



TOOL USE/ EQUIPMENT RISK ASSESSMENT

| | | |
|---|------------------------------------|--|
| School name The Academy at St James | | |
| Activity / Environment Description: Forest School Activities | Date of Assessment: 21/3/22 | |
| Assessed by (name): N. O'Brien | Date of Review: 21/3/23 | |
| Approved by (name): C Tolson | | |

| Ref No | Hazard | Who is at risk? | Control Measures | L | S/C | Risk Rating with controls in place *see key overleaf |
|--------|---|-----------------|---|---|-----|--|
| 1 | Improper use of drill | Group | <ul style="list-style-type: none"> • Inform person using the hand drill of how to operate it safely • Gloves need to be worn • First aiders and first aid kit close by. • Tools counted in and out each session. • One to one supervision for early years children. • Use in designated area for tools • Remind others in area to stay clear of tools. • Keep in cover when not in use and store in tool bag. | 2 | 1 | 2 |
| 2 | Improper use of bill hook/whittling axe | Group | <ul style="list-style-type: none"> • Inform person using bill hook of tool talk • No glove needed on hand using tool, glove on helping hand. • First aiders and first aid kit close by. • Tools counted in and out each session. • One to one supervision for early years children. | 2 | 2 | 4 |

| | | | | | | |
|---|--|-------|--|---|---|---|
| | | | <ul style="list-style-type: none"> ● Use in designated area for tools. ● Remind others in area to stay clear of tools. ● Keep in cover when not in use and store in tool bag. ● Adult only uses of the whittling axe | | | |
| 3 | Improper use of bow saw | Group | <ul style="list-style-type: none"> ● Inform person using bow saw of tool talk (see hand book). ● No glove needed on hand using tool, glove on non-sawing hand. ● First aiders and first aid kit close by. ● Tools counted in and out each session. ● One to one supervision for early years children. ● Ensure safety of site if using outside of designated tool use area. ● If sawing branches from a tree ensure no one or property will be hurt or damaged when it falls. ● Remind others in area to stay clear of tools. ● Keep blade cover on when not in use and store in tool bag. | 2 | 2 | 4 |
| 4 | Improper use of knives and potato peelers. | Group | <ul style="list-style-type: none"> ● Inform person using knives/peelers of tool talk (see hand book). ● Correct use to be demonstrated by forest school leader. ● Whittling knives to be blunt ended and tools to be checked before and after use for signs of damage / wear. ● No glove needed on hand using tool, glove on non-knife hand. ● First aiders and first aid kit close by. ● Knives stored in a locked secure container, numbered and counted in and out at each session. ● Use in designated area for tools. ● Keep in cover when not in use and store in tool bag. ● Remind others in vicinity to stay clear of tools. | 2 | 2 | 4 |
| 5 | Improper use of gardening tools. (spade, fork, hoe etc.) | Group | <ul style="list-style-type: none"> ● Inform person using tool how to use safely (two arms and a tool length away) ● Wear gloves on both hands . ● First aiders and first aid kit close by. ● Tools counted in and out each session. ● One to one supervision for early years children. ● Use in designated area for tools. ● Keep in cover when not in use and store in tool bag. ● Remind others in vicinity to stay clear of tools. | 2 | 1 | 2 |
| 6 | Improper use of mallet | Group | <ul style="list-style-type: none"> ● Inform person using mallet of tool talk (see hand book) ● No glove needed ● First aiders and first aid kit close by. ● Tools counted in and out each session. ● One to one supervision for early years children. ● Keep in cover when not in use and store in tool bag. | 2 | 1 | 2 |

| | | | | | | |
|----|------------------------------|-------|--|---|---|---|
| | | | <ul style="list-style-type: none"> ● Remind others in vicinity to stay clear of tools. | | | |
| 7 | Improper use of loppers | Group | <ul style="list-style-type: none"> ● Inform person using loppers of tool talk (see hand book). ● No glove needed, both hand will be on tool. ● First aiders and first aid kit close by. ● Tools counted in and out each session. ● One to one supervision for early years children. ● Keep in cover when not in use and store in tool bag. ● Remind others in vicinity to stay clear of tools. ● If sawing branches from a tree ensure no one or property will be hurt/damaged when it falls. | 2 | 2 | 4 |
| 8 | Improper use of Hot Glue Gun | Group | <ul style="list-style-type: none"> ● Inform person using glue gun to use a safe distance away. (zone off area of classroom) ● Demonstrate to user correct technique. ● First aiders and first aid kit close by. ● Users to wear thick gloves during gluing process. ● One to one supervision for all children. ● Staff to check any glued items are cooled before giving to children. | 2 | 2 | 4 |
| 9 | Improper use of Kelly Kettle | Group | <ul style="list-style-type: none"> ● Follow risk assessment for open fires. ● Stay with Kelly Kettle at all times. ● Ensure it is on a sturdy level nonflammable base (it has a high center of gravity). ● Feed flames through chimney. ● Use fire safety gloves to remove base. ● Have air hole opposite side to spout. ● Do not leave cork spout in while heating water. ● Keep spout away from you to avoid splashes. | 2 | 2 | 4 |
| 10 | Improper use of Strap Line. | Group | <ul style="list-style-type: none"> ● Strap line to be installed and tested by competent staff member. ● Strap Line to be installed no higher than 50cm from the ground. Area to be checked for debris that may cause damage if users fall. ● Ensure users are wearing sensible flat footwear. ● Demonstrate correct use. Users must not step over the strap after leaving. ● Those waiting to use the rope must do so in the designated area. ● Rope to be removed immediately after use or if being left out over breaks all access gates to the woodland to be locked. | 2 | 2 | 4 |

| | | | | | | |
|----|------------------------------|-------|---|---|---|---|
| 11 | Open Fires / Outdoor Cooking | Group | <ul style="list-style-type: none"> • Fires to be lit in fire pit or other suitable area. • Area checked for overhanging trees and other possible hazards. • Only one entry/exit point to fire area. • No running whilst fire is lit. • Children tending fire or cooking to wear fire gauntlets. • Clearly demarcated safe distance area. • Plentiful supply of water to extinguish and cool fire after use. • All equipment to be checked for fire and temperature before storing. • Fire blanket and first aid kit available and to hand. Group informed where these will be kept during the activity. • Dynamic risk assessment to take place throughout the activity and activity to stop if leader has any concerns. • Leader should ensure all food is cooked correctly before allowing children to eat it. | 2 | 2 | 4 |
| 12 | Improper use of rope | | <ul style="list-style-type: none"> • If possible use brightly coloured ropes/string. • Mark ropes/string with visible objects if needed. • Adults to monitor locations of ropes/string and move if necessary. • Gloves to be worn if activity involves pulling a rope. • Adults to monitor use of rope and to control activities that involve pulling on rope • Loose ropes to be tidied away and secured when not in use • Groups taught to avoid putting ropes at neck height where people could walk into them • Adults to monitor and advise where appropriate | 2 | 2 | 4 |

Key to Risk Ratings:

Likelihood:

1 - Highly unlikely
2 – Unlikely
3 – Likely

x

Severity/consequences:

1 - Slightly harmful
2 – Harmful
3 - Extremely harmful

=

Risk rating (SC x L):

1 - Trivial risk
2 - Tolerable risk
3 - 4 - Moderate risk
6 - Substantial risk
9 - Intolerable risk

Action Plan:

| Action for each reference no: | Person Responsible | Level of priority |
|-------------------------------|--------------------|-------------------|
| 12. | NO' | |
| | | |

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL NECESSARY PERSONS

The school must keep records that the necessary persons have read and understood the contents of this and any other relevant risk assessments. The necessary persons should sign a document which evidences that the employee has had the risk assessment explained to them and fully understands the hazards and will implement the identified controls.