



Wreath Making Risk Assessment

Berkswich CE Primary School

The assessment conducted by: Lisa Andrews	Job title: SENDCo/ School Employee	Date of assessment: 11.11.24
Reviewed: Annually	Date of Event: 29.11.24	Event Name: Wreath Making (Adult)

Related documents
<u>Child Protection and Safeguarding Policy</u> , <u>Code of Conduct</u> , <u>First Aid Policy</u> , <u>Health and Safety Policy</u> .

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Travelling to and arriving at the Wreath making event. Risk of: – Trips/falls – Vehicle incidents – Mobility Difficulties – Body temperature	<u>M</u>	• The school is located up a lane. Lighting is limited so take care underfoot if walking and possibly consider a torch. • If driving the school car park will be available to use. The barrier will be kept up. • Other wreath making attendees will be arriving at the same time so please drive carefully. And be aware as you drive into the car park that there may be moving vehicles and/ or people. We advise you to approach and move around the car park at a low speed of 5mph. • If either you or a member of your party has mobility problems, please let us know in advance and we will ensure that there is a parking space available as close to the school entrance. • Once you've parked, please make your way to the main office entrance of the school. There will be lights to indicate the entrance. • Please note that the doors will be opened at 5:45pm. • Sensible and sturdy, warm footwear is strongly advised as some of the external pathways may be uneven and there is always a possibility that you may drop something on your foot.	<u>Yes</u>	<u>School/ Attendees</u>	<u>29.11.24</u>	<u>L</u>
During the Wreath making event. Risk of: – Hot spills/burns		• When you arrive, you will be greeted by one of our friendly members of staff, who will ask you to register your name. A hot cup of tea or coffee will be available prior to the start of the workshop. • The workshop will take place in the school hall, which will be heated, please dress warmly with layers that you can adjust as necessary. • Sensible and sturdy, warm footwear is strongly advised as some of the external pathways may be uneven and there is	Yes	<u>School/ Attendees</u>	<u>29.11.24</u>	<u>L</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
- Body temperature - Injury due to stepping on sharp/spikey materials - Fire and emergency evacuations - Irritation due to toxic plants - Slip/trips or falls - Injury due to sharp materials (wire/holly) - Mobility Difficulties - Body temperature - Risk to eyes		always a possibility that you may drop something on your foot. • A brief Fire Safety chat will be given prior to the start of the Workshop. • Please be aware that you will be working with wire, sharp snips and some prickly natural materials and take care accordingly. We will give you guidance on how to use the snips safely. If you do cut yourself, we have a first aider on site and first aid supplies. • If you have any allergies to the workshop materials, for example ivy, which can be a skin irritant. Please either refrain from using this material or ask you to use gardening gloves. • Some plant material can cause irritation and may be toxic to humans and pet, please do consider this when you hang your wreath. • You will be able to stand and sit during the event. • Trips, slips and falls - to help take care of yourself and your fellow workshop attendees please keep your working space tidy. Don't leave your bag, equipment or plants on the floor or pathways where they could become trip hazards. Keep doorways clear at all times. • Please do bring gardening gloves to wear. • Safety goggles are available should participants need				
Refreshments. Risk of: - Food allergic reactions - Burns via hot drinks		• If you suffer from any food related intolerances or allergies, please could you let us know as soon as possible and we will try to accommodate your needs. • At some point during the workshop, we will serve refreshments including a glass of either mulled wine, hot chocolate (Baileys at an additional cost) and food, some of which may be hot. Please note that non-alcoholic drinks	Yes	<u>School/Attendees</u>	<u>29.11.24</u>	<u>L</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
– Injury due to stepping – Drink driving – Illness or reaction due to ingesting toxic plants.		including hot drinks are also available to purchase after you have received the one that is included. • Please do not drink alcohol and drive. • If you have serious food intolerances or allergies. You may wish to bring your own snacks, as we do not guarantee an allergen free environment and there is a risk of cross contamination between food products e.g. nuts. • You may also wish us to advise other participants and our staff team not to open products which contain allergens, such as nuts for example. Please let us know if this applies to you at least 2 working days before the workshop. • Always wash your hands after handling plants and before eating or drinking.				
Other things to be aware of. Risk of: – Inappropriate behaviour – Breach of access into classrooms/safeguarding of pupil's information		• We have a no smoking policy within all buildings on site and throughout the duration of the event. • We reserve the right to remove anyone from the school if their behaviour is considered likely to cause offence or create a nuisance to other visitors or staff. • Please do not go into the classrooms in order to comply with the schools Safeguarding • Wreaths must be kept outside and watered regularly by spraying them with water.	Yes	<u>School/Attendees</u>	<u>29.11.24</u>	<u>L</u>
When you leave the event. Risk of:		• We recommend you wash your hands before you leave as you've been handling plant material. • If you need help loading the car with your wreath, let a member of staff know and we'll be happy to help you.	Yes	<u>School/Attendees</u>	<u>29.11.24</u>	<u>L</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
– Trips/falls – Vehicle incidents – Body temperature – Irritation due to toxic plants		• The car park will be dark, but a member of staff can show you to your car with a torch if necessary – please ask • You'll be leaving at the same time as others, so please be aware of people and vehicle movements in the car park. • If you walked to the event please do be careful when walking home with your wreath and do consider bringing a robust shopping bag to carry it home to avoid trips or falls.				