



Use of tools Risk Assessment

Lapstone Activity Centre

Risk Rating Key

Very Low/ Low/ Moderate / High / Very High

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Using tools in educational program activities. Tools used: hammer, nails, screw driver, sandpaper	Cuts, punctures or abrasions from sharp tools	Moderate	<ul style="list-style-type: none"> • Use age-appropriate, child-safe tools only • Demonstrate safe tool use before activity • Demonstrate safe tool use before activity • Educators closely supervise at all times • First aid kit accessible at all times • Educators first aid trained 	All educators Nominate Supervisor	At all times At all times
	Hammering or tool misuse	Moderate	<ul style="list-style-type: none"> • Clear rules explained and displayed • Tools used only in designated area • Children seated or spaced apart • Immediate intervention if unsafe behaviour observed 	All educators	At all times
	Flying objects (e.g. nails, wood splinters)	Low/Moderate	<ul style="list-style-type: none"> • Provide safety glasses where appropriate • Secure materials before use • Educators monitor positioning and spacing 	All educators	At all times
	Tools left unattended	Moderate	<ul style="list-style-type: none"> • Tools counted in and out • Stored securely when not in use • Activity area tidied immediately after use 	All educators	At all times
	Inappropriate tool size or condition	Low	<ul style="list-style-type: none"> • Regular inspection of tools • Remove damaged or unsuitable tools immediately • Use lightweight, non-electric tools 	All educators	At all times
	Lack of supervision	Moderate	<ul style="list-style-type: none"> • Maintain correct educator-to-child ratios • Active supervision (positioning, scanning, listening) 	Responsible Person	At all times
Completed by: Jessie McCulloch			Approved By: Kim Salmon		
Signature:			Signature:		
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