

**Risk Assessment for: Magpie Makes Art Clubs****Name(s):** Suzie Richardson**Organisation:** Magpie Makes Ltd**Assessment undertaken (date):** 12.05.21**Signed:****Review date:** 12.05.22

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Control Measures</b>	<b>Review</b>
Classroom furniture (chairs, tables etc)	Club Leader and children	Club Leader encourages sensible behaviour e.g. -Walking rather than running -No swinging on chairs -Look in the direction you are walking in	
Scissors	Club Leader and children	Correct teaching on how to use, carry and pass scissors to each other	
Pencils	Club Leader and children	No poking each other with pencils	
Paper cut	Club Leader and children	This is rare but can cause a small cut in the skin. Club Leader will ensure everyone uses paper correctly.	

Paints, Pens, Crayons, glue, rubbers	Children	Children may ingest the materials. We make sure the children are seated and give them clear instructions about using the equipment	
Missing Children	Children	The club leader will take a register at the beginning of each session to ensure everyone has arrived. If a child has not arrived the club leader will send the helper to the office to find out where that child is.  During the club, the children all know the rule that they must ask permission to leave the room so that the club leader knows where the children are at all times.	
<b>Ratios</b> <b>Register</b> <b>End of club details</b>  <b>Injury</b>		One adult for 15 children – we do not admit Reception children into the club. Registers are taken at the beginning of each session The club leader conducts a head count then takes the children to the collection point. All children must be signed for to be released. All our club leaders are Paediatric First Aid trained – Our last training course was September 2019. In the case of serious injury the club leader will follow the schools' rules on how to contact the emergency services.	
<b>Assistant</b>		Our art club helpers are not responsible for the children or their behaviour. The assistant will not be left unattended with the children and they will not accompany them to or from the toilets.	
<b>Covid</b>		Children will be offered hand sanitiser at the beginning of each club Windows will be open to encourage air flow Club Leaders will carry anti-bacterial wipes to clean the tables and equipment after each session Any child displaying any symptoms will be sent straight to the school office	