

RISK ASSESSMENT ADVICE: SCHOOL & OUTREACH PROGRAMME

School group leaders should pre-visit the Sainsbury Centre to carry out their own Risk Assessment of the areas which their students will use. This document sets out how the SAINSBURY CENTRE (SCVA) School & Outreach Programme Staff (SOP) will support risk mitigation during facilitated tours or gallery-based workshops, and offers some advice for self-directed visits to the space. The document is divided into sections for the Galleries, Sculpture Park, and Studio.

Edited by : Becca Sturgess
Position: Learning Programme Manager (LPM): Schools and Outreach (SOP)
Completed on: 13/10/2022
Date for Review: 13/10/2023

GALLERIES

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 (near roundabout) to SCVA entrance - Traffic & Separation from group	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	Exiting the coach by the side of the road (roundabout by Norfolk 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, LPM, other SCVA Staff & Volunteers	Injury from trip, slip or fall	School staff to ensure that children do not run down the ramp. SCVA 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, LPM, other SCVA Staff & Volunteers	Pupils / Students could become trapped in the CW reception area, as the doors can only be operated with keycards.	LPM or other SCVA Staff member to accompany groups in the CW reception at all times. 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, LPM, 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, LPM, 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, LPM, 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
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, LPM, 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
--------------------------	------------------------------------------------------------------------------------------------	--------------------------	-----------------------------------------------------------------------------------	-------------------	-----------	----------------	-----	----	----

SCULPTURE PARK

Hazard Category	Hazard	Hazardous Event	Who is at risk	Controls (refer to heirarchy)	Likelihood /5 (1 = very unlikely, 5 = very likely)	Consequence /5 (1 = Insignificant, 5 = Catastrophic)	Resulting level of risk (Risk = Likelihood x Consequence)	Adequate Y/N	Further Info / Actions. Eg. Unsulted to certain user groups
Activities of others using the space, e.g. work and leisure. (Ball games, Fishing, Barbeques...)	Projectiles - balls/frisbees. Burns from hot barbeques/ Transparent fishing lines with hooks/barbs.	Tripping, walking into, or becoming tangled in fishing line. Scratches from hook/barb. Being hit by projectiles.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - Check the area in advance for other activities taking place that may present risk and take action where appropriate to stay away from those activities. Group leaders to remain vigilant and monitor other activities. Small children to stay with group leaders. Make our work zone visible to others.	1 = Rare	3 = Moderate	3 = Acceptable	Y	
Dogs, other animals.	Dogs not on leads, chasing / scaring, biting workshop participants		Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - Advise group leaders to be aware that the Sculpture Park is open to the public and dog owners may exercise their dogs off the lead.	1 = Rare	4 = Major	4 = Acceptable	Y	
Dogs, other animals.	Animal faeces	Ingestion of unknown substance by direct consumption, or by transferring from feet to hands.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - Supervision of small children. Regular hand waching.	1 = Rare	5 = Catastrophic	5 - Adequate.	Y	
Entrances / Exits	Glass, congested space.	Banging into glass doors	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - Groups leaders to supervise large groups near entrances and ensure orderly entrance/exit.	2 = Unlikely	2 = MINOR	4 = Acceptable	Y	
Glass roof of the Crescent Wing	Slipping on glass roof at ground level. Extra caution needed if weather is wet / cold.	Slips on hard surface	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - SCVA SOP to alert group leaders to slippery surface, and suggest another route in the event of flooding or freezing conditions.	2 = Unlikely	3 = Moderate	6 = Adequate	Y	
Insects - wasps, bees, ticks etc.	Bites / stings	Risk of stings, bites and allergic reaction.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - SCVA SOP to alert participants to the danger of insects. Advise wearing of long trousers and long sleeves.	1 = Rare	5 = Catastrophic	5 = Adequate.	Y	Students to be informed in advance that they will be working in a natural area, anyone with known allergies to inform group leaders.
Litter	Sharps, aerosols...	Cuts, inhalation...	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - SCVA SOP to visit work areas in advance and remove any litter.	1 = Rare	3 = Moderate	3 = Acceptable	Y	
Plants / Trees / Fungi	Ingestion of berries / nuts / seeds / fungi	Upset stomach, sickness...	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - SCVA SOP to alert group leaders about and be vigilant for berries/nuts/seeds/fungi. Ensure young children are told not to pick or eat anything without asking an adults.	1 = Rare	4 = Major	4 = Acceptable	Y	

Plants / Trees - Brambles, Nettles...	Scratches from brambles, stings from nettles	Risk of stings, allergic reaction, scratches.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - SCVA SOP to alert participants to the danger of brambles and nettles. Advice wearing of long trousers and long sleeves. Activity to take place in relatively open / clear	2 = Unlikely	2 = MINOR	4 = Acceptable	Y	
Road traffic.	Motor vehicles, cycles, scooters etc.	Collision with motor vehicle, cycles, scooters	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - Group leaders to be aware of traffic to be negotiated outside the Sainsbury Centre and adjacent to the Sculpture Park	1 = Rare	5 = Catastrophic	5 = Adequate.	Y	
Sculptures	Risk of trips, slips and falls, injury to head, cuts from rough/sharp surfaces.	Risk of trips, slips or falls when walking near to, or climbing on to the Sculptures.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - Group leaders to ensure groups do not climb or touch sculptures as per signage. Group leaders to advise caution for sculptures in the park that can be touched (eg Proximity, the Beasts, Mirage I & II, and Another Time II).	2 = Unlikely	3 = Moderate	6 = Adequate	Y	
The Broad, River, and waterways.	Deep water with natural, unmarked, and unguarded edges.	Risk of slipping or falling into the water, resulting in injury or drowning.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - SCVA SOP staff to alert group leaders and other adults of the potential danger. Advise close supervision of young children when walking near the broad, river, and waterways. SCVA SOP or Group Leader to carry phone and contact number (x2469) of SCVA Gallery Assistants for First Aid, or UEA x2222 for urgent response from campus security.	1 = Rare	5 = Catastrophic	5 = Adequate	Y	
Uneven ground	Paths are compacted earth and gravel. They are prone to flooding during/following wet-weather, and potentially slippery in freezing conditions.	Trips, slips, falls.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - SCVA SOP to advise groups to wear suitable footwear. Route to be checked by SCVA SOP before leading activities. Participants advised to stay on the marked paths.	2 = Unlikely	2 = MINOR	4 = Acceptable	Y	
Uneven ground	Off-paths - un-prepared, un-maintained, and un-predicatable ground - wet marshland, long grasses, deep mud, woodland (tree roots) etc. Steeply sloping terrain.	Trips, slips, falls. Sinking into deep mud and losing footing.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - SCVA SOP to advise groups to wear suitable footwear. Activity area to be checked by SCVA SOP before leading activities. Participants advised to stay on the marked paths, or with the group leaders.	1 = Rare	4 = Major	4 = Acceptable	Y	
Vehicles	Off-road vehicles used by campus security and maintenance teams.	Collision with unexpected vehicle	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE - Group leaders to ensure groups do not enter cordoned off areas and keep to the alternative routes signposted. Be aware of maintenance and security vehicles which may pass through the Sculpture Park.	1 = Rare	5 = Catastrophic	5 - Adequate.	Y	
Weather	Rain	Rain, causing participants to become wet and cold.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE & PPE - SCVA SOP to advise groups to wear suitable waterproof clothing. Shelter to be erected if heavy rain is forecast. Activity to take place under shelter where possible, or participants to take breaks in the shelter. Group leaders to be vigilant to anyone showing signs of being extremely cold.	2 = Unlikely	3 = Moderate	6 = Adequate	Y	

Weather	Snow / Ice / Wind / Cold temperatures.	Trips, Slips, falls. Hypothermia.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE & PPE - SCVA SOP to advise groups to wear suitable warm clothing. Participants to stay moving. Avoid sitting on cold ground for extended periods. Opportunities to take breaks indoors wherever possible. Group leaders to be vigilant to anyone showing signs of being extremely cold.	2 = Unlikely	2 = MINOR	4 = Acceptable	Y	
Weather	Sun / heat	Sunburn, sunstroke, dehydration.	Pupils/Students & Teachers/Staff/Volunteers from visiting institution (Group leaders and other adults). SCVA SOP staff.	PROCEDURE & PPE - SCVA SOP to advise groups to wear suitable headwear and clothing, and to use sunscreen. Breaks for regular drinks. Work in shade wherever possible. Minimise exposure time.	2 = Unlikely	2 = MINOR	4 = Acceptable	Y	

STUDIO

Hazard Category	Hazard	Brand & supplier	SDS web link	Safety Data Sheet/s (SDS) held on file by SCVA (by Brand and supplier)	Hazard Statements	Precautionary Statements	Risk Phrases	Hazardous Event	Who is at risk	Controls	Likelihood /5 (1 = very unlikely, 5 = very likely)	Consequence /5 (1 = insignificant, 5 = Catastrophic)	Resulting level of risk (Risk = Likelihood x Consequence)	Adequate Y/N	Further Info / Actions. Eg. Unsuitable to certain user groups
Glue / Adhesive	Hot Glue Guns	Hot melt glue sticks from ESPO	Unavailable	NO				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.	User & other people nearby; Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	S50W: Artist-Educator &/or LPM 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. Only use with SEN after discussion with group leader.	3	2	6 - ADEQUATE	YES	Not suitable for use with Early Years Foundation Studies (EYFS)/Pre-School children, or Key Stage One (KS1) groups
Glue / Adhesive	Cool Melt Glue Guns			NO				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.	User & other people nearby; Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	S50W: 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. Only use with SEN after discussion with group leader.	3	1	3 - ACCEPTABLE	YES	Not suitable for use with Early Years Foundation Studies (EYFS)/Pre-School children.
Glue / Adhesive	General Purpose Children's PVA Adhesives Mediums - liquid form eg. 'White Glue'	Scola Marven from ESPO	https://www.espocatalogue.org/eSupply/COSHH/09350.pdf	YES - Brian Clegg Red Label PVA, Brian Clegg Black Label Premium PVA Medium, and Berol Marvin.				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. Inhalation, skin contact, eye contact, consumption.	User & other people nearby; Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	S50W: 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	Print Sticks original, from ESPO	https://www.espocatalogue.org/eSupply/COSHH/138738.pdf	YES - Pritt Stick, and Bostik Blue Stick			R20/22, R34, R35, R36/37/38, R8.	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. INHALATION, SKIN CONTACT, EYE CONTACT, INGESTION.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	S50W: 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	UHU squeeze glue pen	UHU glue pen from ESPO	https://www.espocatalogue.org/eSupply/COSHH/09032.pdf	YES - UHU Pens					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.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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	BOSTIK FAST TAK, from ESPO	https://www.espocatalogue.org/eSupply/COSHH/182737.pdf	Yes - Essentials Re-Tak spray adhesive,	H319, H315, H336, H411, H222, H229	P101, P102, P210, P211, P251, P271, P273, P280, P302, P352, P305, P351, P338, P410, P412, P501.	R12, R52/S3.		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.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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. Only use with SEN after discussion with group leader.	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 with Early Years Foundation Studies (EYFS)/Pre-School children.
Glue / Adhesive	Spray adhesives & fixatives	3M Spray Mount, from ESPO	https://www.espocatalogue.org/eSupply/COSHH/09148.pdf	YES - 3M Spray Mount Adhesive & Display Mount	H222, H229, H319, H315, H336, H411	P102, P210A, P211, P251	R36, R66, R67, R51.		Inhalation, causes irritation to skin, and severe irritation to eyes. May cause drowsiness or dizziness.	User & other people nearby.	SSOW: Do not breath vapour spray. Sprays only to be used outside. 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. Only use with SEN after	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
Painting	Acrylic / PVA Paint	SYSTEM 3 ACRYLIC PAINT	https://www.espocatalogue.org/eSupply/COSHH/136557.pdf	YES - System 3 Acrylic Colours	NONE	P301, P330, P331			Ingestion may cause distress - but product is considered non-toxic. Irritation to sensitive skin. Contact with eyes causing irritation and potential damage to sight.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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	BRIAN CLEGG Ready mix poster paint	https://www.espocatalogue.org/eSupply/COSHH/248398.pdf	YES - Brian Clegg Ready Mix Colour, & Scola Ready Mix poster paint			none		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.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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	SCOLA Drawing ink	https://www.espocatalogue.org/eSupply/COSHH/58505.pdf	YES - Scola drawing ink, waterproof.			none		May cause irritation to skin and eyes. Temporary staining of skin is likely.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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	
Inks	Batik Dyes	Colourcraft batik dye from espo	https://www.espocatalogue.org/eSupply/COSHH/182648.pdf	YES - Beroil Dyes			R42/42 - SENSITISATION		Black pigment may cause sensitisation via skin contact. Other pigments may cause irritation to skin and eyes. Skin staining likely upon contact.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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, separate RA to be carried out, and UEA HSS to be made aware of this.

Printing	Printing Mediums for screens.	DALER ROWNEY SYSTEM 3 Printing medium	https://www.espcatalogue.org/eSupply/COSHH/60070.pdf	YES - System 3			none	May cause irritation to skin, eyes and respiratory system.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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	N/A	N/A	N/A				Burns to skin, most likely hands. Crushing injury if iron was to fall from a height eg from ironing board onto feet.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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
Materials	Air-drying clay	NovaClay by NEWCLAY, from ESPO	https://www.espcatalogue.org/eSupply/COSHH/13064.pdf	YES - Newclay				Ingestion, inhalation of dust-particles irritation to skin/eyes, allergic reaction.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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. 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	Earthenware Red Terracotta clay for kiln firing	Earthenware Red Terracotta clay for kiln firing	https://www.espcatalogue.org/eSupply/COSHH/10715.pdf	YES			R1,2,3,4,5,6	Ingestion, inhalation of dust-particles, allergic reaction. Irritation to skin, eyes, respiratory system.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	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. 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. Plastercine.	NCP AIR DOUGH	https://www.espcatalogue.org/eSupply/COSHH/105848.pdf	YES - ModelAir				Skin contact, eye contact, ingestion, inhalation.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	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	Specialist crafts mod roc	https://www.georgewell.com/ms-ds-store/modroc.pdf	YES - Smith & Nephew				Ingestion, inhalation of dust-particles, allergic reaction. Irritation to skin, eyes, respiratory system.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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 / SEN pupils 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	Scola casting powder, from espo	https://www.espcatalogue.org/eSupply/COSHH/38431.pdf	YES - Scola casting plaster				Ingestion, inhalation of dust-particles, allergic reaction. Irritation / inflammation to skin, eyes, respiratory system. Inflammation.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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	3	3	9 - ADEQUATE	YES	Not to be used for casting body parts.

							Crushing injury to body parts in setting plaster.		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. Bags & tools to be washed after workshop. Small children to be closely supervised to avoid consumption. When casting body parts, high level of adult supervision required.	2	4	9 - ADEQUATE	YES	
							Minor burns from heat generated in chemical reaction during 'setting'			1	3	3 - ACCEPTABLE	YES	
Materials	Cable Ties			NO			Constriction of blood flow, caused by over-tightening cable tie around body parts, eg. wrists. Suffocation, if tightened around neck/throat.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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	Elimination: use an alternative fixing method.
Materials	Merino wool tops						Allergic reaction to wool	User. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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 for felting process	OLIVE SOAP	http://justasoapcdn.s3.amazonaws.com/Butters_Oils/SDS_pomace_oil.pdf				Allergic reaction to soap.	User. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers	Workshop leader & SVC 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 etc			NO			Choking hazard / restricted breathing.	Small children - unaware of the risks of putting these in their mouths / noses.	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	N/A	N/A	N/A			Minor cuts, and crushing injury, most likely to fingers / hands	User. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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	To be stored out of reach of small children.
Materials	Wire: aluminium, steel & 'Chicken Wire'			NO			Damage to eyes, if ends 'poke' into eyes, or if small pieces 'ping' into eyes. Cuts/Scratches from wire springing unexpectedly.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	SSOW: Workshop leader & SVC 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 adhere to SSOW.	2	2	4 - ACCEPTABLE	YES	WPE: goggles & gloves could be worn.
Materials	Willow			NO			Damage to eyes, if ends 'spring' or 'poke' into eyes. Scratches from willow 'springing' unexpectedly.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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 adhere to SSOW.	1	2	2 - ACCEPTABLE	YES	WPE: goggles & gloves could be worn.

Detergents / cleaning products	Carving Soap - shavings falling on floor creating a slip hazard, especially when wet.			YES - from ESPO				Wet / slippery floor, leading to falls	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers.	Carving to be carried out on table tops, with container provided for shavings. Floor to be thoroughly swept after the session, and if necessary mopped too. Slipperiness 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							Slippery floor, leading to falls	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers.	Floor to be thoroughly swept after the session, and during the session if necessary. Slipperiness 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.	N/A		NO				Wet / slippery floor, leading to falls	Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers.	SOPC / workshop leader to inform everyone in the room that the buckets have been placed on the floor. Minimize amount of water on the floor by using large towels or floor trays to contain any splashes or spills. Slipperiness 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	Detergents / cleaning products							Ingestion	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA cleaning staff.	Detergents to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.	1	3	3 - ACCEPTABLE	YES	Detergents / cleaning products could be stored in a locked or high cupboard, out of reach of children.
								Allergic reaction (skin, eyes, breathing)			1	2	2 - ACCEPTABLE	YES	PPE: goggles & gloves could be worn.
Solvents	Solvents eg. White Spirit	White spirit	https://www.espcatalogue.org/eSupply/COSHH/49720.pdf	YES - from ESPO				Ingestion	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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.
				YES - from ESPO				Combustion			1	5	5 - ADEQUATE	YES	Solvents to be stored in a locked cupboard & away from naked flames.
				YES				Irritation / Allergic reaction (skin, eyes, breathing)			1	2	2 - ACCEPTABLE	YES	PPE: goggles & gloves could be worn.
Oil Painting	Oil paint	DALER ROWNEY, OIL COLOURS	https://www.espcatalogue.org/eSupply/COSHH/15709.pdf	Yes - Daler Rowney paint from ESPO				Ingestion	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, & other SCVA Staff & Volunteers	Solvents to be appropriately labelled, used according to printed guidelines, and stored out of reach / access of young children.				YES	Solvents to be stored in a locked cupboard.
				YES - from ESPO				Irritation / Allergic reaction (skin, eyes, breathing)						YES	PPE: goggles & gloves could be worn.
Oil Painting	Linseed oil			Yes - from MKM				Ingestion	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, & other SCVA Staff & Volunteers	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.
				YES				Irritation / Allergic reaction (skin, eyes, breathing)			4	2	8 - ADEQUATE	YES	PPE: goggles & gloves could be worn.
Oil Painting	Baby Oil			YES - Johnson & Johnson				Ingestion	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, & other	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

				YES					Irritation / reaction (skin, eyes)	SCVA Staff & Volunteers		1	1	1 - ACCEPTABLE	YES	
Household products	Vaseline			YES					Ingestion	Small children - unaware of the risks of putting this in their mouths.	Close supervision of small children.	2	2	4 - ACCEPTABLE		
Misc	Nitrile gloves			Yes - from ESPO					Irritation > severe allergic reaction	User and anyone they come into contact with	SOPC / workshop leader to inform user that the gloves are made from Nitrile, and ask if they have a known allergy to this.	1	4 or 5	4 or 5 - ADEQUATE	YES	Alternative gloves could be provided eg. allergy to Lantex is more common, but less severe.
Furniture / large equipment	Stacking plinths	N/A	N/A	N/A					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.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	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).	N/A	N/A	N/A					Stretch, strain or fall. Dropping items causing injury to themselves & others.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	Only light items to be stored on high shelves. Primary School age children not to use wooden steps.	2	3	6 - ADEQUATE	YES	
Furniture / large equipment	Folding steps	N/A	N/A	N/A					Working at height - user could fall if steps not correctly opened & placed, injuring themselves & others.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	Primary School age children not to use folding steps.	2	3	6 - ADEQUATE	YES	Not for use by small children.
Furniture / large equipment	Ladders	N/A	N/A	N/A					Working at height - user could fall if ladder not correctly opened & placed, injuring themselves & others.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. Urea maintenance staff.	Pupils and Students under age 18 not to use ladders.	2	3	6 - ADEQUATE	YES	Not for use by small children.
Furniture / large equipment	Wooden steps	N/A	N/A	N/A					Back injury caused by inappropriate manual handling of large/ heavy items.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	Primary School age children not to use wooden steps.	2	3	6 - ADEQUATE	YES	
				N/A				Crushing injury if the steps were to be dropped eg onto feet / hands.	2			3	6 - ADEQUATE	YES		
				N/A				Working at height - user could fall if ladder not correctly opened & placed, injuring themselves & others.	2			3	6 - ADEQUATE	YES		
Electrical	Electricity: sockets, trailing cables	N/A	N/A	N/A				Electrical shock	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers		1	4	4 - ACCEPTABLE	YES	safety caps on all sockets, to prevent small children putting their fingers in them, or access to sockets.	

				N/A				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	N/A	N/A	N/A				Back injury caused by inappropriate manual handling of large/ heavy items.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	Only adults or older students to lift tables & correct manual handling techniques to be adhered to.	2	3	6 - ADEQUATE	YES	
				N/A				Crushing injury if the table tops were to be dropped or fall, eg. onto feet / hands.			2	2	4 - ACCEPTABLE	YES	
				N/A				Injury to head/eyes if walking/running into corners.			2	2	4 - ACCEPTABLE	YES	
Furniture / large equipment	Easels: storage, assembly and take-down.	N/A	N/A	N/A				Risk of easels falling / collapsing if stacked/stored inappropriately, or assembled incorrectly.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	Wing nuts to be sufficiently tightened to avoid collapse in use. Easels to be carefully stored and secured to avoid fall & crushing injury.	3	2	6 - ADEQUATE	YES	Easels to be stored in a rack when not in use, or tied back to avoid falling.
				N/A				Crushing injury if the easels were to be dropped eg onto feet / hands.			2	2	4 - ACCEPTABLE	YES	Not for use by small children.
				N/A				Risk of fingers etc getting trapped in moving parts, particularly during assembly / take-down.			2	2	4 - ACCEPTABLE	YES	Not for use by small children.
Sharps	Scissors: fabric shears, large scissors & child's safety scissors	N/A	N/A	N/A				Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW 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/sharp 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 their reach.
Sharps	Knives (craft knives, scalpels, Stanley knives, roller cutters)	N/A	N/A	N/A				Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW: Artist-Educator &/or SOPC to explain SSOW & give demonstration. Limited number of Knives to be provided, so that adults are able to supervise children using them. These should also be stored (end down in sealed box) to avoid them falling out & out of reach of young children.	3	2	6 - ADEQUATE	YES	They could also be used. Gloves and Goggles. Or children could be prevented from using knives altogether.
Tools	Hand drills	N/A	N/A	N/A				Damage to skin from sharp drill bits. Injury to eyes.		Clear workspace, could be used seated, minimal movement around the room from other people whilst tools being used. PPE - Googles could be worn.	2	3	6 - ADEQUATE	YES	Not to be used by small children.
Tools	Hammers, rubber / wooden mallets	N/A	N/A	N/A				Crushing injury, most likely of fingers / hands.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW: Artist-Educator &/or SOPC to explain SSOW & give demonstration.	2	2	4 - ACCEPTABLE	YES	Not to be used by small children.
Tools	Saws	N/A	N/A	N/A				Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW: Artist-Educator &/or SOPC to explain SSOW & 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	N/A	N/A	N/A				Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, SOPC, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW: Artist-Educator to be experienced with specialist tools. AE &/or SVC to explain & give demonstration of safe use (include use of bench hook, cut 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 SSOW.	3	2	6 - ADEQUATE	YES	Not to be used by small children.
Tools	Bradawls	N/A	N/A	N/A				Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW: Artist-Educator &/or SOPC to explain SSOW & give demonstration. Limited number of bradawls 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	Lino-cutting tools	N/A	N/A	N/A				Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW: Artist-Educator to be experienced with specialist tools. AE &/or SOPC to explain SSOW & 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 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.	3	2	6 - ADEQUATE	YES	Not to be used by small children.

Tools	Staplers / Staple Guns	N/A	N/A	N/A				Staples piercing skin, probably of hands. If used inappropriately, staples could travel through the air, and enter eyes.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW 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	HPE could also be used. Gloves and Goggles. Not to be used by small children.
Materials	Small / Dust-type particles - sand, glitter, flour, salt etc							Risk of inhalation, ingestion and of particles getting into eyes causing discomfort or damage to sight.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	Pupils to be closely supervised at all times, to ensure careful use of the materials, and avoid ingestion.	1	3	3 - ACCEPTABLE	YES	Minimize use with young children, and always ensure close adult supervision.
Display	High tension elastic cord used for display.	N/A	N/A	N/A				If the elastic is untied it may ping/snap, and could hit someone in the eye, or perhaps cause minor bruises. The 'surprise' of this situation may contribute to other accidents.	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA Staff & visitors.	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	N/A	N/A	N/A				Head injury, caused by falling magnets or items which the magnets were holding	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA Staff & visitors.	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	Avoid hanging heavy items from magnets.
Furniture / large equipment	Doors: entrance/exit to room.	N/A	N/A	N/A				Risk of opening door onto someone behind it - crushing.	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA Staff & visitors.	Avoid working behind doors, or, if this is necessary keep the door locked. One 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	Guillotine	N/A	N/A	N/A				Cuts to skin, most likely hands, but possible risk to other parts of the body. Injury from dropping the guillotine eg on foot, whilst carrying	User & other people nearby; Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	Clear, tidy work space.	4	2	8 - ADEQUATE	YES	Not for use by small children.
Room: Floor	Trips & slips	N/A		NO				Tripping over materials etc stacked on the floor.	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA Staff & visitors.	Keep materials neatly stacked, off the floor whenever possible.	3	2	6 - ADEQUATE	YES	
		N/A	N/A	N/A				Slipping over on wet / dirty floor.		If water / dust on the floor, use warning sign to indicate slippery floor.	3	2	6 - ADEQUATE	YES	Mop up spillages asap.
Misc	Unable to access to phone / First Aid Kit			NO				In the event of an emergency, First Aid may not be able to be given quickly.	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	Cupboard to be unlocked by Workshop leader / SOPC to allow access to phone. First Aid Kit to be clearly displayed.	1	2	2 - ACCEPTABLE	YES	

Drawing	Pencils (Graphite)			NO				Damage to skin/eyes, if overly sharpened.	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.		2	2	4 - ACCEPTABLE	YES	
Drawing	Graphite sticks (Extruded mixture of graphite, soot, cellulose ethers, fat and waxes, inorganic fillers)	LYRA Crayons,	https://www.especatalogue.org/eSupply/COSHH/29238.pdf	YES - Lyra Crayons from ESPO				Dust may cause irritation to eyes.	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	Avoid touching face/eyes with dirty hands.	2	2	4 - ACCEPTABLE	YES	
Sharps	Kebab / cocktail sticks	N/A	N/A	N/A				Damage to skin/eyes from sharp ends	Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	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	N/A	N/A	N/A				Trip/slip	Anyone in the room; Children, Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers	Everyone in the room to be aware that they are on the floor. Move around carefully looking where moving.	2	3	6 - ADEQUATE	YES	
Balls	Marbles	N/A	N/A	N/A				Choking	Small children - unaware of the risks of putting these in their mouths / noses.	Not to be used by very small children. Close supervision of other young children.	1	4	4 - ACCEPTABLE	YES	
Sharps	Metal clay tools	N/A	N/A	N/A				Cuts to skin, most likely hands, but possible risk to other parts of the body, including eyes.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	SSOW: Artist-Educator to be experienced with specialist tools. AE &/or SOPC to explain SSOW & 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 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.	3	2	6 - ADEQUATE	YES	Not to be used by young children. To be stored in sealed container.
Drawing	Charcoal			YES - from ESPO				Dust getting into eyes, and causing irritation or damage to sight.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	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				Dust getting into eyes, and causing irritation or damage to sight.	User & other people nearby. Pupils, Students, Teachers, Adult helpers, Artist-Educator, LPM, other SCVA Staff & Volunteers. UEA staff & visitors.	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	

