## Risk Assessment Form

**Service / School:** Communications and Engagement  
**Location of Activity:** UCLan campus and various community centres/schools  
**Activity:** Scene in a box. Various dates and locations; - Introduce simple ideas around recycled materials, perspective and composition in 3 dimensions to children

**Assessment Undertaken By**  
**Name:** Andrew Mcdonald  
**Date:** 27/04/2020  
**Signed by Dean of School / Director of Service or their nominee:**  
**Date:**

**List significant hazards here:**

<table>
<thead>
<tr>
<th>List groups of people who are at risk:</th>
<th>List existing controls, or refer to safety procedures etc.</th>
<th>For risks, which are not adequately controlled, list the action needed.</th>
<th>Remaining level of risk: H,M or L.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Please ensure you have an adult (someone over 18 years old) present when carrying out this activity.</td>
<td>If children cut themselves then medical attention( First Aid or Ambulance if serious) will be sought</td>
<td>L</td>
</tr>
<tr>
<td>Use of Craft knife</td>
<td>Correct procedure for cutting the straws explained before the activity</td>
<td>If children cut themselves then medical attention( First Aid or Ambulance if serious) will be sought</td>
<td>L</td>
</tr>
<tr>
<td>Use of scissors for cutting</td>
<td>Correct procedure for cutting the straws explained before the activity</td>
<td>If children cut themselves then medical attention( First Aid or Ambulance if serious) will be sought</td>
<td>L</td>
</tr>
</tbody>
</table>
| Use of glue                          | Children will be supervised by UCLan staff/volunteers  
Advice young people to report any spillages | | L                                |
| Lay out of the room.                 | Ensure that the tables are set out with enough space to walk around and not over crowded- fire exits are kept clear at all times.  
Children will be supervised by UCLan staff/volunteers | | L                                |
| Moving furniture                     | Ensure that chairs and other bits of furniture do not over crowd the space when moved into position.  
Children will be supervised by parent/carer | | L                                |