

Risk Assessment

Ipswich Home Ed Hub

Activity	Ipswich Home Ed Hub at Framsdan Village Hall
Location	Framsdan Village Hal
Completed by	Elisabeth Neal and Rose Johnson
Date completed	20.1.26

Hazard <i>What could cause harm? Who could be harmed?</i>		Control Measures <i>What will you do to control the risk?</i>	Owner
<i>Kitchen utensils (sharp knives, peelers, graters) or bushcraft/gardening tools</i>	<i>leaders and participants</i>	<i>Explain about and ensure the safe working zone. If anyone comes inside the zone, utensil/tool use should stop until the zone is empty again. Talk through the safety aspects of using a knife/peeler/grater/tool including how to put them down when not in use or how to hand over safely to someone else. Demonstrate how to safely use utensils/tools. Limit number of participants using sharp utensils at any one time leaders to supervise knife use between small groups. Ensure First Aid kit is accessible. Lock utensils/tools in box once finished with.</i>	
<i>Step up stools for shorter participants and other unintended objects that could cause trip hazards</i>	<i>leaders and participants</i>	<i>Discuss potential trip hazards with participants. Ensure participants observe the guidelines for utensil/tool use so that they are not mobile whilst using utensils/tools and not within anyone's safe working zone whilst moving around the area in general. Ensure step up stools are stored under benches when not in use. Ensure participants store any bags/coats etc in the bag/coat area.</i>	
<i>Participants with limited experience of utensil/tool use</i>	<i>leaders and participants</i>	<i>Ensure utensil/tool use guidelines as mentioned above are understood and adhered to. Offer one to one support as appropriate. Limit number of participants taking part at any one time.</i>	
<i>Cooker/oven</i>	<i>leaders and participants</i>	<i>Only leaders to turn on cooker/oven. Participants to be supervised by a leader at all times when using cooker/oven. Show participants how to handle items safely into/from oven and how to call in clear voice to ensure no one is standing in the area of oven door when being opened. Leaders/Participants to use oven gloves when handling items</i>	

		<i>into/from oven. No more than 3 participants and a leader to be in immediate cooking area at any one time. Ensure fire blanket and fire extinguisher are accessible and located close to oven area.</i>	
<i>Open fire</i>	<i>leaders and participants</i>	<i>Leaders to be present and monitor fire at all times. Fires only to be lit in designated fire site. Leaders to check route around fire site is free from trip hazards. Verbal warning of the risks given to the participants. Heat proof gloves to be used. Fire blankets available. Fire Water Available. First aid kit to hand.</i>	
<i>Dirty hands</i>	<i>leaders and participants</i>	<i>Leaders and participants to wash hands before preparing, eating or distributing food.</i>	
<i>Walking whilst eating</i>	<i>participants</i>	<i>Participants to sit down whilst eating and drinking</i>	
<i>Contaminated food</i>	<i>leaders and participants</i>	<i>All food and drinks, and ingredients for cooking to be carried and stored in sealed containers. Food and food ingredients to be prepared and offered on clean surfaces.</i>	
<i>Children with allergies: egg, dairy, wheat, nuts</i>		<i>Ensure all leaders know if any children in the group have allergies. Ensure no foods containing egg, dairy produce, wheat, nuts are consumed or touched by affected children. Access to relevant epipens in case of medical emergency.</i>	
<i>Children with medical conditions (asthma, anaphylaxis, epilepsy).</i>		<i>Ensure all leaders know if any participants have medical conditions. Ensure access to inhaler and volumiser / epipens in case of medical emergency. Ensure first aid kit carried/accessible at all times. Ensure leaders carry charged mobile phone at all times, and know number of parents and emergency services</i>	
<i>Children with additional learning</i>		<i>Participants with significant needs or behavioural needs have leader support appropriate to their needs. Participants</i>	

<i>and behavioural needs</i>		<i>with significant needs or behavioural needs have instructions shared at their level of understanding and are supervised by leader throughout session.</i>	
<i>Wild/domestic animals</i>	<i>leaders and participants</i>	<i>Explain to participants the risks of being out in nature/countryside. Explain need to keep distance from wild animals or dogs on leads and not chase, startle or touch them.</i>	
<i>Roads/traffic</i>	<i>leaders and participants</i>	<i>Explain to participants the risks of walking alongside/near roads. Leaders to ensure safe crossing of roads by checking for traffic and ensuring participants also check for traffic before crossing.</i>	
<i>Trees</i>	<i>GCE leaders and participants</i>	<i>No tree climbing. When working near or under trees ensure all children can recognise a dead branch by its lack of foliage, bark, twigs or the different sound a dead branch makes (n.b this may cause problems in winter time when there are no leaves. Look for buds or small twigs to show healthy branches)</i>	
<i>Playing in large, outdoor space and going for walks in woods.</i>		<i>Physical boundaries for activity are explained to participants Leaders attract participant's attention during activity with agreed signal. Leaders practise gaining attention using signal with the participants. Participants are familiar with "1, 2, 3 where are you?" activity which is used if a participant goes out of sight.</i>	
<i>Nettles, brambles</i>		<i>Leaders to clear area as much as possible of nettles/brambles but also highlight any remaining nettles/brambles to participants. Access to first aid kit.</i>	

Weather		<p><i>Weather forecast to be checked in advance by leaders, arrangements for the session to be made accordingly and leaders to advise parents/guardians of appropriate clothing according to forecast.</i></p> <p><i>Wet weather - leaders and participants wear waterproof coat, trousers, and wellies.</i></p> <p><i>Hot weather - Participants advised to apply sun cream before the session, and sun hats worn as necessary. Plenty of fluid to drink throughout the session. Participants encouraged to rest out of the sun during the session.</i></p>	