



Risk Assessment Form

Virtual Workshop with Jenny O'Leary "Laminated Tissue"



Date: 16/01/21	Location: Home of Participants	RA version: v210113.1135
-----------------------	---------------------------------------	---------------------------------

Task / premises:

In this Merseyside Embroiderers' Guild Zoom workshop Jenny O'Leary will demonstrate how she works with tissue using different forms of resist such as stencils and oil pastels, laminates them with PVA then works into them with inks and more wax to create beautiful translucent surfaces suitable for further development with stitch. Jenny will do a step by step presentation of her techniques. Attendees can follow along during the workshop and make their own surfaces using the techniques demonstrated.

Prior to starting the workshop, participants should make sure their individual work areas adhere to safe working practices. This risk assessment identifies general hazards that may be applicable to those participating in the workshop. It is the responsibility of each participant to assess their individual work space, including all equipment, materials and substances in terms of potential hazards, who might be affected and identify measures to control risks.

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Participants working remotely on projects.	Transmission of Covid-19	Participants and others in the vicinity – potential for severe respiratory disease that can be fatal, further transmission of Covid-19	Adherence to all governmental guidelines and restrictions (UK and local) regarding contact with other people and movement between places of residence; the former (UK guidelines) may be found on www.gov.uk/coronavirus .	Medium	A
	Trip hazards	Participants and others in the vicinity - various injuries and ill health.	The working area will be kept clean and tidy during the workshop. Any cables, leads or other items that could cause a trip hazard will be removed or re-routed.	Medium	A
	Electrical equipment	Participants and others in the vicinity – fires, burns, electrocution, damage to equipment.	All electrical equipment has been checked for physical damage, signs of overheating or water ingress prior to use. Faulty equipment must be taken out of service immediately. The computer, pad or phone will be secured safely on a flat surface.	Low	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
	Use of sharp objects (knives, scissors, blades, needles etc)	Participants and others in the vicinity – laceration, puncture, amputation	Use the right tool for the job and only use the tool for the job it was designed for. Cut on a stable surface. Use a cutting board and/or slip-resistant matting to prevent the item from sliding on the counter. Where possible, use a mechanical device to hold the item. Store item appropriately when not in use.	Low	A
	Substances, chemicals and fumes	Participants and others in the vicinity – allergic reactions (mild symptoms to death) respiratory problems, asphyxiation, skin lesions or rashes.	Participants to be familiar with the hazards associated with all substances used and any potential allergic reactions; safety instructions are printed on the containers. Suitable protective clothing, gloves and/or mask to be worn as appropriate. Chemicals, powders, liquids, food and drinks will be kept away from electrical items. The area to be well-ventilated. All small children and pets will be kept away from the work area.	Low	A
	Splashes and spillages of substances	Participants and others in the vicinity – fires, electrocution, burns, etc	Participants to be familiar with clean-up procedures for any dangerous or harmful chemicals and substances and to have clean-up kit easily accessible. Surfaces, furniture and flooring to be protected with other suitable material to prevent staining or marking. Jewellery will be kept to a minimum.	Low	A
	Wearing of jewellery	Participants – jewellery may catch and/or become contaminated by substances and cause injury and/or spillages	Jewellery will be kept to a minimum.	Low	A
	Use of desktop/laptop computer, pad and/or phone	Participants – musculo-skeletal disorders, eyestrain.	The home area used in the workshop has been adjusted suitably for the work to be undertaken and the area has been dedicated to carrying out the practical elements of the workshop. The laptop, pad, phone, monitor, keyboard, mouse and chair will be adjusted to suit the participant. The screen will be adjusted to avoid glare.	Low	T

When all the control measures identified are implemented, the remaining risk ratings may be:

LOW - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

MEDIUM - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury).

HIGH - if injury is likely to arise (e.g. there have been previous incidents, the situation “looks like an accident waiting to happen”) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Result: this stage of the risk assessment is probably the most important. The options are:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met, then insert A in this column.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason.

For T and A results, the assessment is complete.

For N or U results, more work is required before the assessment can be signed off.