

## EYFS Woodwork Area Risk Assessment

School employees using this risk assessment must be aware of and refer to the CLEAPSS guidance mentioned in the 'existing control measures' section



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Woodwork

**Location of activity:** In the activity area (shared resource area)

<b>School name:</b> <b>Address &amp; Contact details:</b>	Tonacliffe Primary School Tonacliffe Road Whitworth OL12 8SS	<b>Name of Person(s) undertaking Assessment:</b>	Charlotte Clutterbuck
		<b>Signature(s):</b>	C. Clutterbuck
<b>Headteacher (Name):</b>	Joanne Heap	<b>Date of Assessment:</b>	01.09.2025
<b>Signature:</b>	<i>Mrs C L Clutterbuck</i>	<b>Planned Review Date:</b>	01.09.2026
<b>How communicated to staff:</b>	Communicated verbally to EYFS staff/ Teachers' Shared Drive for whole staff to access	<b>Date communicated to staff:</b>	01.09.2025

### PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Impact/ injury from tools	Pupils, staff, adult volunteers	Trips, sharps injuries such as cuts	<ul style="list-style-type: none"> <li>The below CLEAPPS guides are used by staff as a lesson planning and reference document prior to organising an activity: <ul style="list-style-type: none"> <li>P015- Levels of supervision</li> <li>P016- Glues and adhesives in practical work</li> <li>P028-DT Cutting materials</li> </ul> </li> </ul>

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>○ P029- DT Drilling materials</li> <li>○ P030- Hammers, Pliers, Screwdrivers and Wire Strippers</li> <li>○ P032- Using scissors</li> <li>• Woodwork area is located in an observable area. Area is monitored at all times by staff member (either in vicinity or close proximity).</li> <li>• Floor is clear and free from trip hazards.</li> <li>• Children know and understand importance of tidying away resources after use and safe storage of tools and resources.</li> <li>• Tool inventory to be completed at the beginning and end of each session.</li> <li>• Tool check to be completed at beginning and end of each session. Any damaged tools must be removed immediately.</li> <li>• First aid kit available.</li> <li>• Clearly marked 'work in progress' area for the secure storage of children's unfinished projects.</li> <li>• Children taught safety rules explicitly and walk when transporting tools; holding by their side.</li> <li>• Instruction on how to use tools safely (introductory 1:3/ saw 1:1)</li> <li>• All equipment remains in the woodwork area.</li> <li>• Misuse of tools will not be accepted.</li> </ul>
Splinters	Pupils, staff, adult volunteers	Infection	<ul style="list-style-type: none"> <li>• Avoid working with very splintery wood.</li> <li>• Adults to sand very rough edges, if necessary, first before children use wood.</li> <li>• Children to initially sand any rough edges, or sand after sawing if rough.</li> </ul>
Injury to eye from nail rebound, debris in eye	Pupils, staff, adult volunteers	Infection, sharps injuries such as cuts	<ul style="list-style-type: none"> <li>• Safety glasses <u>always</u> to be worn.</li> <li>• Wear goggles if excessive dust.</li> <li>• Children that already wear glasses to keep those on and add goggles if excessive dust.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
General injury from unsuitable clothing	Pupils, staff, adult volunteers	Infection, sharps injuries such as cuts	<ul style="list-style-type: none"><li>• Ensure children wearing suitable clothing to move freely; for example remove gloves and scarves to facilitate coordination. Shoes to be worn.</li></ul>
Toxicity from treated wood	Pupils, staff, adult volunteers	Illness, infection or allergic reaction	<ul style="list-style-type: none"><li>• Avoid using painted or treated wood. If in doubt the wood should not be used.</li></ul>
Dust	Pupils, staff, adult volunteers	Inhalation, Irritation to the eyes	<ul style="list-style-type: none"><li>• Any significant amounts of cutting/sanding to be done outdoors.</li><li>• Eye protection- goggles to be worn.</li><li>• Children do not cut MDF.</li></ul>
Nails/screws	Pupils, staff, adult volunteers	Infection, sharps injuries such as cuts	<ul style="list-style-type: none"><li>• Any protruding nails to be made safe (hammered over) or removed.</li><li>• All nails/screws to be collected off floor after session.</li><li>• Do not hold nails/screws in mouth.</li></ul>
Plywood	Pupils, staff, adult volunteers	Splinters	<ul style="list-style-type: none"><li>• Avoid plywood.</li></ul>
Hardwood	Pupils, staff, adult volunteers	Injury	<ul style="list-style-type: none"><li>• Avoid hardwood.</li></ul>
Dust from MDF	Pupils, staff, adult volunteers	Inhalation, Irritation to the eyes	<ul style="list-style-type: none"><li>• Caution with MDF.</li><li>• Do not cut MDF in school due to excessive levels of irritating dust.</li></ul>
Children with SEND/ additional behavioural needs	Pupils, staff, adult volunteers	Infection, sharps injury such as cuts	<ul style="list-style-type: none"><li>• Higher supervision ratios, 1-1 if necessary.</li></ul>

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Tonacliffe Primary School

Signed: *Mrs C L Clutterbuck*

Name: Charlotte Clutterbuck

Risk Assessor: Charlotte Clutterbuck

