

Risk Assessment for Children's Services (Schools).



Assessment Title:	Use of Glues, Adhesives and Hot Glue Guns in Primary Schools	Ref. Number	N/A
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School Name:	Meanwood CE Primary School	School Address:	Green Road Leeds LS6 4ID
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Date Assessment Undertaken: 01.09.23	Name of Assessor (print): JAMIE CHAPMAN	Assessor Signature: Jamie Chapman	Assessment Review Date: 01.09.24
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Name of Head Teacher / Centre Manager (print): JAMIE CHAPMAN	Head Teacher / Centre Manager Signature: Jamie Chapman	Name of Chair of Governors (print):	Chair of Governors Signature:
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Main Legislation and/or Information Source:	- Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999.
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Guidance:

This is a **SAMPLE** risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
3. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
4. The signature boxes above may be typed when uploading to EVOLVE.
5. The control measures identified below **MUST** be either complied with **or AMENDED** to reflect the establishment's control measures.
6. The Visit Leader is responsible for completing the 'Action' and 'Complete Y/N (Date)' columns.

Once criteria 1-6 have been satisfied, you should remove the 'Sample' watermark. FORMAT-BACKGROUND-PRINTED WATERMARK and choose the option that says 'No Watermark' or 'Page Layout' – 'Watermark' – 'Remove Watermark' or 'DESIGN' - Watermark – Remove Watermark.

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What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	What further action is necessary?	Action By Whom?
FUMES	Pupils STAFF	<ul style="list-style-type: none"> ◆ Solvent based Glues can be both toxic and flammable and therefore must comply with COSHH Regulations. A COSHH assessment will be completed – see guidance document PG 508. ◆ Staff should be aware of the hazard warning symbols on the containers and staff and pupils should follow the manufacturers instructions. ◆ They should only be used where a safer alternative cannot be found. ◆ They must only be used in a well ventilated area and quantities should be kept to a minimum. 	N/A	Staff members
IRRITATION / BURNS TO THE SKIN	Pupils And STAFF	<ul style="list-style-type: none"> ◆ The COSHH assessment will identify any protective clothing that is required when using solvent based glues. ◆ All solvent based glues must be securely stored to prevent unauthorised use. ◆ Glue guns should be of a low temperature type; this is usually stated on the glue gun. ◆ Where possible use low temperature glue sticks . ◆ Read the manufacturers instructions before use to ensure all staff are aware of the instructions. <p>HOT GLUE GUNS SHOULD BE USED OVER A PIECE OF HARDBOARD OR OTHER SIMILAR PLACE MAT. STANDS ARE AVAILABLE TO SUPPORT THEM.</p>	Children will not be allowed to use hot glue guns. These will only be operated by staff members.	Staff members
FIRE	Pupils And STAFF	<ul style="list-style-type: none"> ◆ A non flammable alternative should be used wherever possible. <p>FLAMMABLE MATERIALS SHOULD BE STORED IN A SUITABLE CONTAINER.</p>		