


# Yorkshire Sculpture Park Risk Assessment

<b>Equipment or Activity Being Assessed:</b>  All Learning Activity for Formal and Informal Programmes.  Staff, Artist Educators, Workshop Assistants, Volunteers, Visitors		<b>Health and Safety Advisor:</b> Paul Beaumont  <b>Learning Managers:</b> Emma Spencer & Kathryn Brame  <b>Signatures:</b> <i>Emma Spencer Kathryn Brame</i>  <b>Interim Head of Programmes - Alex Hodby</b>  <b>Signature:</b> <i>AJHodby</i>			<b>Department:</b>  Learning		
					<b>Date of Risk Assessment:</b>  February 2025		
					<b>Review Date of Assessment:</b>  February 2026		
What is the Hazard?	Who May be Harmed and Injuries Sustained?	What Control Measures are already in Place?	Probability (P)	Severity (S)	Overall Risk (P X S)	Is the overall risk acceptable? If No, state additional Controls to achieve an acceptable risk level.	Who will action controls and date to be completed by?
			After Control Measures				

## General Parkland Safety

Open Parkland and historical features	All Staff, public Minor or major injuries.	The Outdoor Gallery Team (OGT) are required to carry out frequent checks of the parkland and parkland features to visually identify potential safety concerns. It is advised that the checks are carried out daily but for remote areas of parkland checks should be made as frequently as possible. While carrying out parkland checks the OGT members are asked to visually look and check for obvious problems which could cause harm to visitors. Zonal lists have been formed, which	-	-	-	Check list criteria is regularly reviewed at the Health and Safety Working group, along with appropriate managers.	Indoor and Outdoor Gallery Managers to ensure teams are appropriately briefed in how to undertake and complete the checks properly.
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		contain general and specific items to be checked. Each OGT member is to complete the associated 'Check' form, noting general findings and confirming the check has been completed. Findings of immediate concern are to be reported immediately to the senior Outdoor or Indoor Gallery team member for immediate action.					
Slips, trips and falls on designated pathways, car parks and open parkland.  Including Early morning function events.	All staff, volunteers public minor or major injuries. Sprains and fractures.	<ol style="list-style-type: none"> <li>1) Frequent Checks are to be carried out on Parkland, Car parks roads and pathways. See corresponding zonal lists. Any areas found to be dangerous will be fenced off or highlighted by using traffic cones or hazard tape.</li> <li>2) Monthly Inspection carried out on plastic pathway matting by Estate team.</li> <li>3) Staff are advised to wear appropriate footwear for ground conditions e.g., safety boots, wellingtons, walking shoes.</li> <li>4) After periods of heavy rainfall resulting in poor ground conditions. Dangerous areas will be roped off from public access or have warning trip hazard signage displayed as appropriate. YSP should publish advice and information to visitors regarding poor ground conditions and to wear appropriate footwear.</li> </ol>	2	3	6	<p>Estate Manager, Head Grounds man and Senior OGT should closely monitor ground conditions and carry out maintenance or isolation of pathways as required.</p> <p>The snow clearance and preventative gritting work instructions should be implemented from November through to April as weather conditions dictate.</p>	<ol style="list-style-type: none"> <li>1) Senior Outdoor and Indoor Managers to ensure checks are carried out by OGT.</li> <li>2) Estate manager to ensure checks on plastic pathway are carried out and advise on ground conditions</li> <li>3) ALL Line Managers as appropriate</li> <li>4) OGT senior and Head of Marketing for Website.</li> </ol>

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		<p>Information should be included on YSP Website and use internal notices/posters/ and media displays.</p> <p>5) Inspection of carparks and corresponding event areas is to be carried out by a YSP competent person. In the event carparks are thought to be unsafe the function organiser will be notified that the event is cancelled, and attendees are not to attend.</p>					
Biological Hazards	<p>All Staff, volunteers, Visitors and Contractors.</p> <p>Illness, Tetanus, leptospirosis, Lyme's disease.</p> <p>Hogweed Plant</p>	<p>1) All individuals working outdoors are advised to have a tetanus injection.</p> <p>2) All staff are encouraged to maintain personal hygiene (hand washing) especially after operating in areas such as refuge areas or stream/river banking's.</p> <p>3) Staff should be aware of symptoms and transmission of Lyme disease through woodland ticks and read the enclosed information leaflet.</p> <p>4) Staff should be aware of symptoms and transmission of Leptospirosis disease through contact with rat or cattle urine.</p> <p>5) Staff should be aware of burns from the sap of Hogweed plants. If contact occurs, rinse with running water immediately.</p>	2	2	4	Yes	All Line Mangers to advise their teams accordingly.

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Animal and insect bites	All Staff, volunteers Visitors and Contractors. Minor injuries, allergic reactions.	1) OGT team and Estates team are asked to be vigilant and report insects/wasps' nests. Identified nests which pose a threat to staff/visitors are destroyed by YSP in house team or pest control contractors. 2) Wasp attractants are installed in woodland areas surrounding public restaurants and outdoor catering areas to attract insects away from public areas. 3) Visitor information on YSP map boards and websites should contain information asking visitors to remain to designated pathways only.	2	3 Note: could be serious in the event of allergic reaction	6	Line managers are asked to ensure their teams are informed of emergency procedures contained in YSP's Safety and Emergency Plan.	All Line Managers regarding EMG procedures  1) Senior OGT Manager 2) Facilities Manager 3) Head of Marketing
Personal Safety	All Staff, volunteers, Visitors and Contractors. Physical and verbal abuse	1) All staff to carry YSP radio or mobile when operating in parkland remotely. 2) Encouragement is given for all staff to inform line Managers/supervisors of their intended location and alternative communication device. (If required) 3) Line Managers to ensure all volunteer guides/visitor are given a safety induction and supplied with YSP group radio.	2	2	4	Yes	All Line Mangers to enforce controls as required.
Vehicles striking pedestrians in car parking area	All Staff, volunteers Visitors and Contractors.	1) <b>10mph</b> speed limit in place throughout car park and estate. traffic and road markings are located and regularly replaced, repaired as required.	1	4	4	Yes	All line Managers to inform team members of speed limit on site and enforce.

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		Coach drop-off points are in designated safe area.					
Collision with YSP vehicles, off road moving vehicles. Ride on Mowers, ATVs, Telehandler	All Staff, volunteers, Visitors and Contractors.  Potential for serious injury.	1) <b>10mph</b> speed limit in place throughout Parkland including Off road vehicles. 2) YSP staff inducted and trained (where appropriate) on all off-road vehicles and plant. ATVs serviced and maintained regularly by in-house team.	2	3	6	Line Managers are to ensure individual risk assessments are completed for the ATV use in their departments. Subsequent training of individuals and maintenance of vehicles should be maintained.  Consideration should be given to formal training by LANTRA or other body. Formal training maybe collective or single train the trainer course.	1) Line Managers as required.  1 and 2) Estate /Facilities/Senior Vet  Executive team to consider formal training
Weather, Extreme Hot temperatures	All Staff, Volunteers Visitors and Contractors.  Sun burn  Dehydration  Heat Stress.	1) YSP staff are encouraged to ➤ avoid exposing skin to direct sunlight for prolonged periods. ➤ Use high factor sun block. ➤ Wear the appropriate clothing for both the work and the conditions. ➤ Staff are advised to keep hydrated when working in hot temperatures. Wear a hat or head dress to keep the sun directly off your head.  ➤ Take regular breaks in the shade, using trees or buildings for shelter.	2	2	4	Yes	Line Mangers are to advise their teams accordingly.
Weather, Extreme Windy conditions,	All Staff, Volunteers	1) During strong winds it is advised that no persons shelter under tree canopies.	2	3	6	Head of Estates and Projects to regularly review YSP's tree management policy.	1) All line Managers to

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Tree branch failure, objects propelled in wind.	Visitors and Contractors.  Potential for serious injury	<p>2) In accordance with YSP tree management policy, the Head Groundsman or Senior OGT (weekend) will monitor any warnings issued by the MET office. As a result of an issued warning, relevant areas of parkland will be closed to public and staff as appropriate. Relevant warning signage and prohibition signage will be placed on access routes as appropriate by OGT.</p> <p>3) After weather warnings for strong winds the Estates team will carry out a check of wood land areas as outlined on the YSP tree management policy, the check will be for any trees or limbs which have become dangerous by the high winds.</p> <p>4) The OGT are asked to carry out a visual check from ground level for obvious dangerous problems caused by trees or limbs. All incidents are to be reported and areas isolated until tree/limb is removed.</p>					<p>advise teams accordingly.</p> <p>2 and 3) Head of Estates to review tree Policy accordingly and ensure checks are carried out.</p> <p>4)OGT manger to ensure team are aware of initial check requirements</p>
Weather, Extreme Cold temperature.	YSP Staff, volunteers, visitors and Contractor. Hyperthermia	<p>1) Close consultation with Met office forecast. Gritting operations are to be undertaken on main car parks and main access routes in and out of buildings and galleries.</p> <p>2) When ice/snow is significant, Car parks should remain closed</p>	2	2	4	Yes	<p>1 and 2) Estate Manager</p> <p>3) Senior OGT Manger</p> <p>4) Facilities Manager</p>

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Including Early morning function events.		<p>until ploughing, gritting is carried out and car park and pathways are designated safe by Estate Manager or senior OGT member on duty.</p> <p>3) Initial checks by OGT to include checks for black ice on designated pathways.</p> <p>4) Salt bins located at regular locations around site for use by staff and public.</p> <p>5) Inspection of car parks and corresponding event areas is to be carried out by an YSP competent person. In the event car parks are thought to be unsafe the function organiser will be notified that the event is cancelled, and attendees are not to attend</p> <p>6) Staff and visitors are advised to wear appropriate clothing for conditions Including thermal clothing, hat, gloves and footwear offering good grip.</p> <p>7) Regular warm up breaks should be taken by person operating outdoors in line with department or activity risk assessment.</p>					
Open Water, and flood conditions	<p>All Staff volunteers.</p> <p>Visitors and Contractors.</p> <p>Risk of Drowning</p>	<p>1) Public information signage in place, warning of open water around site and to keep to designated pathways.</p> <p>2) Daily OGT checks for condition of pathways and dangerous conditions surrounding open water edges.</p>	2	2	4	Yes	<p>1)Estate Manager</p> <p>2,3 and 4) Senior OGT manager</p>

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		<p>3) Life buoys located at regular intervals around woodland lakes and formal ponds. Frequent OGT checks to ensure they have not been removed.</p> <p>4) During periods of heavy rain, river and lake levels may rise to a significant level. Information should be displayed to visiting public warning of high-water conditions on Website and public audio-visual displays.</p>					
Tree Management. Tree/Branch Failure.	<p>YSP staff volunteers</p> <p>Visitors and Contractor.</p> <p>Minor or major injuries</p>	<p>1) A general tree identification and location survey has been completed by external arborists for general parkland areas. From this survey, high risk trees have undergone a full hazard survey. Any tree/limb found to pose immediate risk has been felled and removed. All other work is to be undertaken in-line with survey timeframes. Estate Manager holds copies.</p> <p>2) Nature Reserves: A full hazard survey has been undertaken on tree canopies over hanging designated pathways around YSP nature reserves and woodland lakes by external arborists. Estates Project Manager holds copies. Dangerous trees/limbs have been removed.</p> <p>3) Advice for public/staff to remain on designated pathways throughout Nature Reserves</p>	2	3	6	<p>1) And 2) Estate Manager to ensure tree management plan is regularly reviewed and updated.</p> <p>3) Visitor Experience Manager to ensure information is contained on Visitor's information Map.</p>	<p>1 and 2) Estate Manager</p> <p>3) VE Manager</p>



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		should be contained on Map boards/leaflets.					
Emergency Incident. Illness or serious accident arising in the parkland.	Visitors/YSP staff/volunteers  Potential for serious incident.	<p>1) A YSP Safety and Emergency Plan has been produced, detailing the following:</p> <ul style="list-style-type: none"> <li>➤ Notable historical features of parkland and Estate</li> <li>➤ Common biological hazards in the parkland</li> <li>➤ YSP emergency procedures</li> <li>➤ Access routes and site coordinates</li> <li>➤ Gate entrance postcodes and addresses</li> </ul> <p>2) The Safety and Emergency Plan is held at the main V.C information centre, Duty Managers, Department Risk Assessment folders, emergency folders and online server for quick reference in the event of an incident by all staff.</p> <p>3) Indoor and Outdoor Gallery managers have been instructed in the Safety and Emergency Plan and should cascade this information to their teams through annual review of risk assessment folders for all staff.</p>	-	-	-	Line Managers to advise and instruct their teams in the contents of the Emergency and Safety Plan	<p>1) And 2) All line Mangers to inform teams.</p> <p>3)And 4) Indoor and Outdoor Gallery Managers</p>

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		4) YSP have trained fully qualified first aiders who are tasked to respond to first aid incidents with staff and visitors.					
Sale of knives to underage visitors	Staff and visitors	All staff to have received induction for 'challenge 25' and under. Staff under 18 years old are not allowed to sell knives or scissors and must be briefed accordingly.	2	2	4		Retail Merchandiser and Supervisors
Sale of knives to visitors over the age of 18 but are part of a learning or group visit	Staff and visitors	In addition to 'challenge 25' question retail staff must ask customers if they are part of a learning or educational visit. If the customer is part of a learning or educational visit the sale is not allowed.	2	2	4		Retail Merchandiser and Supervisors

## Learning Activity

Activities and use of public spaces.  Contact with public.	Participants.	<ol style="list-style-type: none"> <li>1) Artist to organise activities so there is sufficient adult support for children (small, supervised groups or whole group activity in one area).</li> <li>2) Indoor gallery codes told clearly to the group before entering – no touch, floor lines, no running, keeping together or in groups.</li> <li>3) All groups are advised to break down into smaller groups of 10 when entering gallery spaces.</li> </ol>	2	2	4	Controls adequate.	Lead artist/educator to ensure controls in place prior to start of workshop, and monitor activity.
Welfare	Participants	<ol style="list-style-type: none"> <li>1) Catering outlets throughout YSP supply clean drinking water.</li> <li>2) Public toilets and hand washing facilities are located throughout YSP and are checked regularly by YSP cleaning team.</li> <li>3) Group leaders must supervise their students at all times whilst onsite unless students are 18+.</li> </ol>	2	2	4	Leaders of visiting groups should provide supervision and guidance when using ablution facilities.	YSP staff and group leaders.  Parent/carer of child
Child welfare – contact with members of the public; missing person;	Participants and adults. Missing child – distress, abduction, abuse,	<ol style="list-style-type: none"> <li>1) CCTV in place in main galleries and buildings covering relevant positions.</li> <li>2) Safeguarding policy in place.</li> <li>3) Lead artist to have enhanced DBS.</li> </ol>	2	1	2	Unknown, incident dependent.  On event of missing person, the workshop leader to radio the Learning Team who will contact the Outdoor/Indoor Gallery	YSP staff and group leaders.  Parent/carer of child

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<p>personal security.</p> <p>Children wandering out of site during closed activity.</p>	<p>emotional and physical injury.</p>	<p>4) YSP staff left in sole supervision of children are DBS checked.</p> <p>5) Participants and Group Leaders advised that all toilets and catering facilities are used by members of public. Group leaders to supervise children in using toilet facilities and in public spaces.</p> <p>6) Workshop leader/ lead artist to instruct group to stay together and to follow their lead.</p> <p>7) Group advised of scale of park; presence of YSP gallery team members and to inform them if lost or separated from group.</p> <p>8) YSP Staff and Lead Artist briefed on missing child procedure.</p> <p>9) Adults accompanying groups are to support their visit by separating into smaller groups when necessary and given responsibility for movement and safety of individuals.</p> <p>10) Head counts to take place at appropriate points before moving to a new area of the park.</p> <p>11) Only authorised groups are allowed to use the Learning Site. Workshop leader to</p>				<p>Manager in line with YSP missing person policy, YSP staff will search the parkland and inform emergency services if required.</p>	
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		<p>ensure that access to the site is for workshop participants only during a workshop session.</p> <p>12) Workshop leader informs all participants and supervising staff to stay in the workshop area at all times.</p>					
Insurance	Visiting public.	<p>1) YSP holds both public and employers' liability insurance.</p> <p>2) Current copies can be supplied upon request.</p> <p>3) All Freelance Artist Educators have their own public liability insurance.</p>	1	1	1	YSP encourages groups to possess their own public liability insurance.	YSP staff
Fire – YSP buildings	<p>Visiting Public.</p> <p>Burns, smoke inhalation.</p>	<p>1) Fire risk assessments are carried out on buildings at YSP.</p> <p>2) All YSP buildings have maintained fire detection systems.</p> <p>3) All YSP buildings have fire evacuation procedures with appointed Fire Marshals.</p> <p>4) Fire Drills are frequently carried frequently and fire logbook is maintained on site.</p>	2	2	4	<p>Controls adequate.</p> <p>In the event of fire alarm or evacuation incident group leaders are asked to follow fire marshal instructions and assist with evacuating their group from the building.</p>	Fire Marshal, Lead artist/educator, group leaders.
Lifting and moving furniture for	Muscular strains and pains, Back injuries.	1. Refer to YSP's Health and Safety policy for good manual handling technique.	3	2	6	Yes	Line Managers to ensure team are actioning controls.

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workshops and events	Slips, trips, and falls	<ol style="list-style-type: none"> <li>2. Area to be clear of trip hazards, i.e., rubbish, trailing cables etc.</li> <li>3. Furniture should not be dragged and should be lifted from one position to another.</li> <li>4. Use lifts and vehicles to transport items where possible.</li> <li>5. Two/three people lift for heavy items, i.e., tables, tabletops and plinths.</li> <li>6. Staff members should not carry or move any object which is beyond their capabilities and should ask for assistance in these occurrences.</li> <li>7. Team lifting should be carried out for heavy lifting.</li> <li>8. Manual handling training to be provided to those who carry out frequent handling services</li> </ol>					Ongoing
Use of pencils and paper	Participants. Minor paper cuts, tripping on dropped pencils.	<ol style="list-style-type: none"> <li>1) Lead artist/educator to show participants how to use materials safely.</li> <li>2) Participants instructed how to carry pencils when walking through YSP.</li> <li>3) Participants organised into small groups with appropriate adult support.</li> <li>4) Chunky pencils used as age-appropriate to avoid sharp points.</li> </ol>	2	1	2	Controls adequate.	<p>Lead artist/educator.</p> <p>Group leaders/parent/carer of child.</p>

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Use of scissors	Participants Cuts	<ol style="list-style-type: none"> <li>1) Scissors to be checked beforehand to ensure good working order.</li> <li>2) Lead artist/educator to demonstrate how to use scissors safely.</li> </ol>	2	2	4	Controls adequate.	Lead artist/educator.  Parent/carer of child
Use of ink	Participants. Minor skin irritation, inhalation, ingestion, contact with skin, eyes, staining clothes.	<ol style="list-style-type: none"> <li>1) Use non-toxic and solvent free products where possible, to remove hazard.</li> <li>2) Use water-soluble inks.</li> <li>3) Ensure children are supervised at all times when using ink and drawing materials; group advised on appropriate child: adult ratio.</li> <li>4) Advise participants to wash hands thoroughly after use.</li> <li>5) Follow product data safety sheet advice. In case of adverse reaction, seek medical advice.</li> </ol>	1	2	2	Controls adequate.	Lead artist/educator.  Parent/carer of child
Use of clay	Participants. Lead artist/educator.  Breathing-in silicon dust.	<ol style="list-style-type: none"> <li>1) Participants instructed how to model with clay by lead artist/educator before using clay.</li> <li>2) Only wet/malleable clay is used, avoiding dust from dry clay.</li> <li>3) Participants advised to wash hands thoroughly after the session.</li> <li>4) Clay boards are wet cleaned, avoiding dust, after the session.</li> </ol>	1	>5	>5	Controls adequate.	Lead artist/educator.  Parent/carer of child

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Use of plasticine/modelling material.	Participants.  Minor skin irritation, ingestion, contact with eyes, skin.	<ol style="list-style-type: none"> <li>1) Use non-toxic and solvent free products where possible to remove hazard.</li> <li>2) Ensure participants are supervised at all times when using materials.</li> <li>3) Advise participants to wash hands thoroughly after use.</li> <li>4) Have COSHH and product safety data sheets logged and to hand for any products that may be hazardous.</li> <li>5) Follow product data safety sheet advice. In case of adverse reaction, seek medical advice.</li> </ol>	1	2	2	Controls adequate.	Lead artist/educator.  Parent/carer of child
Using wire and pliers	Participants  Scratches and cuts	<ol style="list-style-type: none"> <li>1) Participants instructed how to use a pair of pliers to cut and bend wire correctly before activity.</li> <li>2) Participants instructed how to model with wire by lead artist/educator before using wire.</li> <li>3) Lead artist/educator to check that pliers are in good working order before the session.</li> <li>4) Use of pliers under close supervision.</li> <li>5) Number of pliers issued to participants to be controlled and ensure all are returned after use.</li> </ol>	2	2	4	Controls adequate.	Lead artist/educator.  Parent/carer of child



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		Pliers not in use should be stored safely away.					
Using wire cutters	Participants Trapped fingers, pinching and cuts	<ol style="list-style-type: none"> <li>1) Participants instructed how to use wire cutters to cut wire correctly before activity.</li> <li>2) Lead artist/educator to check that wire cutters are in good working condition before the session.</li> <li>3) Use of wire cutters under staff supervision</li> <li>4) Number of wire cutters issued to participants to be controlled and ensure all are returned after use</li> <li>5) Wire cutters not in use, should be stored safely away.</li> <li>6) Guardians of very young children should be encouraged to cut wire rather than their child.</li> <li>7) Radio available to contact first aider in case of incident.</li> <li>8) First aider always on YSP site.</li> </ol>	1	2	2	Controls adequate	Lead artist/educator. Parent/carer of child
Use of glue guns	Participants Burns, minor skin irritation, ingestion, contact with eyes, skin	<ol style="list-style-type: none"> <li>1) Participants instructed how to use glue guns correctly before activity, including the dual temperature settings which offer an optional, lower heat.</li> <li>2) Lead artist/educator to check that glue guns are in</li> </ol>	2	2	4	Acceptable risk	Lead artist/educator. Parent/carer of child

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	Electrical related hazards Trip hazard caused by obstructing cable	<p>good working condition before the session.</p> <p>3) Use of glue guns under staff supervision</p> <p>4) Number of glue guns issued to participants to be controlled and ensure all are returned after use.</p> <p>5) Glue guns not in use, should be stored safely away.</p> <p>6) Guardians of very young children should be encouraged.</p> <p>7) to use glue guns rather than their child.</p> <p>8) Ensure glue guns have been PAT Tested and PAT test is within its valid date.</p> <p>9) Use appropriately located power sockets to plug in glue guns.</p> <p>10) Avoid obstruction of walkways with power cables</p> <p>11) Radio available to contact first aider in case of incident.</p> <p>12) First aider always on YSP site</p>					
Use of plastics, natural materials and open-ended resources.	Participants Cuts, splinters and bumps	<p>1) Workshop materials to be checked by lead artist/educator for damage &amp; broken parts.</p> <p>2) Lead artist/educator to show participants how to use materials safely.</p> <p>3) Weekly inspection by Learning team with check list of resource area.</p>	2	2	2	Controls adequate.	<p>Learning Team</p> <p>Lead artist/educator.</p> <p>Parent/carer of child</p>

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Using sewing needles.	Participants Needle prick, stabbing	<ol style="list-style-type: none"> <li>1) Participants instructed how to correctly sew with a sewing needle correctly before activity.</li> <li>2) Participants are supervised during the activity.</li> <li>3) Only materials which can be easily sewn together are to be used to avoid excess pressure being used.</li> <li>4) Cotton strands to be cut only with scissors.</li> </ol>	2	2	4	Controls adequate.	Lead artist/educator.  Parent/carer of child
Use of glue	Participants Minor skin irritation, ingestion, contact with eyes, skin	<ol style="list-style-type: none"> <li>1) Use non-toxic and solvent free products where possible to remove hazard.</li> <li>2) Ensure all children are supervised at all times when using glue sticks.</li> <li>3) Advise participants to wash hands thoroughly after use.</li> <li>4) Have COSHH and product safety data sheets logged and to hand during workshop for any products that may be hazardous. Follow product data safety sheet advice. In case of adverse reaction, seek medical advice.</li> </ol>	1	2	2	Controls adequate.	Lead artist/educator.  Parent/carer of child
Lifting/carrying heavy materials.	Participants. Strains and bruises.	<ol style="list-style-type: none"> <li>1) Before the outdoor session, all participants are instructed in how to carry materials from the Learning</li> </ol>	2	2	4	Controls adequate.	Lead artist/educator and Learning Team.

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Unstable Items and equipment		<p>Resource area safely by the lead artist/educator.</p> <p>2) Lead artist/educator should give examples of how materials can be put together safely before the session.</p> <p>3) Lead artist/educator should check that workshop materials are stored in a safe way after each session.</p> <p>4) Weekly inspection with check list of resource area</p>					Parent/carer of child
Overcrowding of resource area.	Workshop leader and workshop participants. Bumps, bruises and trips.	1) Guidance given of suggested maximum occupancy number of 80 – 68 children and 12 adults. This may change depending on nature of workshop.	1	2	2	Acceptable risk.	Lead artist/educator.  Parent/carer of child
Small parts & objects in making bag Mirrors and looking tools Baskets/bags for carrying materials Ribbons Bottle tops	Participants – children and adults. Choking Slips and trips on objects Scratches and bruising.	<p>1) All objects/materials are soft &amp; large with no sharp edges.</p> <p>2) Baskets or bags not to be heavy.</p> <p>3) Mirrors have rounded corners.</p> <p>4) Ribbons carried by artist in separate case and brightly coloured so easy to spot.</p>	2	2	4	Acceptable risk. Adequate controls.	Lead artist/educator, YSP staff, teachers  Parent/carer of child
Use of ribbon sticks	Participants – children and adults  Strangulation	1) Artist to model safe use of ribbon stick.	2	1	2	Acceptable Risk	Lead artist/educator  Parent/carer of child

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Use of chalk and chalk board	Participants – children and adults Choking	<ol style="list-style-type: none"> <li>1) Artist to demonstrate how to use materials.</li> <li>2) Teachers will be asked to assist children to use materials.</li> </ol>	2	1	2	Acceptable Risk	Lead artist/educator  Parent/carer of child
Allergic reaction to substances used in practical making sessions, i.e. glue, paint, clay, Modroc, plaster, sand, cornflour, earth and natural materials	Allergic reactions, i.e. breathing problems, skin reactions, sickness	<ol style="list-style-type: none"> <li>1) Workshop leader to inform participants of possible allergic material and monitor use throughout session</li> <li>2) Workshop leader to inform parent/carers that they are responsible for their children at all times</li> <li>3) Participants/guardians to be asked to inform Workshop leader of any participants with allergic reactions</li> <li>4) Availability of first aid box in case of incident</li> <li>5) Radio available to contact First aider</li> </ol>	1	3	3	Acceptable risk. Adequate controls.  Learning staff to ensure controls in place prior to start of workshop, and monitor activity.  Participating adults support in supervising children during workshop	Workshop Leader & YSP staff  Parent/carer of child
Hot drinks	Workshop leader & staff members.  Participants – children and adults.	<ol style="list-style-type: none"> <li>1) Hot drinks brought in by participating adults in covered cups are the responsibility of the adult.</li> </ol>	2	2	4	Acceptable risk. Adequate controls.	Workshop Leader & YSP staff

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	Burns from hot liquids or touching hot surfaces. Slips, trips and falls.	<p>2) Group told verbally about the consumption of hot liquids by workshop leader.</p> <p>3) Floor areas are to be kept tidy, spillages to be cleaned up immediately to prevent slips and falls. (Please see slips, trips and falls.)</p> <p>4) Workshop leader to inform parent/carers that they are responsible for their children at all times</p>				Learning staff to ensure controls in place prior to start of workshop, and monitor activity.	Parent/carers of child
Metal bowls, implements, spoons, ladles and buckets	<p>Workshop leader &amp; staff members.</p> <p>Participants – children and adults.</p> <p>Danger if hit with, hit another child with. Hard material.</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Radio available to contact first aider in case of incident</p> <p>4) First aider always on YSP site</p> <p>5) Workshop leader to inform parent/carers that they are responsible for their children at all times</p>	1	3	3	<p>Acceptable risk. Adequate controls.</p> <p>Learning staff to ensure controls in place prior to start of workshop, advise throughout workshop, and monitor activity.</p> <p>Participating adults support in supervising children during workshop.</p>	<p>Workshop Leader &amp; YSP staff</p> <p>Parent/carers of child</p>
Rocks	Workshop leader & staff members.	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session.</p> <p>Volunteer to remain close to rock</p>	1	4	2	<p>Acceptable risk. Adequate controls.</p> <p>Learning staff to ensure controls in place prior to start of</p>	<p>Workshop Leader &amp; YSP staff</p> <p>Parent/carers of child</p>

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	<p>Participants – children and adults.</p> <p>Heavy - danger if dropped or thrown</p>	<p>area during session/ or special attention to be taken.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Radio available to contact first aider in case of incident</p> <p>4) First aider always on YSP site</p> <p>5)Workshop leader to inform parent/carers that they are responsible for their children at all times</p>				<p>workshop, advise throughout workshop, and monitor activity.</p> <p>Participating adults support in supervising children during workshop.</p>	
<p>Edible materials - grains, rice, oats, edible play dough, corn flour, food colorants, fruit and beetroot</p>	<p>Workshop leader &amp; staff members.</p> <p>Participants – children and adults.</p> <p>Slips, trips, standing on, swallowing, allergic reaction, choking</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Radio available to contact first aider in case of incident</p> <p>4) First aider always on YSP site</p> <p>5)Workshop leader to inform parent/carers that they are responsible for their children at all times</p>	1	2	2	<p>Acceptable risk. Adequate controls.</p> <p>Workshop leader to inform participants of possible consumption by young participants, and possible allergic material, and monitor use throughout session</p> <p>Participants/guardians to be asked to inform Workshop leader of any participants with allergic reactions/ tendency to over eat.</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on YSP site</p>	<p>Workshop Leader &amp; YSP staff</p> <p>Parent/carers of child</p>

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Hanging umbrellas, umbrella spokes, hanging gutter runs, hanging strings	<p>Workshop leader &amp; staff members.</p> <p>Participants – children</p> <p>Scrapes, pokes - eyes, choking</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Radio available to contact first aider in case of incident</p> <p>4) First aider always on YSP site</p> <p>5) Workshop leader to inform parent/carers that they are responsible for their children at all times.</p>	2	2	2	<p>Acceptable risk. Adequate controls.</p> <p>Workshop leader to inform participants of possible dangers and monitor use throughout session. Volunteer to remain close to these objects during session.</p> <p>Attention drawn to participants about hazards and how to prevent accidents</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p>	<p>Workshop Leader &amp; YSP staff</p> <p>Parent/carers of child</p>
Lycra wrapped trees	<p>Participants – children and adults. Slips and trips on Caused by Lycra</p> <p>Scratches and bruising from surround uneven ground. Suffocation or trapped by Lycra.</p>	<p>1) Workshop leader to inform participants of possible dangers and monitor use throughout session. Volunteer to remain close to area during session/ or special attention to be taken.</p> <p>2) Attention drawn to participants about hazards and to be aware when navigating through the space.</p> <p>3) Breathable material</p> <p>4) Bright, bold colours so easy to spot</p> <p>5) Radio available to contact first aider in case of incident</p>	2	2	4	<p>Acceptable risk. Adequate controls.</p>	<p>Lead artist/educator, YSP staff, teachers</p> <p>Parent/carers of child</p>



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		6) First aider always on YSP site  7) Workshop leader to inform parent/carers that they are responsible for their children at all times					
Overhead projectors and light boxes	Workshop leader & staff members	<ol style="list-style-type: none"> <li>1) Workshop leader to inform participants of possible dangers and monitor use throughout the session</li> <li>2) Light boxes and projectors not to be left unattended</li> <li>3) Attention drawn to participants that the objects can heat up and are connected to an electricity source</li> <li>4) No water to be used close by/not to be used with wet hands.</li> <li>5) Radio available to contact first aider in case of incident</li> <li>6) First aider always on YSP Site</li> </ol>	1	2	3	<p>Acceptable risk. Adequate controls.</p> <p>Workshop leader to inform participants of possible dangers and monitor use throughout session. Volunteer to remain close to these objects during session.</p> <p>Attention drawn to participants about hazards and how to prevent accidents</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p>	<p>Workshop Leader &amp; YSP staff</p> <p>Parent/carers of child</p>
Hot water bottles	Workshop leader, staff members and	<ol style="list-style-type: none"> <li>1) YSP Learning team to check water bottles are within expiry date and</li> </ol>	2	3	6	Acceptable risk. Adequate Controls	Learning Team, Artist Educators, YSP Staff and

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	adults taking part in workshops	<p>to remove and replace as and when required.</p> <p>2) Water bottles to be filled with hot water not boiling to ensure they are not damaged by the heat and reduce the risk of scolding someone if they burst or leak.</p> <p>3) Make sure cap is screwed on correctly so the hot water can't leak</p> <p>4) If using for a workshop advise participants not to place directly on their skin and to keep the bottle inside its case.</p>					workshop participants
Small kick stools	Workshop leader, staff members including parents and teachers	<p>1) Stools to be used to reach sinks and tables in learning spaces to wash hands. Supervised use during workshops.</p> <p>2) Max weight limit of 150kg.</p> <p>3) Indoor use only.</p> <p>4) Stool to be fully opened and hinges fully engaged before use – checked by staff before use.</p>	2	3	6	Acceptable risk. Adequate Controls	Artist Educators, YSP Staff, Carer/teachers
Portable seats/stools	Workshop leader, staff members and participants - children and	<p>1) Stools to be checked before used for workshops for any damage/instability.</p>	2	2	4	Acceptable risk. Adequate Controls	Learning Team, Artist Educators, YSP Staff and workshop participants

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	adults taking part in workshops	2) Ensure seats are open fully and all feet are in contact with the ground. 3) Sit down slowly and with both feet firmly on the ground. 4) Seats are for one person at once.					
Lockable wooden storage boxes	Workshop leader & staff members.  Participants – children and adults.	1) Boxes remain padlocked when not in use. 2) Adult supervision when in use to ensure safety. 3) Boxes to be checked after workshops to make sure the padlock is back on.	2	2	4	Acceptable risk. Adequate Controls.	Learning Team, Artist Educators and School Staff

### Matrix of Risk Calculation.

#### Probability (P) of hazard Occurring

- 1 – Very unlikely (Almost never)
- 2 – Unlikely (Occurs rarely)
- 3 - likely (Could Occur but uncommon)
- 4 – very likely (Recurrent)
- 5 – Certain to Occur (Occurs frequently)

#### Severity (S) of Hazard, if was to occur.

- 1 – Very Minor Example – discomfort, minor cut/sprain, self-help recovery
- 2 – Minor First aid Example – minor burn, strained muscle, minor first aid.
- 3 – Substantial injury Example - Sever burn, Deep cut needing stitches, incapacitation >2 days
- 4 – Very serious injury Example - unconsciousness, fractures, Electrocution, incapacitation>4 days, hospitalisation >24Hrs
- 5 – Death. Single or Multiple

#### Overall Risk Level. (PXS. Probability multiplied by Severity)

0 – 5 Low- No further controls required. Monitor as require

6 -8 Medium – Consider improving control. Review and monitor frequently.

9 -25 High – Immediate action required. Stop activity immediately