

The Fashion School

A Community Interest Company

RISK ASSESSMENT

Date 31/07/2024	Company The Fashion School Community Interest Company	Location 6 Burnsall Street, First Floor, SW3 3ST
Review Date 31/07/2025	Assessor Ellie Crafter	Manager Ellie Crafter

Assessment of Risk for: Fashion Classes and Workshops at The Fashion School, as well as our Customisation Workshops within Primark Manchester (Market St.)

Potential Hazards	People at Risk	Safe System to Work Measures	Risk Level
Using sewing machines	Students & Staff	<ul style="list-style-type: none"> - Everyone is inducted on how to use machines safely. - Teaching students that power should be switched off when carrying out adjustments and needle changes. - Making sure long hair is tied back and any jewellery is removed to ensure there is no entrapment. - Adequate space is given for each student to use their machine safely. - Check that lightning is adequate and stays on when the motor is switched off, eg. threading the needle. 	Low
Scissors, blades & needles -Cuts and pricks to fingers	Students & Staff	<ul style="list-style-type: none"> - Remind students to turn off the sewing machine while threading needles. - Storing needles in a safe place. - Regular reminders to students, while working, about how to use sewing machines safely. 	Low

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	Eye injuries from broken needles		<ul style="list-style-type: none"> - Any broken needles are disposed of safely and correctly. - The correct needle is used for different fabrics. - Students are supervised during the activity and given instructions in the safe use of scissors - Any faulty or damaged scissors to be disposed of. - All sharp blades, scissors and sharps (needles and pins) are stored safely. - Long hair tied up and no loose clothing. - All cutting tools and equipment must be kept sharp to avoid excess pressure being applied. - If cutting tools are used, a cutting board or mat should be used to avoid damage to unprotected surfaces. - Craft knives should only be used under strict supervision from tutors and by older students and adults only. - Metal safety rules should be used when drawing straight lines. - Craft knives with retractable blades should be used whenever possible. - The use of guillotines and trimmers must be supervised. 	
	Tripping over cables	Students & Staff	<ul style="list-style-type: none"> - Making sure that all the cables kept out of walkways. - Reminding students to not run around the studio - Use of floor plug sockets underneath tables where possible. 	Low
	Use of Irons -Burns and scalds to fingers and hands from hot plates and steam	Students & Staff	<ul style="list-style-type: none"> - Cover cords so they are out of the walk way. - Allow use of irons only after induction and instructed by tutors. - Irons turned off when not in use. 	Low
	Paints: -Contact with eyes and skin. -Spillages causing a slip hazard. -Damage clothes.	Students & Staff	<ul style="list-style-type: none"> - Pupils are taught how to be sensible when using paint and wear a protective apron when necessary. - Only safe and non-toxic paint to be used in the studio. - Pupils are to be supervised during each activity. - Pupils are to be encouraged to thoroughly wash their hands after each activity. 	Low

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			<ul style="list-style-type: none"> - Any spillage is cleaned up immediately and the floor is in a dry, safe condition. - Staff to be aware of any children who have allergies or could be at risk of possible reaction to the materials used and provide a different activity for these children. 	
	Using a Glue Gun Burns, due to hot components and glue	Students & Staff	<ul style="list-style-type: none"> - Pupils to be taught how to use the gun safely and always be supervised. - Staff to be aware of what to do if a child accidentally burns themselves with the gun. This is so that the correct treatment is administered immediately. - Any electrical equipment should be regularly tested for electrical safety. - A glue gun stand should be used; equipment should only be purchased from a reputable supplier. 	Low

Using the bathroom: Stairs -Tripping/falling up and down the stairs	Students & Staff	<ul style="list-style-type: none"> - Students to be accompanied by staff up and down the stairs to the bathroom - Ensure students use the handrail for support and walk up/down the stairs carefully - No equipment to be carried from the studio whilst using the stairs 	Low
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<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"><u>Low</u></p>	<p>Risk assessment signed off by: Ellie Crafter</p> <p>Signature: E.C.Crafter</p> <p>Date: 31/07/2024</p>
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