

## Clay Craft: Risk Assessment

Service Name: Toongabbie West Activity Centre

**Risk Rating Key**

**!! Very High**

**! High Risk**

**# Medium Risk**

**\* Low Risk**

Identified Hazards –

- Skin, eye irritation
- Ingestion / choking

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Clay sculpting	Children developing irritation to the clay	# <b>Medium Risk</b>	<ul style="list-style-type: none"> <li>- Educators obtain the safety data sheet for the clay product</li> <li>- NSW Poison Information Centre phone number (131 126) saved in centres phone contacts</li> <li>- Before handing out the clay educators inform all children then the clay is to be only handled while wearing gloves and that the clay is to stay on the table, not placed on arms, legs, face or other body parts</li> <li>- Children are provided with and must wear gloves while handling the clay</li> <li>- If clay gets stuck on individuals' body, arm, leg, face, etc remove it with a paper towel or wet wipe then rinse the area and remove any remaining clay with running water and soap if available. Seek medical attention in event of irritation</li> <li>- If this product comes in contact with the eyes: Wash out immediately with fresh running water. Ensure complete irrigation of the eye by keeping eyelids apart and away from eye and moving the eyelids by occasionally lifting the upper and lower lids. Seek medical attention without delay; if pain persists or recurs seek medical attention.</li> <li>- Once clay activity is completed children remove gloves and wash hands thoroughly</li> </ul>	Educators and children	Prior to activity, during activity, completion of activity

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			<ul style="list-style-type: none"> <li>- Educators clean the area following ACI cleaning procedures and policy's, remove all clay residue from surfaces</li> </ul>		
	Choking or shallowing clay	<b>! High Risk</b>	<ul style="list-style-type: none"> <li>- Educators obtain the safety data sheet for the clay product</li> <li>- NSW Poison Information Centre phone number (131 126) saved in centres phone contacts</li> <li>- Before handing out the clay to children, educators inform everyone that the clay is not to be eaten or put near mouth and that the clay should stay on the table not lifted high</li> <li>- Educator to determine a suitable number of children to participate in the clay activity which can be easily and safely supervised</li> <li>- Educator with First Aide and CPR training/certificate to be on site</li> <li>- No eating or drinking to be allowed near the clay activity</li> <li>- If child shallows clay immediately give them a cup of water to drink</li> <li>- At the completion of the activity educators remove and make sure no clay if left for children to obtain</li> </ul>	Educators and children	Prior to activity, during activity, completion of activity
Completed by: Michael Tucker			Approved By: Catherine Gauci		
Signature: Michael Tucker		Date: 12/03/25	Signature: Catherine Gauci		Date: 12/03/25

### Risk Matrix

Use the risk matrix to determine the Risk Rating for the activity or area being assessed.

	IMPACT					
Likelihood		Insignificant	Minor	Moderate	Major	Severe
	<b>Almost Certain</b>	Medium	High	High	Very High	Very High
	<b>Likely</b>	Medium	Medium	High	High	Very High
	<b>Possible</b>	Low	Medium	High	High	Very High
	<b>Unlikely</b>	Low	Low	Medium	Medium	High
	<b>Rare</b>	Low	Low	Medium	Medium	Medium

Likelihood		Impact	
<b>Almost Certain</b>	Is expected to occur in most circumstances	<b>Insignificant</b>	Injuries not requiring first aid
<b>Likely</b>	Will probably occur in most circumstances	<b>Minor</b>	First aid required
<b>Possible</b>	Could Occur at some time	<b>Moderate</b>	Medical treatment required
<b>Unlikely</b>	Not likely to occur in normal circumstances	<b>Major</b>	Hospital admission required
<b>Rare</b>	May occur only in exceptional circumstances	<b>Severe</b>	Death or permanent disability to one or more persons.