SAINSBURY CENTRE

for Visual Arts

Hazard Assesment 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 & Seperation 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 opperated 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 opperated 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 from 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 narror 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 hight 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
Seperation from group	Pupils, Students, Teachers, Adult helpers	Seperation 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

SAINSBURY CENTRE for Visual Arts

Risk Assessment

Risk Assessment and COSHH report School / Student Workshops in the Education Studio

 Completed by:
 Becca Sturgess

 Position:
 School and Outreach Programme Coordinator (SOPC)

 Completed on:
 08/08/2017

 Date for Review:
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		Date for Review:	08/08/2018								
Hazard Category	Hazard	Safety Data Sheet (SDS) held on file by SCVA	Risk Phrases ?	Who Is at risk	Hazardous Event	Controls	Likelihood /5 (1 = very unlikely, 5 = very likely)	Consequence /5 (1 = Insignificant, 5 = Catastrophic)	Resulting level of risk (Risk = Likiihood x Consequence)	Adequate Y/N	Further Info / Actions. Eg. Unsuited to certain user groups
Glue / Adhesive	Hot Glue Guns	NO		User & other people nearby; Puplis, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCAV Staff & Volunteers	Inpropriate or careless use could result in minor burns to skin, most likely hands, but perhaps face. Hot molten gue 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 unitable for use by small children.	3	2	6 - ADEQUATE	YES	Not suitable for use with Early Years Foundation Studies (EYRS)/PreSchool children, or Key Stage One (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	Inpropriate or careless use could result in product coming info conatch with skin, most likely hands, but perhaps face. Molten glue could also get into hair or eye, using distress, and potential damage to sight.	SOUV: Artist-Educator & Jor 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 (KYS)/Pre School children (0-3).
Giue / Adhesive	General Purpose Children's PVA Adhesives Mediums - liquid form eg. 'White Glue'	YES - Brian Clegg Red Label PVA, Brian Clegg Black Label Premium PVA Medium, and Berol 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. Constitute with eyes causing smarting, and potential damage to sight.	SSOW: Care to be taken to avoid eye contact and minimize skin contact. Everyone to bevigliant for igns 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 SCAV 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 evigilant for igns of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	4 - ACCEPTABLE	YES	
Glue / Adhesive Glue / Adhesive	Latex-based glues eg. Copydex UHU squeezy glues	YES - ESPO Latex glue YES - UHU Pens		ALL User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Ingestion may cause distres/discomfort-but product is considered non-toxic. May cause irritation to sensitive skin. Contact with eyes causing smarting, and potential damage to sight.	NOT TO BE USED ON UEA SITE SSOW: Care to be taken to avoid eye contact and minimize skin contact. Derryone to verijlant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	0 4 - ACCEPTABLE	YES	ELIMINATION
Gue / Adhesive	Spray adhesive	Yes -Escenti als Re-Tak spray adhesive,	R12, R52/53.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SDPC, other SCVA Staff & Volunteers	Ingestion may cause distres/discomfort - but product is considered non-tocic. May cause irritation to sensitive skin. Contact with eyes causing marring, and potenti al damage to sight. Additional risk of inhalation, and in creased risk to eyes caused by vapour spray.	SSOW: Do not breath vapour spray. Sprays only to be used for very short time in the Studio to avoid ubd-up in the air. More studio to avoid ubd-up in the air. More pointed away from the face / yee. Carto be taken to minimus kin contact. Children to be supervised by adults. Not to be used by small children.	3	2	6-ADEQUATE	YES	Extremely flamable - To be stored in secur cupboard with appropriate signage. Proceed from heat and auxight. This material and it container must be law and the shararoou waste. Not auxitable for use by young waste. Not auxitable for use by young
Glue / Adhesive	Spray adhesives & fixatives	YES - 3M Spray Mount Adhesive & Display Mount	R36, R66, R67, R51.	User & other people nearby. Pupils, Students, Teachers, Aduit 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 / yea. 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 flamable - To be stored in secur cupboard with appropriate signage. Prote from heat and sungisht. This material and container must be disposed of as hazardon waste. Not suitable for us byyoung 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 bevigliant for igns 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 evigilant for igns of irritation/reaction throughout workshop.	3	1	3 - ACCEPTABLE	YES	Product to be diluted when used by your children.Nitrile gloves to be provided for activities where skin contact is prolonged/excessive.
Inks	Batik Dyes	YES - Berol Dyes	R42/42 - SENSITISATION	User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Black pigment may cause senditisation via skin contact. Other pigments may cause intration to skin and eyes. Sin stalning likely upon contact.	5500% Artine-folucator and GDPC to be provinced with and 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 signa of irritation/exciton throughout workshop. Not for usa by small children. Clider thidren to be supervised by adults.	5	4	20	NO	Avoid using this product. If deemed absolutely necessry, UCA NSS 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 kin 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 SCAV Staff & Volunteers	Burns to skin, most likely hands. Crushing injury if iron was to fall from a height og 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 s three & that it is hot. Voold 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 the type of materials which are being iron and whether this may result in the release potentially toxic fumes. If this accurs, th process must be stopped imediately, and room ventilated or evacuated as necessar
Modeling	Air-drying clay	YES - Newclay		User & other people nearby. Pupils, Students, Teachers, Aduit helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, inhalation of dust-particles causing irritation respiratory system. Irritation to skinkyes, allergic reaction.	SSOW: Care to be taken to avoid eye contact. Uveryoneto be vigilant for signo shin irritation/reaction. Hands to be washed afterwards. Clay to be kept saided in bags, or under wit clashs. Baota & tools to be washed after workshop. Small children to be clash yapervised to avoid ingestion.	2	2	4 - ACCEPTABLE	YES	
Modelling	Terracotta 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 replatory system. causing irritation respiratory system. irritation teshn/eyee, allergic reaction.	SSOW: Care to be taken to avoid eye contact. Everyone to be vigilar for signs of initiation/reaction throughout workshop, isands to be washed afterwards: Cay to be kept sealed in bag, under wer cloths. Boards & tools to be washed after workshop, Samid Initient 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. Plastercine.	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	YES - Smith & Nephew	User & other per	le Ingestion, inhalation of dust-particle	s, Users to be asked about known allergies or	3	2	6 - ADEQUATE	YES	
	impregnated fabric bandage		User & other per nearby. Pupils, Stu Teachers, Adult he	ents, allergic reaction. Irritation to skin, pers, eyes, respiratory system.	previous reactions to the material. Everyone to be vigilant for signs of					
			Artist-Educator, S other SCVA Stat	PC.	irritation/reaction throughout workshop. Hands to be washed afterwards. Mod-Rock					
			Volunteers		to be kept sealed in bags / tubs to minimize dust. Boards & tools to be washed after	2				
					workshop. Small children to be closely supervised to avoid consumption. Care to					
					be taken to avoid eye contact.					
Materials	Plaster of Paris / Herculite	YES - Scola casting plaster, and Herculite.	User & other per nearby. Pupils, Stu	ents, allergic reaction. Irritation /	s, SSOW: Workshop leader & SOPC to be experienced with Plaster. SSOW to be told	3	3	9 - ADEQUATE	YES	Not to be used for casting body parts. Gloves to be offered to those with sensitive or
			Teachers, Adult he Artist-Educator, S	pers, inflamation to skin, eyes, respirator IPC, system. Inflamation.	y to all participants & others. Users to be asked about known allergies or previous					broken skin.
			other SCVA Stat Volunteers	8	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	1				
				Crushing injury to body parts in setting plaster.	afterwards. Plaster to be kept sealed in bags / tubs to minimize dust. Boards & tools to	5 2	4	9 - ADEQUATE	YES	
					be washed after workshop. Small children to be closely supervised to avoid ingestion.					
					High level of adult supervision required.					
				Minor burns from heat generated in chemical reaction during 'setting'	+	1	3	3 - ACCEPTABLE	YES	
				chemical reaction during setting						
Materials	Cable Ties		User & other per nearby. Pupils, Stu Teachers, Adult he	ents, over-tightening cable tie around bod		2	2	4 - ACCEPTABLE	YES	Elimination: use an alternative fixing method.
			Artist-Educator, S other SCVA Stat	PC tightened around neck/throat	parts. Adult supervision of all pupils / students -particularly of small children /					
			Volunteers	-	SEN.					
Materials	Merino wool tops		User. Pupils, Stud Teachers, Adult he	nts, Alergic reaction to wool	Workshop leader & SOPC to be vigilant for any signs of allergic reaction. Gloves to be	1	2	2 - ACCEPTABLE	YES	
			Artist-Educator, S other SCVA Stat	IPC,	offered to anyone with a known allergy.					
			Volunteers	۵						
Detergents / cleaning products	Soap, used during felting process, or for carving		User. Pupils, Stud Teachers, Adult he	pers,	Workshop leader & SOPC to be vigilant for any signs of allergic reaction. Gloves to be	1	2	2 - ACCEPTABLE	YES	
			Artist-Educator, S other SCVA Sta	IPC,	offered to anyone with a known allergy.	1				
			Volunteers		-	1				
Materials	Small beads, buttons, googly eyes etc		Small children - una the risks of putting	ese in breathing.	Eliminate: Avoid using small items in workshops with very young children. Slightly older children/SEN to be closely	2	4	8 - ADEQUATE	YES	
			their mouths / n	n	Slightly older children/SEN to be closely supervised at all times.	1				
						1				
						1				
Tools	Wire cutters, pliers,		User. Pupils, Stud	nts, Minor cuts, and crushing injury, mos pers, likely to fingers / hands	t Workshop leader & SOPC to be experienced	3	2	6 - ADEQUATE	YES	To be stored out of reach of small children.
	garden secateurs		Teachers, Adult he Artist-Educator, S	IPC,	with tools. SSOW to be explained to all participants, and supervision of all pupils /	/				
			other SCVA Stat Volunteers	8	students to be maintained -particularly of small children / SEN.	1				
						1				
Materials	Wire: aluminium, steel & 'Chicken Wire'	NO	User & other per nearby, Pupils, Stu	Damage to eyes, if ends 'poke' into ents, eyes, or if small pieces 'ping' into	SSOW: Workshop leader & SOPC to warn participants and others of the risk & to	2	2	4 - ACCEPTABLE	YES	PPE: goggles & gloves could be worn.
			Teachers, Adult he Artist-Educator, S	eves Cuts/Scratches from wire	explain SSOW. Adult supervision of all pupils / students -particularly of small					
			other SCVA Stat Volunteers	&	children / SEN. Wire not to be used by anyone who cannot comply with SSOW.					
					anjone who cannot comply with 300 W.					
Materials	Willow	NO	User & other per nearby. Pupils, Stu	ents, 'poke' into eyes. Scratches from	SSOW: Workshop leader & SOPC to warn participants and others of the risk & to	1	2	2 - ACCEPTABLE	YES	PPE: goggles & gloves could be worn.
			Teachers, Adult he Artist-Educator, S	IPC,	explain SSOW. Adult supervision of all pupils / students -particularly of small					
			other SCVA Stat Volunteers	ě.	children / SEN. Wire not to be used by anyone who cannot compley with SSOW.					
Detergents / cleaning products	Carving Soap - shavings	YES - from ESPO	Pupils, Students, To	chers, Wet / slippery floor, leading to falls	Carving to be carried out on table tops,	2	3	6 - ADEQUATE	YES	
	falling on floor creating a slip hazard, especially		Adult helpers, An Educator, SOPC, oth	ist- r SCVA	with container provided for shavings. Floor to be thoroughly swept after the session.	r				
	when wet.		Staff & Volunte	2	and if necessary mopped too. Slipperyness of the floor to be checked afterwards, and it	f				
					in doubt place warning signs in the area.					
Materials	Sand on floor creating a		Pupils, Students, Te	chers, Slippery floor, leading to falls	Floor to be thoroughly swept after the	2	3	6 - ADEQUATE	YES	
	slip hazard		Adult helpers, An Educator, SOPC, oth	r SCVA	session, and during the session if necessary. Slipperyness of the floor to be checked	1				
			Staff & Volunte	3.	afterwards, and if in doubt place warning signs in the area.					
Room: Floor	Buckets of water placed on floor for hand		Pupils, Students, Te Adult helpers, Ai	chers, Wet / slippery floor, leading to falls	SOPC / workshop leader to inform everyone in the room that the buckets have been	e 2	3	6 - ADEQUATE	YES	
	washing, causing spillage.		Educator, SOPC, oth Staff & Volunte	r SCVA	placed on the floor. Minimize amount of water on the floor by using large towels or					
	spinage.		stan & voronte	<i>.</i>	floor trays to contain any splashes or spills.					
					Slipperyness of the floor to be checked afterwards, and if in doubt place warning	1				
					signs in the area.	1				
		1000								
Detergents / cleaning products	Carving Soap	YES - from ESPO	Pupils, Students, Te Adult helpers, Ar	ist- into eyes.	g Carving process to be carefully monitored, and SOPC / Artist-Educator to jusdge	. 2	4	8 - ADEQUATE	YES	1
			Educator, SOPC, oth Staff & Volunte		whether goggles are required to protect eyes of participants and others.	1				
					Participants to be told not to touch/run their eyes during the process.	1				
						1				
						1				
Detergents / cleaning products	Detergents / cleaning products	Yes - Cif cream cleaner	Pupils, Students, Te Adult helpers, At	ist-	Detergents to be appropriately labelled, used according to printed guidelines, and	1	3	3 - ACCEPTABLE	YES	Detergents / cleaning products could be stored in a locked or high cupboard, out of reach of children
			Educator, SOPC, oth Staff & Volunteer		stored out of reach / access of young children.	1				reach of children.
Detergents / cleaning products	Detergents / cleaning	Yes - Cif cream cleaner	cleaning staf	chers, Allergic reaction (skin, eyes,	Detergents to be appropriately labelled,	1	2	2 - ACCEPTABLE	YES	PPE: goggles & glaves could be worn.
o	products		Adult helpers, Adult helpers, An Educator, SOPC, oth	ist- breathing)	used according to printed guidelines, and stored out of reach / access of young	1	· ·	- ACCLY (ABLE	د.	· · · · · · · · · · · · · · · · · · ·
			Staff & Volunteer cleaning staff	UEA	children.	1				
			countrol (Stall			1				
Solvents	Solvents eg. White Spirit	YES - from ESPO	User & other per	ole Ingestion	Solvents to be appropriately labelled, used		2	3 - ACCEPTABLE	YES	Flamable. Solvents to be stored in a locked
SOLALITY	someno vg. write Sprit	- 110m ESPU	User & other per nearby. Pupils, Stu Teachers. Adult he	ents,	Solvents to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	r ¹	3	J-ALCEPIABLE	163	Flamable. Solvents to be stored in a locked cupboard & away from naked flames.
		YES - from ESPO	Artist-Educator, S other SCVA Stat	IPC,	, scess or young criticiten.	1	5	5 - ADEQUATE	YES	Flamable. Solvents to be stored in a locked
			Volunteers			1				cupboard & away from naked flames.
		YES		Irritation / Allergic reaction (skin,	+	1	2	2 - ACCEPTABLE	YES	PPE: goggles & gloves could be worn.
				eyes, breathing)						
Painting, Oils	Oil paint	Yes - Daler Rowney paint from ESPO	User & other per nearby. Pupils, Stu	ents,	Solvents to be appropriately labelled, used according to printed guidelines, and stored out of	r			YES	Solvents to be stored in a locked cupboard.
		YES - from ESPO	Teachers, Adult he Artist-Educator, S	PC, eves, breathing)	reach / access of young children.	1			YES	PPE: goggles & gloves could be worn.
			&other SCVA Sta Volunteers	&		1				
						1				
Painting, Olls	Linseed oil	Yes - from MKM YES	User & other per nearby. Pupils, Stu	ole Ingestion	Solvents to be appropriately labelled, used according to printed guidelines, and stored out of	1 4	3	3 - ACCEPTABLE 8 - ADEQUATE	YES YES	Solvents to be stored in a locked cupboard.
		TES	Teachers, Adult he Artist-Educator, S	pers, eves, breathing)	according to printed guidelines, and stored out of reach / access of young children.	1	2	6 - ADEQUATE	TES	ം ലം. ഉടുള്ളത് & groves could be worn.
			&other SCVA Sta Volunteers			1				
						1				
Painting, Oils	Baby Oil	YES - Johnson & Johnson	User & other per nearby. Pupils, Stu	ole Ingestion ents,	Oils to be appropriately labelled, used according to printed guidelines, and stored out of reach /	1	1	1 - ACCEPTABLE	YES	To be strored out of children's reach
		YES	Teachers, Adult he Artist-Educator, S	aers, IPC, Irritation / reaction (skin, eyes)	access of young children.	1	1	1 - ACCEPTABLE	YES	
			&other SCVA Sta Volunteers	5		1				
						1				
Household products	Vaseline	YES	Small children - unawa		Close supervision of small children.	2	2	4 - ACCEPTABLE	<u> </u>	
			risks of putting this i mouths.			1				

Misc	Ntrile gloves	Yes - from ESPO	I.	User and anyone they come	Irritation > severe allergic reaction	SOPC / workshop leader to inform user that the	1	4 or 5	4 or 5 - ADEQUATE	YES	Alternative gloves could be provided eg.
				into contact with	-	gloves are made from Nitrile, and ask if they have a known allergy to this. Vigiliance for					allergy to Laxtex is more common, but less severe.
Furniture / large equipment	Stacking plinths			User & other people	Back injury caused by inappropriate	allergic reaction throughout session. Only adults or older students to lift plinths	2	3	6 - ADEQUATE	YES	
				nearby. Pupils, Students, Teachers, Adult helpers,	manual handing of large/ heavy items. Crushing injury if the plinths were to	& correct manual handling techniques to be adhered to. 2 person lift.					
				Artist-Educator, SOPC, other SCVA Staff & Volunteers	be dropped eg onto feet / hands. Twisting-type injuruy eg to ankles, from stepping down from height.						
Combine Dama and an and	Channes de sindere e de sur			11 0	Startek starle av fell. Dense ins items	Only light increase to be strend on black	-		6 - ADEQUATE	YES	
Furniture / large equipment	Storage shelving above head-height - lifting items above head height,			User & other people nearby. Pupils, Students, Teachers, Adult helpers,	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	TES	
	by over-stretching or climbing (on chairs,			Artist-Educator, SOPC, other SCVA Staff &							
	tables, steps).			Volunteers							
Furniture / large equipment	Folding steps			User & other people nearby. Pupils, Students, Teachers, Adult helpers,	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.
				Artist-Educator, SOPC, other SCVA Staff &	injuring themselves a others.						
				Volunteers							
Furniture / large equipment	Ladders			User & other people nearby. Pupils, Students,	Working at height - user could fall if	Pupils and Students under age 18 not to use ladders.	2	3	6 - ADEQUATE	YES	Not for use by children.
				Teachers, Adult helpers, Artist-Educator, SOPC,	ladder not correctly opened & placed, injuring themselves & others.	use ladders.					
				other SCVA Staff & Volunteers. Urea maintenance staff.							
				manneenance stan.							
Furniture / large equipment	Wooden steps			User & other people nearby. Pupils, Students, Teachers, Adult helpers,	Back injury caused by inappropriate manual handing of large/ heavy items.	Primary School age children not to use wooden steps.	2	3	6 - ADEQUATE	YES	
				Artist-Educator, SOPC, other SCVA Staff &	Crushing injury if the steps were to be dropped eg onto feet / hands.		2	3	6 - ADEQUATE	YES	
				Volunteers	Working at height - user could fall if ladder not correctly opened & placed,	+	2	3	6 - ADEQUATE	YES	
Electrical	Electricity: sockets.			Pupils, Students, Teachers,	injuring themselves & others. Electrical shock		1	4	4 - ACCEPTABLE	YES	Safety cans in all sockets to prevent small
	trailing cables			Adult helpers, Artist- Educator, SOPC, other SCVA			-		and an and a state		children putting their fingers in them, or access to sockets blocked for pre-school
				Staff& Volunteers							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,	Back injury caused by inappropriate manual handing of large/ heavy items.	Only adults or older students to lift tables & correct manual handling techniques to	2	3	6 - ADEQUATE	YES	
				Teachers, Adult helpers, Artist-Educator, SOPC.		be adhered to.	2	2	4 - ACCEPTABLE	YES	
				other SCVA Staff & Volunteers. UEA staff & visitors.	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.		2	2	4 - ACCEPTABLE	YES	
Furniture / large equipment	Easels: storage, assembly and take-down.			User & other people nearby. Pupils, Students, Teachers, Adult helpers,	Risk of easels falling / collapsing if stacked/stored inappropriately, or assembled incorrectly.	Wing nuts to be sufficiently tightened to avoid collapse in use. Easels to be carefully stored and secured to avoid fall &crushing	3	2	6 - ADEQUATE	YES	Easels to be stored in a rack when not in use, or tied back to avoid falling.
				Artist-Educator, SOPC, other SCVA Staff &	Crushing injury if the easels were to be	injury.	2	2	4 - ACCEPTABLE	YES	Not for use by small children.
				Volunteers. UEA staff & visitors.	dropped eg onto feet / hands. Risk of fingers etc getting trapped in moving parts, particularly during	ł	2	2	4 - ACCEPTABLE	YES	Not for use by small children.
Sharps	Scissors: fabric shears.	NO		User & other people	assembly / take-down. Cuts to skin, most likely hands, but	SSOW to be explained to all participants,	2	2	4 - ACCEPTABLE	YES	Not to be used by young children. To be stored out
	large scissors & child's safety scissors			User & other people nearby. Pupils, Students, Teachers, Adult helpers,	possible risk to other parts of the body, including eyes.	and supervision of all pupils / students to be maintained -particularly of small		-			of their reach.
				Artist-Educator, SOPC, other SCVA Staff & Volunteers, UEA staff &		children / SEN. Avoid giving young children particularly large/sharp scissors. These should also be stored out of reach of young					
				visitors.		children.					
Sharps	Knives (craft knives,	NO		User & other people	Cuts to skin, most likely hands, but	SSOW: Artist-Educator &/or SOPC to	3	3	6 - ADEQUATE	YES	285 could size be used. Clover and Consist
Snarps	scalpels, Stanley knives, roller cutters)	NO		nearby. Pupils, Students, Teachers, Adult helpers,	possible risk to other parts of the body, including eyes.	explain SSOW & give demonstration. Limited number of Knives to be provided,	3	2	6 - ADEQUATE	115	Or, children could be prevented from using knives altogether.
				Artist-Educator, SOPC, other SCVA Staff & Volunteers. UEA staff &		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					
				visitors.		keep them out of reach of young children. Knives not to be left on the floor.					
Tools	Hand drills				Damage to skin from sharp drill bits.	Clear workspace, could be used seated,	2	3	6 - ADEQUATE	YES	Not to be used by small children.
					Injury to eys.	minimal movement around the room from other people whilst tools being used. PPE- Googles could be worn.					
	Hammers rubber /					SSOW: Artist-Educator & /or SOPC to			4 - ΔCCEPTARI F		
Tools	Hammers, rubber / wooden mallets			User & other people nearby. Pupils, Students, Teachers, Adult helpers,	Crushing injury, most likely of fingers / hands.	SSOW: Artist-Educator &/or SOPC to explain SSOW & give demonstration.	2	2	4 - ACCEPTABLE	YES	Not to be used by small children.
				Artist-Educator, SOPC, other SCVA Staff &							
				Volunteers. UEA staff & visitors.							
Tools	Saws			User & other people nearby. Pupils, Students, Teachers, Adult belows	Cuts to skin, most likely hands, but possible risk to other parts of the body including ever	SSOW: Artist-Educator &/or SOPC to explain SSOW & give demonstration. Limited number of saws to be provided, so	2	2	4 - ACCEPTABLE	YES	Not to be used by small children.
				Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff &	body, including eyes.	that adults are able to supervise children using them. These should also be stored out					
				Volunteers. UEA staff & visitors.		of reach of young children.					
Tools	Chisels			User & other people nearby. Pupils, Students,	Cuts to skin, most likely hands, but possible risk to other parts of the	SSOW: Artist-Educator to be experienced with specialist tools. AE &/or SVC to	3	2	6 - ADEQUATE	YES	Not to be used by small children.
				Teachers, Adult helpers, Artist-Educator, SOPC,	body, including eyes.	explain & give demonstration of safe use (include use of bench hook, cut away from					
				other SCVA Staff & Volunteers. UEA staff & visitors.		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 SSOW.					
Tools	Bradawis			User & other people	Cuts to skin, most likely hands, but	SSOW: Artist-Educator & /or SOPC to	3	3	4 - ACCEPTABLE	VEC	Not to be used by read with the
Tools	dradawis			nearby. Pupils, Students, Teachers, Adult helpers,	Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	explain SSOW & give demonstration. Limited number of bradawls to be	2	2	- ALLEMIABLE	YES	wu to oeusea by smail children.
				Artist-Educator, SOPC, other SCVA Staff &		provided, so that adults are able to supervise children using them. These					
				Volunteers. UEA staff & visitors.		should also be stored in sealed box to avoid them falling out, & out of reach of young children.					
Tools	Lino-cutting tools			User & other people	Cuts to skin, most likely hands, but	SSOW: Artist-Educator to be experienced	3	2	6 - ADEQUATE	YES	Not to be used by small children.
				nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC,	possible risk to other parts of the body, including eyes.	with specialist tools. AE &/or SOPC to explain SSOW & give demonstration (include use of bench hook, cut away from					
				other SCVA Staff & Volunteers. UEA staff &		you etc). Limited number of tools to be provided, so that adults are able to					
				visitors.		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					
						SSOW.	L			L	
Tools	Staplers / Staple Guns			User & other people nearby. Pupils, Students, Teachers, Adult helpers,	Staples piercing skin, probably of hands. If used inappropriately, staples could travel through the air, and enter	SSOW to be explained to all participants, and supervision of all pupils / students to be maintained explored source	1	3	3 - ACCEPTABLE	YES	PPE could also be used - Gloves and Goggles. Not to be used by small children.
				Artist-Educator, SOPC, other SCVA Staff &	could travel through the air, and enter eyes.	be maintained -particularly of young children / SEN. Very young children not to use these. Should also be stored out of					
				Volunteers. UEA staff & visitors.		reach of young children.					
Materials	Small / Dust-type particles - sand, glitter,	YES - Glitter, Sand		User & other people nearby. Pupils, Students,	Risk of inhalation, ingestion and of particles getting into eyes causing	Pupils to be closely supervised at all times, to ensure careful use of the materials, and	1	3	3 - ACCEPTABLE	YES	Minimize use with young children, and always ensure close adult sumervision
	flour, salt etc			Teachers, Adult helpers, Artist-Educator, SOPC,	discomfort or damage to sight.	avoid ingestion.					, in president of the one waters Supplementation.
				other SCVA Staff & Volunteers. UEA staff & visitors.							
Display	High tension elastic cord			Pupils, Students, Teachers,	If the elastic is untied it may	Elastic cord to be securely tied and untied,	2	2	4 - ACCEPTABLE	YES	
	used for display.			Adult helpers, Artist- Educator, SOPC, other SCVA Staff & Volunteers. UEA	ping/snap, and could hit someone in the eye, or perhaps cause minor bruises. The 'surprise' of this situation	before and after workshop/session only.					
				Staff & visitors.	may contribute to other accidents.						
1	1	I	I	I	1	1	1	1		I	

Display	Magnets being pulled from ceiling			Pupils, Students, Teachers, Adult helpers, Artist-	Head injury, caused by falling magnets or items which the magnets were	Strong magnets to be used, to attach light items to ceiling, at height where it is	2	2	4 - ACCEPTABLE	YES	Avoid hanging heavy items from magnets.
	-			Educator, SOPC, other SCVA Staff & Volunteers. UEA	holding	unlikely that they will be knocked.					
				Staff & visitors.							
Furniture / large equipment	Doors: entrance/exit to			Pupils, Students, Teachers,	Risk of opening door onto someone	Avoid working behind doors, or, if this is			2 - ACCEPTABLE	YES	
Furniture / large equipment	room.			Adult helpers, Artist-	behind it - crushing.	necessary keep the door locked. On	1	2	2 - ALCEPTABLE	TES	
				Educator, SOPC, other SCVA Staff & Volunteers, UEA	L Contraction of the second seco	entering the room, check if anyone behind the door, perhaps by knocking. When room					
			1	Staff & visitors.		not in use, keep doors locked to prevent unauthorised access	1	Ì		1	
			1			unautnorised access.				1	
Furniture / large equipment	Guilotine			User & other people	Cuts to skin, most likely hands, but	Clear, tidy work space.	4	2	8 - ADEQUATE	YES	Not for use by very small children.
				nearby; Pupils, Students,	possible risk to other parts of the			-			
				Teachers, Adult helpers, Artist-Educator, SOPC,	body. Injury from dropping the guilotine eg on foot, whilst carrying						
				other SCVA Staff & Volunteers							
				tordinaer 3							
Room: Floor	Trips & slips			Pupils, Students, Teachers,	Tripping over materials etc stacked on	Keep materials neatly stacked, off the floor	3	2	6 - ADEQUATE	YES	
				Adult helpers, Artist- Educator, SOPC, other SCVA	the floor. Slipping over on wet / dirty floor.	whenever possible. If water / dust on the floor, use warning			6 - ADEQUATE	YES	
				Staff & Volunteers, UEA	Supping over on wet / dirty floor.	sign to indicate slippery floor.	3	2	6 - ADEQUATE	TES	Mop up spinages asap.
				Staff & visitors.							
Misc	Unable to access to			Pupils, Students, Teachers,	In the event of an emergency, First Aid	Cupboard to be unlocked by Workshop	1	2	2 - ACCEPTABLE	YES	
	phone / First Aid Kit			Adult helpers, Artist- Educator, SOPC, other SCVA	may not be able to be given quickly.	leader / SOPC to allow access to phone. First Aid Kit to be clearly displayed.					
				Staff & Volunteers. UEA staff	f	Prisc Ad Kit to be clearly displayed.					
				& visitors.							
Drawing	Pencils (Graphite)	NO		Pupils, Students, Teachers,	Damage to skin/eyes, if overly sharpened.	Avoid over-sharpening. Verbal warnings from	2	2	4 - ACCEPTABLE	YES	
				Adult helpers, Artist- Educator, SOPC, other SCVA		staff.					
				Staff & Volunteers. UEA staff & visitors.	F						
				& visitors.							
Denaior	Graphite sticks (Extruded	YES, Jun Course for		Pupils, Students, Teachers,	Dust gatting into over and souther bet	Avoid touching free forms with the base	,	,	4 - ACCEPTABLE	VEF	
Drawing	mixture of graphit, soot,	YES - Lyra Crayons from ESPO	1	Pupils, Students, Teachers, Adult helpers, Artist- Educator, SOPC, other SCVA	Dust getting into eyes, and causing irritation or damage to sight.	Avoid touching face/eyes with dirty hands.	· ·	ŕ	- AUCEPIABLE	YES	
	cellulose ethers, fat and waxes, inorganic fillers)		1	Staff & Volunteers. UEA staff	L F					1	
			1	& visitors.						1	
			1							1	
			<u> </u>	<u> </u>							
Sharps	Kebab / 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	2	2	4 - ACCEPTABLE	YES	
						supervised by adults at all times.			<u> </u>		
Balls	Balls on the floor eg. ping pong, or ball-pool balls	NO		Anyone in the room; Children, Pupils, Students,	Trip/slip	Everyone in the room to be aware that they are on the floor. Move around carefully looking	2	3	6 - ADEQUATE	YES	
	party of unrepold bills		1	Teachers, Adult helpers,		where moving. Keep balls contained in floor trays		Ì		1	
			1	Artist-Educator, SOPC, other SCVA Staff &		whenever possible.				1	
			1	Volunteers						1	
Balls	Marbles	NO	1	Small children - unaware of	Choking	Not to be used by very small children (0-3). Close	1	4	4 - ACCEPTABLE	YES	
			1	the risks of putting these in their mouths / noses.		supervision of other young children.	1	Ì		1	
Sharps	Metal clay tools	NO	1	User & other people	Cuts to skin, most likely hands, but	SSOW: Artist-Educator to be experienced	3	2	6 - ADEQUATE	YES	Not to be used by young children. To be stored in
				nearby. Pupils, Students, Teachers, Adult helpers,	possible risk to other parts of the body, including eyes.	with specialist tools. AE &/or SOPC to explain SSOW & give demonstration					sealed container.
			1	Artist-Educator, SOPC,	/, measuring types.	(include use of bench hook, cut away from				1	
			1	other SCVA Staff & Volunteers. UEA staff &		you etc). Limited number of tools to be provided, so that adults are able to				1	
				visitors.		supervise children using them. These should also be stored in sealed box to avoid					
			1	1		them falling out, & out of reach of young		Ì		1	
			1	1		children. Not to be used by very young children / anyone who cannot stick to	1	Ì		1	
			1	1		SSOW.	1	Ì		1	
Drawing	Charcoal	YES - from ESPD		User & other people	Provide a statistica data	Users to be reminded by workshop leader / staff	<u> </u>		6 - ADEQUATE	YES	
Drawing	Charcoal	YES - from ESPD		nearby. Pupils, Students,	Dust getting into eyes, and causing irritation or damage to sight.	to avoid touching their face/eyes after using the	3	2	6 - ADEQUATE	YES	
			1	Teachers, Adult helpers, Artist-Educator, SOPC.		material.	1	Ì		1	
			1	other SCVA Staff &			1	Ì		1	
				Volunteers. UEA staff & visitors.							
Drawing	Chalk (Calcium Sulphate)	YES for chunky bars and 'eggs;' - from ESPO		User & other people nearby. Pupils, Students,	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	3	2	6 - ADEQUATE	YES	
		-66-1		Teachers, Adult helpers, Artist-Educator, SOPC.		material. Avoid generation, inhalation and					
				Artist-Educator, SOPC, other SCVA Staff &		spreading of dust					
				Volunteers. UEA staff & visitors.							
Drawing	Chalk Pastels (Zinc Oxide)	Yes - from ESPO		User & other people nearby. Pupils, Students,	Dust getting into eyes, and causing initation or damage to sight. Injestion.	Users to be reminded by workshop leader / staff to avoid touching their face/eyes after using the	3	2	6 - ADEQUATE	YES	face masks could be worn.
				Teachers, Adult helpers,		material. Small children to be supervsied at all					
				Artist-Educator, SOPC, other SCVA Staff &		times.					
				Volunteers. UEA staff & visitors.							
Electrical	Hairdyer			User & other people nearby. Pupils, Students,	Appliance overheats when used to dry paint or other wet materails.	Equipment should only be used for short periods, and kept at approx arms length	3	3	9 - ADEQUATE	YES	Regular PAT testing
				Teachers, Adult helpers,	Potential fire risk.	from the painting or other material.					
				Artist-Educator, SOPC, other SCVA Staff &							
			1	Volunteers			1	Ì		1	
				11	Applicant	Paulamentale, 11, 11, 11					
Electrical	OHP			User & other people nearby. Pupils, Students,	Appliance overheats. Potential fire risk. Minor burns to skin caused by	Equipment should only be used for short periods. Small children should be	2	3	6 - ADEQUATE	YES	Regular PAT testing
			1	Teachers, Adult helpers, Artist-Educator, SOPC,	touching the hot bulb.	supervised to prevent them from bringing other materials into contact with the bulb		Ì		1	
			1	other SCVA Staff &		/ motor. Users to be warned about the hot	1	Ì		1	
			1	Volunteers		bulb - signage could also be used.				1	
			1	1			1	Ì		1	
Electrical	Portable Heater			User & other people	Appliance overheats. Potential fire	Equipment should only be used for short	,	2	6 - ADEQUATE	YES	Regular PAT tection
Lincolner	caure reduct		1	nearby. Pupils, Students,	risk. Minor burns to skin caused by	periods, and should be placed a safe	· ·		- minuquiRTE		guint ren sostillig
			1	Teachers, Adult helpers, Artist-Educator, SOPC,	touching the hot casing.	distance from flamable materials.	1	Ì		1	
			1	other SCVA Staff & Volunteers			1	Ì		1	
			1	-oranteers			1	Ì		1	
			1	1			1	Ì		1	
Plastics	Transparency film,			User & other people	Trip/slip if the material is on the floor. It is	Users asked to be careful to keep material on	3	2	6 - ADEQUATE	YES	
	cellophane		1	nearby. Pupils, Students, Teachers, Adult helpers.	not very visible.	table tops, and off the floor. Everyone to be asked to pick up material if they see it on the				1	
			1	Artist-Educator, SOPC, other SCVA Staff &		floor.				1	
			1	other SCVA Staff & Volunteers			1	Ì		1	
Plastics	Carrier bags, cling film		1	Small children and	Chocking hazard / restricted breathing.	Everyone to be vigilant for mis-use.	1	5	5 - ADEQUATE	YES	
	- •		1	participants with SEN, limited cognitive function.			1	Ì		1	
			1	etca cognitive function.			1	Ì		1	
Drawing	Oil Pastels	YES - from ESPD	1	Small children and	Ingestion	Everyone to be vigilant for mis-use.	1	3	3 - ACCEPTABLE	YES	+
-	-		1	participants with SEN, limited cognitive function.	-		1	Ì		1	
Drawing	Chalk Pens			Small children and	Ingestion	Everyone to be vigilant for mis-use.	1	3	3 - ACCEPTABLE	YES	
			1	participants with SEN, limited cognitive function.			1			1	
Drawing	Permanent Pens (solvent			Small children and	Ingestion	Everyone to be vigilant for mis-use.	1	3	3 - ACCEPTABLE	YES	
	based?)		1	participants with SEN,	- Berrow	a conjuna so se vignera 101 mili-066.	•	-	- MALTINDLE		
Drawing	Res Ed.			limited cognitive function.	Charlies have a family in the	Evenues to be visit at formal			5. 10001177	-	
	Penlids		1	Small children and participants with SEN,	Chocking hazard / restricted breathing.	Everyone to be vigilant for mis-use, especially if small children present, particulatly (0-3)yrs	1	5	5 - ADEQUATE	YES	
Contrary.			1	limited cognitive function.			1	Ì		1	
cinning.					1			1		1	
							1				
Drawing	Fabric Crayons	Yes - BEROL	No significant hazard	User & other people	Initation to skin / eyes	Minimize skin contact. Avoid eye contact. wash hands after use					
Drawing		Yes - BERDL	No significant hazard	nearby. Pupils, Students,	Initation to skin / eyes	hands after use	1	1	1 - ACCEPTABLE	YES	To be strored out of children's reach
	Fabric Crayons Liquid Metal	Yes - BEROL	No significant hazard	nearby. Pupils, Students, User & other people nearby. Pupils, Students,		hands after use Paints to be appropriately labelled, used according to printed guidelines, and stored out of	1	1	1 - ACCEPTABLE 1 - ACCEPTABLE	YES YES	To be strored out of children's reach
Drawing		Yes - BEROL	No significant hazard	nearby. Pupils, Students, User & other people nearby. Pupils, Students, Teachers, Adult helpers.	Ingestion	hands after use Paints to be appropriately labelled, used		1			To be strored out of children's reach
Drawing		Yes - BEROL	No significant hazard	nearby. Pupils, Students, User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, & other SCVA Staff &	Ingestion	hands after use Paints to be appropriately labelled, used according to printed guidelines, and stored out of		1			To be strored out of children's reach
Drawing		Yes - BEROL	No significant hazard	nearby. Pupils, Students, User & other people nearby. Pupils, Students, Teachers, Adult helpers.	Ingestion	hands after use Paints to be appropriately labelled, used according to printed guidelines, and stored out of		1	1 - ACCEPTABLE		To be strored out of children's reach
Drawing		Yes - BEROL	No significant hazard	nearby. Pupils, Students, User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, & other SCVA Staff & Volunteers User & other people	Ingestion Irritation / reaction (skin, eyes)	hands after use Parits to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	1	1 - ACCEPTABLE 1 - ACCEPTABLE	YES	To be strored out of children's reach
Drawing Painting, Specialist	Liquid Metal	Yes - BEROL	No significant hazard	nearby. Pupils, Students, User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, & other SCVA Staff & Volunteers User & other people nearby. Pupils, Students, Teachers, Adult helpers,	Ingestion Irritation / reaction (skin, eyes)	hands zher use Paints to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	1	1 - ACCEPTABLE	YES	
Drawing Painting, Specialist	Liquid Metal	Yes - BEROL	No significant hazand	nearby. Pupils, Students, User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC, & other SCVA Staff & Volunteers User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist Educator, SOPC.	Ingestion Irritation / reaction (skin, eyes)	hands after use Paints to be appropriately labelled, used according to printed used out of reach / access of young children. Paints to be appropriately labelled, used according to printed guidelines, and stored out of	1	1	1 - ACCEPTABLE 1 - ACCEPTABLE	YES	
Drawing Painting, Specialist	Liquid Metal	Yes - BEROL	No significant hazard	nearby, Pupils, Students, Use & other people nearby, Pupils, Students, Teschers, Adult helpers, Attist-Educator, SDPC, & other SCVA Staff & Volunteers User & other people nearby, Pupils, Students, Teschers, Adult helpers, Artist-Educator, SDPC, & other SCVA Staff & User & other people	Ingestion Irritation / reaction (skin, eyes)	hands after use Parts to be appropriately labelind, used according to printed guidelines, and stored os of mach / access of young dilders. Parets to be appropriately labelind, used according to printed guidelines, and stored os of mach / access of young dilders. Oils to be appropriately labelind, used according	1	1	1 - ACCEPTABLE 1 - ACCEPTABLE	YES	
Dowing Parang Specialist Parang Specialist	Liquid Metal Giass Paint	Yes-BEROL	No significant hazard	nearby-Pupils, Students, Use & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, SDPC, & other SCVA Staff & Volunteers User & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, SDPC, & other SCVA Staff & User & other people nearby, Pupils, Students, Teachers, Adult helpers,	Ingestion Irritation / reaction (skin, eyes) Ingestion Irritation / reaction (skin, eyes)	hands after use Parts to be appropriately labelled, used according to printed guidelines, and stored out of mach / accord of young children. Partes to be appropriately subelled, used according to printed guidelines, and stored out of mach / accord or young children.	1	1	1 - ACCEPTABLE 1 - ACCEPTABLE 1 - ACCEPTABLE	YES YES	To be strored out of children's reach
Dowing Posting Specialist Posting Specialist	Liquid Metal Giass Paint	Yes-BEROL	No significant based	nearby, Pupils, Students, Use & abtre people nearby, Pupils, Students, Teachers, Adult heijers, Artis éducator, SDPC, & other SCVA Staff & Volunteers User & other people nearby, Pupils, Students, Teachers, Adult heijers, Artist-éducator, SDPC, Tearby, Pupils, Students, Teachers, Adult heijers, Artist-éducator, SDPC,	Ingestion Irritation / reaction (skin, eyes) Ingestion Irritation / reaction (skin, eyes)	hands after use Parts to be appropriately labelind, used according to printed guidelines, and stored os of mach / access of young dilders. Parets to be appropriately labelind, used according to printed guidelines, and stored os of mach / access of young dilders. Oils to be appropriately labelind, used according	1	1	1 - ACCEPTABLE 1 - ACCEPTABLE 1 - ACCEPTABLE	YES YES	To be strored out of children's reach
Dowing Posting Specialist Posting Specialist	Liquid Metal Giass Paint	Yes-BERDL	No significant hazard	nearby-Pupils, Students, Use & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, SDPC, & other SCVA Staff & Volunteers Use & other people nearby, Pupils, Students, Teachers, Adult helpers, Artist-Educator, SDPC, & other SCVA Staff & User & other people nearby, Pupils, Students, Teachers, Adult helpers,	Ingestion Irritation / reaction (skin, eyes) Ingestion Irritation / reaction (skin, eyes)	hands after use Parts to be appropriately labelled, used according to printed guidelines, and stored out of mach / accord of young children. Partes to be appropriately subelled, used according to printed guidelines, and stored out of mach / accord or young children.	1	1	1 - ACCEPTABLE 1 - ACCEPTABLE 1 - ACCEPTABLE	YES YES	To be strored out of children's reach
Drawing Pointing, Specialist Pointing, Specialist Pointing, Oli	Liquid Metal Glass Paint Oli paint		No significant hazard	nearby, Fupils, Students, Use & other people nearby, Fupils, Students, Teschers, Adult hejpers, Artist Educator, SDFC, Sother SCVASuff & Voluniteers Use & other people nearby, Fupils, Students, Teschers, Adult hejpers, Artist Educator, SDFC, & other SCVASuff & Voluniteers Hearby, Fupils, Students, Teschers, Adult hejpers, Artist Educator, SDFC, & other SCVASuff & Voluniteers	ingestion Irritation / reaction (Jain, eyes) Ingestion Irritation / reaction (Jain, eyes) Ingestion	I hands after use Parts: the approximately labeling, suid according to printer guidelines, and stored on of memory access of young clobeline. Parts: the approximately planets, and stored according to printer guideline, and stored ac of machine and the stored according to printer guideline, and stored according to printer guideline, and stored according to printer guideline, and stored according to printer guideline, accord young children.	1	1	1-ACCEPTABLE 1-ACCEPTABLE 1-ACCEPTABLE 1-ACCEPTABLE	YES YES YES YES	To be stored out of children's rach. To be stored out of children's rach
Dowing Posting Specialist Posting Specialist	Liquid Metal Giass Paint	Yes - BEROL YES - Bilan Ckgg	No significant hazard	nearby, Pupils, Sudents, Use & other people nearby, Pupils, Sudents, Artist & ducators, SOPC, Sother SCAVS Suff & Volunteers User & other people nearby, Pupils, Sudents, Artist & ducators, SOPC, & other SCAVS Suff & User & Addith Beyers, Artist & ducators, SOPC, & Sother SCAVS Suff & Volunteers Teachers, Addith Beyers, Suther SCAVS Suff & Volunteers, Suff & Scavers, Suff & Volunteers, Suff & Scavers, Suff & Volunteers	Ingestion Irritation / reaction (skin, eyes) Ingestion Irritation / reaction (skin, eyes)	I hands after use Parts: bio appropriately labelled, used according to printed guidelines, and according many for according to printed guidelines, and according many for according to printed guidelines, and according to printed guidelines, and according to printed guidelines, and according to printed guidelines, and according control of the bio appropriately labelled, used according to printed guidelines, and according to bio bio appropriately labelled, according to bio bio appropriately labelled, according the bio bio appropriately labelled.	1	1	1 - ACCEPTABLE 1 - ACCEPTABLE 1 - ACCEPTABLE	YES YES	To be strored out of children's reach
Drawing Pointing, Specialist Pointing, Specialist Pointing, Oli	Liquid Metal Glass Paint Oli paint		No sgoffcaret hazard	nearby, Pupils, Students, User & other people nearby, Pupils, Students, Fachers, Adult högers, Artist & dicutors, SOPC, Sother SC/A/Staff & Volunteers User & other people nearby, Pupils, Students, Fachers, Adult högers, Artist & dicutors, SOPC, & other SC/A/Staff & User & other people nearby, Pupils, Students, Pupils, Students, Volunteers Volunteers User & CAN Staff &	ingestion Irritation / reaction (Jain, eyes) Ingestion Irritation / reaction (Jain, eyes) Ingestion	I hands after use Parts to be appropriately labelled, sued according to printed guidelines, and introse do of reach, according to printed guidelines, and according Parets to be appropriately labelled, used according to printed guidelines, and according to printed guidelines, and according according to printed guidelines, and according to printed guidelines, and according according to printed guidelines, and according to printed guidelines, and according to printed guidelines, and according Chis to be appropriately labelled, used according to printed guidelines, and according Chis to be appropriately labelled, used according Chis to be appropriately labelled, used according	1	1	1-ACCEPTABLE 1-ACCEPTABLE 1-ACCEPTABLE 1-ACCEPTABLE	YES YES YES YES	To be stored out of children's rach. To be stored out of children's rach

	1			&other SCVA Staff &	Irritation / reaction (skin, eyes)	1	1 1	1	1 - ACCEPTABLE	YES	
				Volunteers	interiori y reaction (acin, eyea)			-	1 ACCI MAL	100	
Painting	Acrylic Painting Mediums			User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SDPC, 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 kin contact. Everyone to bevigilant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	4 - ACCEPTABLE	YES	
Painting	Acrylic Painting Varnishes			User & other people nearby, Puplis, 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 evigilant for signs of irritation/reaction throughout workshop. Small children to be supervised by adults.	2	2	4 - ACCEPTABLE	YES	
Face Paints	Face Paints	Yes - Snazaroo		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.	saught for children having their faces painted - to ask for known allergies. Brushes and sponges to be reguality claened to minimize transfer of bacteria etc.	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.	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	
Misc	instant Snow	Yes - Major Brushes		User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	May cause initiation to eyes.	Not suitable for use by children (0-3). Wash hands after use.	3	2	6 - ADEQUATE	YES	To be strored 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.	Everyone to be vigilant for mis-use. Hands to be washed after use.	1	2	2 - ACCEPTABLE	YES	
Modelling	Newclay - Air-hardening clay			User & other people nearby. Pupil. Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Ingestion, Inhalation of dust-particles irritation to skin/eyes, allergic reaction.	SSOW: Care to be taken to avoid eye contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Hands to be wanded afterwards. Clay to be kept saded in bags, under wet cloths. Boards & to to be wanded after workshop. Small children to be closely supervised to avoid consumption.	1	2	2 - ACCEPTABLE	YES	
Modelling	Model Air	YES - Brian Clegg	none	Small children and participants with SEN, limited cognitive function.	Ingestion	Children to be supervised at all times. Wash hands after use.	2	1	2 - ACCEPTABLE	YES	
Modelling	Soft Dough	YES - Ho-Do	none	Small children and participants with SEN, limited cognitive function.	Ingestion	Children to be supervised at all times. Wash hands after use.	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 SZAV Staff & Volunteers	ingettion, inhalation of dust particles irritation to skin/eyes, allergic reaction.	SSOW: Care to be taken to avoid eye contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Hands to be waided afterwards. Cays to be kept saded in bags, under wet cloths. Boards & to to be washed after workshop. Small children to be closely supervised to avoid consumption.	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.	SSOW: Care to be taken to avoid eye contact. Everyone to be vigilant for signs of initiation/reaction throughout workshop. Hands to be washed afterwards. Product to be kept sealed in bags. Small children to be closely supervised to avoid consumption.	2	2	4 - ACCEPTABLE	YES	
Drawing	Marabu pens - for batik	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.	SSOW: Care to be taken to avoid unecessary skin contact and eye contact. Hands to be washed after use.	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	Children to be supervised at all times. Wash hands after use.	2	1	2 - ACCEPTABLE	YES	
Glue / Adheslve	Papier 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.	SSOW: Care to be taken to avoid eye contact. Everyone to be vigitant for signs of irritation/reaction throughout workshop. Hands to be wanded afterwards. Product to be kept sealed in bags / tubs. Small children to be closely supervised to avoid consumption.	2	2	4 - ACCEPTABLE	YES	
Materials	Metalic powder	Requested from manufacturer (NB. Product designed for cosmetic 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.	SSOW: Care to be taken to avoid eye contact. Everyone to be vigilant for signs of irritation/reaction throughout workshop. Hands to be washed afterwards. Small children to be closely supervised to avoid consumption.	3	2	6 - ADEQUATE	YES	