

Risk Assessment										
Task/Process/Equipment assessed: Paper Cup Challenge							Page 1/2	Version 001		
Location				Assessor(s) Kirsty Duncan						
	Hazard		Initial Assessment			Controls	Residual Risk			
Item	Hazard Effect	Population at Risk	Hazard Severity	Likelihood of Occurrence	Risk Rating	List all controls required	Hazard Severity	Likelihood of Occurrence	Risk Rating	
Potential for crowding	Jostling and Pushing	Children/Parents	1	2	2	Stewardship available from presenters.	1	1	1	
Hands On Activities.	Jostling and pushing	Children/Parents	1	2	2	Clear instruction given before activity commences and how to go about this. As above the risk of crowding and jostling.	1	1	1	
Carrying boxes during set up and clear up	muscle injury /strain	Employees and/or presenters	3	2	6	Employ correct lifting procedures. 2 people to carry and move heavier equipment when required. Lifting/moving aids to be used where appropriate.	3	1	3	
Signed: Kirsty Duncan							Date: 30/06/21			
Signed:							Date:			

Risk Assessment									
Task/Process/Equipment assessed: Music Maker							Page 2/2	Version 001	
Location				Assessor(s) Kirsty Duncan					
Item	Hazard		Initial Assessment			Controls	Residual Risk		
	Hazard Effect	Population at Risk	Hazard Severity	Likelihood of Occurrence	Risk Rating	List all controls required	Hazard Severity	Likelihood of Occurrence	Risk Rating
Obstacles outside	Trips	Employees, children/parents	3	2	6	Clear all personal belongings from work area. No running allowed. Boxes and lids to be moved to one side. Close supervision at all times. Ensure gazebo is secured.	3	1	3
Standing on paper cup tower	Falls and trips	Employees, children/parents	3	2	6	Children must be supervised at all times while doing this activity to limit the likelihood of falling.	3	1	3
Using scissors to cut cardboard	Cuts/injury	Employees/Children/Parents	3	1	3	Staff should pre-cut the cardboard to that the risk to children is eliminated.	3	1	3
Signed: Kirsty Duncan							Date: 30/06/21		

Signed:

Date:

Risk Matrix				
	Minor (1)	Significant (2)	Serious (3)	Very Serious (4)
Remote (1)	1	2	3	4
Possible (2)	2	4	6	8
Likely (3)	3	6	9	12
Very Likely (4)	4	8	12	16

Risk Assessment Result	
Insignificant = 1-2	No further assessment required. Adhere to normal procedures and work safely
Tolerable = 3-4	The existing control measures should address the hazard. Proceed if you are confident the risks are adequately controlled.
Unacceptable 6-16	Work must not be started until the risks have been reduced. A more detailed assessment is required. Discuss with line manager.