

ART GROUP RISK ASSESSMENT

Assessors: Team leader – Clive Butcher

Site: Church Rooms – Octavia View

Date: June 2026

Review Date: June 2027

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
Electricity	Those attending the group may trip over wires and sustain injury or receive electrical shocks if they come into contact with faulty equipment.	- See General Risk Assessment - Ensure any wires are not crossing walkways e.g. from the laptop to the TV and plug socket. - If anyone brings in electrical equipment from home, that person is responsible for ensuring it is safe to use at church events. The group leader should ensure that it is not used if there is anything to indicate a problem with the equipment.	If an individual wishes the church to assist with PAT testing home equipment that they regularly use at art group, they should speak to the Team Leader
Fire		- See General Risk assessment - The leader of the group is responsible for ensuring all people attending have left the building safely in the case of a fire alarm. They should have a mental register of those under their supervision. - Art group takes place in the church rooms at Octavia View, there are 2 fire exits: one directly onto South Brink via the office room and one into the corridor which has access to exits by the reception desk and directly onto South Brink through the main front door of the building. - The assembly point is in the rear car park. - If an alarm sounds the group can only re-enter the building after receiving permission from Ferry Project staff.	
First Aid	First aid may be required by anyone attending the Art Group	- There is a first aid kit available in the church rooms which is in a marked position above the sink in the kitchen area. - First aiders are only required for meetings of >20 people. If the team leader encounters a first aid situation which they are not comfortable to	Accidents should be treated appropriately and recorded on the church incident form which can be found on the church website under 'Resources' - 'Policies'.

		handle they should go to the Ferry Project reception desk and ask for a first aider.	
Manual handling		See General Risk Assessment	
Hazardous substances	All participants	- See General Risk Assessment - Paints, pastels, crayons and glue should not be put in the mouth. Paint brushes should not be put in the mouth.	All appropriate materials should be checked for COSHH safety information and instructions by team leader before use. The team leader must ensure that any instructions or safety advice such as use of PPE written on the label is strictly adhered to by all participants.
Sharp objects	Participants may cut themselves or others on scissors or knives used.	- Participants should be supervised at all times during activities where sharp objects are used. - Only craft items considered suitable for children should be used by children. Such as children's scissors. - Sharp objects should be kept out of the way, but where adults can easily see, when not in use. - Anyone seen using sharp instruments incorrectly or dangerously will be challenged by the team leader in the first instance and if the behaviour continues the sharp instrument should be removed. If the individual refuses Ferry Project staff should be informed immediately – the team leader and other participants should keep calm, move away and not attempt to take the sharp item by force.	Accidents should be treated appropriately and recorded on the church incident form which can be found on the church website under 'Resources' - 'Policies'.
Hot liquids	Hot water used for tea and coffee making could scald someone.	- See General Risk Assessment. - Be careful when using kettles to boil water. Ensure surface where kettle is placed is level, clear and free from obstructions. - Pour hot liquids carefully. - Where possible attendees should be given drinks once seated.	- If anyone experiences scolding they should run the affected area under cold water for 20mins. - Accidents should be treated appropriately and recorded on the church incident form which

		• Try to avoid carrying drinks where possible or use secure methods such as using a tray and telling those around you that you are carrying hot drinks. • Ensure hot liquids are placed securely on a table away from art materials. Move any hot drinks which may get knocked over by people accessing art materials to an alternative location. • Ensure passage way from kitchen to craft room, via steps, is clear of all obstructions when carrying hot liquids.	can be found on the church website under 'Resources' - 'Policies'.
Safeguarding		• See General Risk Assessment • Children should not attend the art group without a parent or guardian.	• 'Reporting a Concern' forms can be found in church rooms on the notice board and on the church website under 'Resources' - 'Policies'. These should be given to a safeguarding lead when completed.
Slips and trips		• See General Risk Assessment	