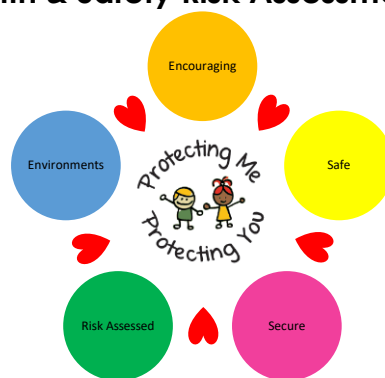


Auchinairn Early Years Centre Health & Safety Risk Assessment



Date | October 2025

Nursery Activities: Arts and Crafts

Activity	Hazards	Potential Loss	Risk	Person at Risk	Control Measures	Additional Measures
Tables & Chairs	Falling over Jammed fingers	Bumps Bruises Sores Cuts	3 (2x1)	Staff Children	Round edged furniture Chairs tucked in under tables Anti-tilt legged chairs	Ongoing monitoring
Scissors	Cut fingers Cut body parts Cut hair	Cuts Skin loss Bleeding Hair loss	2 (1x2)	Children	Staff supervision at all times Awareness of appropriate use of scissors	Ongoing monitoring Staff reinforcing scissor rule
Paper punch	Jammed fingers	Cuts Skin loss Sore fingers	2 (1x2)	Children	Staff supervision Awareness of appropriate resource use	Ongoing monitoring



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Sticky tape dispenser	Cut fingers Grazed skin	Cuts Grazes Bleeding Skin loss	2 (1x2)	Children	Staff supervision Awareness of appropriate resource use	Ongoing monitoring Staff ensuring dispenser is secured to unit and has safety guard attached
Pens/Pencils/ Crayons/Rulers/ Sharpeners	Body punctures Prodding Hurting others	Cuts Injury to body parts Eye damage	2 (1x2)	Children	Staff supervision Awareness of appropriate resource use	Ongoing monitoring
Small craft resources	Swallowing Placed in body origins	Choking Lodged items Death	2 (1x2)	Children	Staff supervision Awareness of appropriate resource use	Ongoing monitoring
Units/cupboards	Trips Falls Jammed fingers	Bumps Bruises Sore fingers	2 (1x2)	Children	Round edged furniture Staff supervision Locked doors where appropriate	Ongoing monitoring
Easel	Trips Falls	Bumps Bruise	2 (1x2)	Children	Round edged furniture Staff supervision	Ongoing monitoring
Magnetic Letters/numbers	Swallowing	Sickness Choking Stomach pains Injury to internal organs Potential death	2 (1x2)	Children	Staff supervision Awareness of appropriate resource use Resource checked prior to use	Ongoing monitoring

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Drying rack	Trips Falls Jammed fingers	Bumps Bruises Sore fingers	2 (1x2)	Children	Round edged furniture Staff supervision Locked doors where appropriate	Ongoing monitoring
Glue	Ingesting Placed in body organs	Sickness Choking Stomach pains Injury to internal organs Potential death	2 (1x2)	Children	Staff supervision Awareness of appropriate resource use Resource checked prior to use	Ongoing monitoring

Risk Rating Calculator				Action Level Table	
	Likelihood that hazardous events will occur		Consequences	Risk rating	Action
1	very unlikely	1	insignificant – no injury	20-25	Stop – stop activity and take immediate action
2	unlikely	2	minor – minor injuries needing first aid	15-16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
3	fairly likely	3	moderate – up to three days absence	8-12	Action – improve within specified timescale
4	likely	4	major – more than seven days absence	3-6	Monitor – look to improve at next review or if there is a significant change
5	Very likely	5	catastrophic - death	1-2	No action – no further action but ensure controls are maintained and reviewed