Stacking plinths			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Back injury caused by inappropriate manual handling of large/ heavy items. Crushing injury if the plinths were to be dropped eg onto feet / hands. Twisting type injury eg to ankles, from stepping down from height.	Only adults or older students to lift plinths & correct manual handling techniques to be adhered to. 2 person lift.	2	3	6- ADEQUATE	YES	
Furniture / large equipment	Storage shelving above head height - lifting items above head height, by over stretching or climbing (on chairs, tables, steps)			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Stretch, strain or fall. Dropping items causing injury to themselves & others.	Only light items to be stored on high shelves. Primary School age children not to climb up to reach high shelves.	2	3	6- ADEQUATE	YES	
Furniture / large equipment	Folding steps			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Working at height - user could fall if steps not correctly opened & placed, injuring themselves & others.	Primary School age children not to use folding steps.	2	3	6- ADEQUATE	YES	Not for use by children.
Furniture / large equipment	Ladders			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. Urea maintenance staff.	Working at height - user could fall if ladder not correctly opened & placed, injuring themselves & others.	Pupils and Students under age 18 not to use ladders.	2	3	6- ADEQUATE	YES	Not for use by children.
Furniture / large equipment	Wooden steps			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Back injury caused by inappropriate manual handling of large/ heavy items. Crushing injury if the steps were to be dropped eg onto feet / hands. Working at height - user could fall if ladder not correctly opened & placed, injuring themselves & others.	Primary School age children not to use wooden steps.	2	3	6- ADEQUATE	YES	
Electrical	Electricity: sockets, trailing cables			Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Electrical shock		1	4	4 - ACCEPTABLE	YES	Warning signs in all locations, to prevent small children putting their fingers in them, or access to sockets blocked for pre school activities. Regular PAT testing.
					Trip on trailing cable.	Loose cables are covered with rubber strips or stuck to the floor.	2	2	4 - ACCEPTABLE	YES	Regular PAT testing
Furniture / large equipment	Collapsible tables & storage trolley			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Back injury caused by inappropriate manual handling of large/ heavy items. Crushing injury if the table tops were to be dropped or fall, eg. onto feet / hands. Injury to head/eyes if walking/running into corners.	Only adults or older students to lift tables & correct manual handling techniques to be adhered to.	2	3	6- ADEQUATE	YES	
Furniture / large equipment	Benches: storage, assembly and take-down.			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Risk of seats falling / collapsing if stacked/stored inappropriately, or assembled incorrectly. Crushing injury if the seats were to be dropped eg onto feet / hands. Risk of fingers etc getting trapped in moving parts, particularly during assembly / take-down.	Wing nuts to be sufficiently tightened to avoid collapse in use. Benches to be carefully stored and secured to avoid fall crushing injury.	3	2	6- ADEQUATE	YES	Seats to be stored on a rack when not in use, or fixed back to avoid falling.
							2	2	4 - ACCEPTABLE	YES	Not for use by young children.
							2	2	4 - ACCEPTABLE	YES	Not for use by young children.
Sharps	Scissors: fabric shears, large scissors & child's safety scissors	NO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	SSDW: to be explained to all participants, and supervision of all pupils / students to be maintained- particularly of small children / SEN. Avoid giving young children particularly large gap scissors. These should also be stored out of reach of young children.	2	2	4 - ACCEPTABLE	YES	Not to be used by young children. To be stored out of reach.
Sharps	Knives (craft knives, scalpels, Stanley knives, roller cutters)	NO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	SSDW: Artist Educator & /or SOPC to explain SSDW & give demonstration. Limited number of knives to be provided, so that adults are able to supervise children using them. These should also be stored in a sealed box to avoid them falling out, & to keep them out of reach of young children. Knives not to be left on the floor.	3	2	6- ADEQUATE	YES	Not for use by small children, or young children with SEN. Children could be prevented from using knives altogether.
Tools	Hand drills				Damage to skin from sharp drill bits. Injury to eyes.	Clear workspace, could be used seated, minimal movement around the room from other people while tools being used. PPE: Goggles could be worn.	2	3	6- ADEQUATE	YES	
Tools	Hammers, rubber / wooden mallets			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Crushing injury, most likely of fingers / hands.	SSDW: Artist Educator & /or SOPC to explain SSDW & give demonstration.	2	2	4 - ACCEPTABLE	YES	Not to be used by small children.
Tools	Saws			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	SSDW: Artist Educator & /or SOPC to explain SSDW & give demonstration. Limited number of saws to be provided, so that adults are able to supervise children using them. These should also be stored out of reach of young children.	2	2	4 - ACCEPTABLE	YES	Not to be used by small children.
Tools	Chisels			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	SSDW: Artist Educator to be experienced with specialist tools. AE & /or SVC to explain & give demonstration of safe use (include use of bench hook, out away from you etc). Limited number of chisels to be provided, so that adults are able to supervise children using them. These should also be stored in sealed box to avoid them falling out, & out of reach of young children. Not to be used by very young children / anyone who cannot stick to SSDW.	3	2	6- ADEQUATE	YES	Not for use by small children.
Tools	Bradaws			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	SSDW: Artist Educator & /or SOPC to explain SSDW & give demonstration. Limited number of bradaws to be provided, so that adults are able to supervise children using them. These should also be stored in sealed box to avoid them falling out, & out of reach of young children.	2	2	4 - ACCEPTABLE	YES	Not to be used by small children.
Tools	Line-cutting tools			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	SSDW: Artist Educator to be experienced with specialist tools. AE & /or SOPC to explain SSDW & give demonstration (include use of bench hook, out away from you etc). Limited number of tools to be provided, so that adults are able to supervise children using them. These should also be stored in sealed box to avoid them falling out, & out of reach of young children. Not to be used by very young children / anyone who cannot stick to SSDW.	3	2	6- ADEQUATE	YES	Not to be used by small children.
Tools	Staplers / Staple Gums			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Staples piercing skin, probably of hands. If used inappropriately, staples could travel through the air, and enter eyes.	SSDW to be explained to all participants, and supervision of all pupils / students to be maintained- particularly of young children / SEN. Very young children not to use these. Should also be stored out of reach of young children.	1	3	3 - ACCEPTABLE	YES	Not for use by small children, or young children with SEN. Not to be used by small children.
Materials	Small / Dust type particles- sand, glitter, flour, salt etc	YES- Glitter, Sand		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Risk of inhalation, ingestion and of particles getting into eyes causing discomfort or damage to sight.	Pupils to be closely supervised at all times, to ensure careful use of the materials, and avoid ingestion.	1	3	3 - ACCEPTABLE	YES	Materials to be used in sealed containers, always ensure close adult supervision.
Display	High tension elastic cord used for display.			Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	If the elastic is untied it may ping/nap, and could hit someone in the eye, or perhaps cause minor bruises. The surprise of this situation may contribute to other accidents.	Elastic cord to be securely tied and untied, before and after workshop/session only.	2	2	4 - ACCEPTABLE	YES	

Display	Magnets being pulled from ceiling			Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA Staff & visitors.	Head injury, caused by falling magnets or items which the magnets were holding	Strong magnets to be used, to attach light items to ceiling, at height where it is unlikely that they will be knocked.	2	2	4 - ACCEPTABLE	YES	
Furniture / large equipment	Doors: entrance/exit to room.			Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA Staff & visitors.	Risk of opening door onto someone behind it - crushing.	Avoid working behind doors, or, if this is necessary keep the door locked. On entering the room, check if anyone behind the door, perhaps by knocking. When room not in use, keep doors locked to prevent unauthorised access.	1	2	2 - ACCEPTABLE	YES	
Furniture / large equipment	Gullotine			User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Cuts to skin, most likely hands, but possible risk to other parts of the body. Injury from dropping the gullotine eg on foot, whilst carrying	Clear, tidy work space.	4	2	8 - ADEQUATE	YES	Not to be used by very young children.
Room: Floor	Trips & slips			Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA Staff & visitors.	Tripping over materials etc stacked on the floor. Slipping over on wet / dirty floor.	Keep materials neatly stacked, off the floor whenever possible. If water / dust on the floor, use warning sign to indicate slippery floor.	3	2	6 - ADEQUATE	YES	
Misc	Unable to access to phone / First Aid Kit			Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA staff & visitors.	In the event of an emergency, First Aid may not be able to be given quickly.	Cupboard to be unlocked by Workshop leader / S0PC to allow access to phone. First Aid Kit to be clearly displayed.	1	2	2 - ACCEPTABLE	YES	
Drawing	Pencils (Graphite)	NO		Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA staff & visitors.	Damage to skin/eyes, if overly sharpened	Avoid over-sharpening. Verbal warnings from staff.	2	2	4 - ACCEPTABLE	YES	
Drawing	Graphite sticks (consists of mixture of graphite, wood, cellulose fibers, fat and waxes, inorganic fillers)	Yes - Lya Crayons from ESPO		Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA staff & visitors.	Dust getting into eyes, and causing irritation or damage to sight.	Avoid touching face/eyes with dirty hands.	2	2	4 - ACCEPTABLE	YES	
Sharps	Knob / cocktail sticks	NO			Damage to skin/eyes from sharp ends	Not to be used by very small children. Other children to be reminded of the danger, and supervised by adults at all times.	2	2	4 - ACCEPTABLE	YES	
Balls	Balls on the floor eg ping pong, or ball pool balls	NO		Anyone in the room: Children, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Tripslip	Everyone in the room to be aware that they are on the floor. Move around carefully looking where moving. Keep balls contained on floor trays whenever possible.	2	3	6 - ADEQUATE	YES	
Balls	Marbles	NO		Small children - unaware of the risks of putting these in their mouths / noses.	Choking	Not to be used by very small children (0-3). Close supervision of other young children.	1	4	4 - ACCEPTABLE	YES	
Sharps	Metal clay tools	NO		User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA staff & visitors.	Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	S0CW: Artist-Educator to be experienced with specialist tools. At & for S0PC to explain S0CW & give demonstration (include use of bench hook, cut away from you etc.) Limited number of tools to be provided, so that adults are able to supervise children using them. These should also be stored in sealed boxes to avoid them falling out. A cut of each of young children. Not to be used by very young children / anyone who cannot stick to S0CW.	3	2	6 - ADEQUATE	YES	Not to be used by young children. To be stored in sealed container.
Drawing	Charcoal	YES - from ESPO		User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA staff & visitors.	Dust getting into eyes, and causing irritation or damage to sight.	Users to be reminded by workshop leader / staff to avoid touching their face/eyes after using the material.	3	2	6 - ADEQUATE	YES	
Drawing	Chalk (Calcium Sulphate)	YES for chunky bars and 'eggs' - from ESPO		User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA staff & visitors.	Dust getting into eyes, and causing irritation or damage to sight.	Users to be reminded by workshop leader / staff to avoid touching their face/eyes after using the material. Avoid generation, inhalation and spreading of dust	3	2	6 - ADEQUATE	YES	
Drawing	Chalk Pastels (Zinc Oxide)	Yes - from ESPO		User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers, UEA staff & visitors.	Dust getting into eyes, and causing irritation or damage to sight. Ingestion.	Users to be reminded by workshop leader / staff to avoid touching their face/eyes after using the material. Small children to be supervised at all times.	3	2	6 - ADEQUATE	YES	
Electrical	Hairdryer			User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Appliance overheats when used to dry paint or other wet materials. Potential fire risk.	Equipment should only be used for short periods, and kept at approx arms length from the painting or other material.	3	3	9 - ADEQUATE	YES	Regular PAT testing
Electrical	DHP			User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Appliance overheats. Potential fire risk. Minor burns to skin caused by touching the hot bulb.	Equipment should only be used for short periods, and should be placed at safe distance from flammable materials. Supervised to prevent them from bringing other materials into contact with the bulb / motor. Users to be warned about the hot bulb - signage could also be used.	2	3	6 - ADEQUATE	YES	Regular PAT testing
Electrical	Portable Heater			User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Appliance overheats. Potential fire risk. Minor burns to skin caused by touching the hot casing.	Equipment should only be used for short periods, and should be placed at safe distance from flammable materials.	2	3	6 - ADEQUATE	YES	Regular PAT testing
Plastics	Transparency film, cellophane			User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Tripslip if the material is on the floor. It is not very visible.	Users asked to be careful to keep material on table tops, and off the floor. Everyone to be asked to pick up material if they see it on the floor.	3	2	6 - ADEQUATE	YES	
Plastics	Carrier bags, cling film			Small children and participants with SEN, limited cognitive function.	Choking hazard / restricted breathing.	Everyone to be vigilant for mis-use.	1	5	5 - ADEQUATE	YES	
Drawing	Oil Pastels	YES - from ESPO		Small children and participants with SEN, limited cognitive function.	Ingestion	Everyone to be vigilant for mis-use.	1	3	3 - ACCEPTABLE	YES	
Drawing	Chalk Pens			Small children and participants with SEN, limited cognitive function.	Ingestion	Everyone to be vigilant for mis-use.	1	3	3 - ACCEPTABLE	YES	
Drawing	Permanent Pens (Solvent based)			Small children and participants with SEN, limited cognitive function.	Ingestion	Everyone to be vigilant for mis-use.	1	3	3 - ACCEPTABLE	YES	
Drawing	Pen lids			Small children and participants with SEN, limited cognitive function.	Choking hazard / restricted breathing.	Everyone to be vigilant for mis-use, especially if small children present, particularly 0-3yrs	1	5	5 - ADEQUATE	YES	
Drawing	Fabric Crayons	Yes - BEROL	No significant hazard	User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Irritation to skin / eyes	Minimize skin contact. Avoid eye contact. wash hands after use					
Painting, Specialist	Liquid Metal			User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Ingestion Irritation / reaction (skin, eyes)	Paints to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1 1	1 1	1 - ACCEPTABLE 1 - ACCEPTABLE	YES YES	To be stored out of children's reach
Painting, Specialist	Gloss Paint			User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Ingestion Irritation / reaction (skin, eyes)	Paints to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1 1	1 1	1 - ACCEPTABLE 1 - ACCEPTABLE	YES YES	To be stored out of children's reach
Painting, Oil	Oil paint			User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Ingestion	Oil to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	1	1 - ACCEPTABLE	YES	To be stored out of children's reach
Inks	Marking Inks	Yes - Brian Kegg		User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, S0PC, other SCVA Staff & Volunteers	Ingestion	Inks to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	1	1 - ACCEPTABLE	YES	To be stored out of children's reach

				Both SCVA Staff & Volunteers	Irritation / reaction (skin, eyes)	1	1	1 - ACCEPTABLE	YES	
Painting	Acrylic Painting Mediums			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion may cause distress - but product is considered non-toxic. Irritation to sensitive skin. Contact with eyes causing irritation and potential damage to sight.	2	2	4 - ACCEPTABLE	YES	
Painting	Acrylic Painting Varnishes			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion may cause distress - but product is considered non-toxic. Irritation to sensitive skin. Contact with eyes causing irritation and potential damage to sight.	2	2	4 - ACCEPTABLE	YES	
Face Paint	Face Paints	Yes - Sinarone		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	May cause irritation to skin, and eyes. May cause discomfort if swallowed.	2	2	4 - ACCEPTABLE	YES	
Printing	Block Printing Inks (water based)	YES - Brian Clegg		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	May cause irritation to skin, eyes and respiratory system ingestion - will cause discomfort if swallowed.	2	2	4 - ACCEPTABLE	YES	
Misc	Inkjet Snow	Yes - Major Brushes		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	May cause irritation to eyes.	3	2	6 - ADEQUATE	YES	To be stored out of children's reach
Modelling	Newplast	YES - Newplast (plasticine-type product)		Small children and participants with SEN, limited cognitive function.	May cause irritation to skin, and eyes. May cause discomfort if swallowed.	1	2	2 - ACCEPTABLE	YES	
Modelling	Newcity - Air-hardening clay	YES - POTLAYS ESPO		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles irritation to skin/eyes, allergic reaction.	1	2	2 - ACCEPTABLE	YES	
Modelling	Model Air	YES - Brian Clegg	none	Small children and participants with SEN, limited cognitive function.	Ingestion	2	1	2 - ACCEPTABLE	YES	
Modelling	Soft Dough	YES - Ho-Do	none	Small children and participants with SEN, limited cognitive function.	Ingestion	2	1	2 - ACCEPTABLE	YES	
Modelling	Terracotta Air-hardening clay	YES - Scola		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles irritation to skin/eyes, allergic reaction.	2	2	4 - ACCEPTABLE	YES	
Modelling	Art Mache	YES - ESPO	none	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles irritation to skin/eyes, allergic reaction.	2	2	4 - ACCEPTABLE	YES	
Drawing	Marabu pens - for bath	YES - Marabu		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of fumes irritation to skin/eyes, allergic reaction.	1	3	3 - ACCEPTABLE	YES	Gloves to be available for use.
Glue / Adhesive	White tack	Yes - ESPO	No significant hazard	Small children and participants with SEN, limited cognitive function.	Ingestion	2	1	2 - ACCEPTABLE	YES	
Glue / Adhesive	Paper Mache Powder Adhesive	YES - Brian Clegg, ESPO	No significant hazard	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles irritation to skin/eyes, allergic reaction.	2	2	4 - ACCEPTABLE	YES	
Materials	Metallic powder	Requested from manufacturer (NB. Product designed for domestic use)		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, other SCVA Staff & Volunteers	May cause irritation to skin, and eyes. May cause discomfort if swallowed.	3	2	6 - ADEQUATE	YES	