

Curriculum activity risk assessment

Leatherwork

clever • skilled • creative

Activity scope

This document relates to student participation in Leatherwork as a curriculum activity. Leatherwork refers to the various aspects of leatherwork, dealing with the stamping, cutting, stitching, dyeing, moulding, burning and punching of leather.

Risk level

The actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:



- Which students will be involved?
- What will the students be doing?
- What will the students be using?
- Where will the students be?
- Who will be leading the activity?

Inherent risk level		Action required / approval
<input type="checkbox"/>	Low	Stamping, moulding or punching of leather, using stamping tools on either natural leather or pre-dyed leather
<input type="checkbox"/>	Medium	Dyeing, stitching, burning and cutting of leather

<input checked="" type="checkbox"/>	Manage through regular planning processes.
<input checked="" type="checkbox"/>	Record controls in your planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> .
<input checked="" type="checkbox"/>	Consider obtaining parental permission.

Teachers/leaders:

Activity description:

Start date:

Finish date:

No of students (approx.):

Class groups:

Supervision ratio (approx.):



Queensland Government

Uncontrolled copy. Refer to HLS-PR-012: Curriculum Activity Risk Management at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.

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Leather Working Tools, File #: 1830759
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Listed below are the minimum requirements for this type of activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity. If an adult other than a registered teacher is engaged for instruction a teacher should be present to take overall responsibility. [Blue Card](#) requirements **must** be adhered to.

- Registered teacher with minimum qualifications as outlined below
OR
 An adult with minimum qualifications as outlined below, in the presence of a registered teacher

Further information:

Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

- Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
- [Blue Card](#) requirements met
- for low risk activities, experience in leatherwork and the use of the relevant equipment and knowledge of its potential hazards
- for medium risk activities, competence (demonstrated ability) in leatherwork and the use of the relevant equipment and knowledge of its potential hazards

A teacher could demonstrate their competency through their:

- knowledge of the activity and the associated hazards and risks
- experience (i.e. previous involvement) in undertaking the activity
- demonstrated ability and/or expertise to undertake the activity
- possession of qualifications related to the activity.

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
A first aid kit should be available at all venues where classes are conducted.	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF radio <input type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Eyewash facilities should be available when solvents and toxic pigments are used.	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
Biological material <ul style="list-style-type: none"> • Drink • Food 	<ul style="list-style-type: none"> • Ensure that hands are washed at the end of the activity, and that no food or drink is consumed in the area. 	<input type="checkbox"/>	<input type="checkbox"/>	
Breakages <ul style="list-style-type: none"> • Glass • Crockery 	<ul style="list-style-type: none"> • Inspect equipment before use for cracks and damage. • Do not heat or cool materials quickly. • Ensure appropriate clean-up equipment (broom, dustpan and brush) is available. • Ensure students wear appropriate footwear. • Handle materials and equipment carefully. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
Electricity <ul style="list-style-type: none"> • Burns • Electrocutation 	<ul style="list-style-type: none"> • Ensure Electrical Safety Guidelines are adhered to. 	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous substances <ul style="list-style-type: none"> • Glues • Dyes 	<ul style="list-style-type: none"> • Ensure that leather to be heated is not chrome-tanned, as poisonous fumes will result. • Ensure that chemicals and dyes are labelled and stored in appropriate unbreakable sealed containers. • Solvent-based dyes and lacquers may be flammable. They should not be used in areas near naked flames or hot objects. • Liquid dyes with an ethyl-alcohol base are safer than powder dyes. As an alternative, water-based leather dyes may be used. • For non-functional work, pigmented airbrush inks are suitable. • Ensure that protective equipment (e.g. gloves and safety glasses) is worn by students when they are working with dye solutions. • Ensure that eyewash facilities are available when chemical dyes are used. • Take the following safety precautions when contact adhesive is used: <ul style="list-style-type: none"> ○ use with great care and in a well-ventilated area ○ store in a flammables storage cupboard away from student contact ○ use disposable applicators (to avoid the use of a solvent to clean brushes) ○ use only when a particularly strong bond is required. Water-based contact adhesive is safer ○ avoid contact with heat, sparks and all sources of ignition. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> • Ensure that rubber gloves and protective clothing are always used when working with dyes and solvents. • Adhere to hazardous substances guidelines. • Ensure material safety data sheets are present and current (less than 5 yrs old). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Sharp implements or objects <ul style="list-style-type: none"> • Carving tools 	<ul style="list-style-type: none"> • Provide training and instruction in safe handling of equipment. • Ensure equipment is stored safely when not in use. • Increase supervision when necessary. • Follow safety guidelines. • Ensure that carving tools are directed away from the body. • Ensure that hands are clear of the cutting edge of tools, with the free hand being kept behind the tool. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Space <ul style="list-style-type: none"> • Location 	<ul style="list-style-type: none"> • Ensure that adequate space is available for students to work safely with hammers, mallets and other relevant equipment. • Establish safety zones so that students involved in potentially hazardous processes (such as mechanically stitching, cutting and dyeing leather) have an adequate work area that other students not involved in the process will not enter. • Carry out all leather activities in a well-ventilated area, with appropriate work space available. • Ensure that the floor is not highly polished or slippery. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Students <ul style="list-style-type: none"> • Student numbers 	<ul style="list-style-type: none"> • Obtain parental permission, including relevant medical information. 	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<ul style="list-style-type: none"> • Special needs • High risk behaviours • Medical conditions 	<ul style="list-style-type: none"> • Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers. • Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents. • When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc.) • Ensure adequate adult supervision. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Tools and materials</p>	<ul style="list-style-type: none"> • Give constant attention to the dangers of using propane torches, scissors, cutting knives and hammers, and of inhalation of adhesive fumes in a leather-work area. • Observe safe work practices with all tools, materials and processes. Correct storage and maintenance of equipment is essential. • Use guides of adequate thickness to prevent cutters and bevellers jumping. • Note that when applying heat to leather using a propane torch, the leather must be placed on a heat-resistant material and water should be kept close at hand to extinguish any ignited leather. • Ensure that users carry out correct procedures for operation of propane torches in order to avoid the associated potential dangers. • Note that an ignited propane torch should be restricted to a particular work area and should not be moved under any circumstances. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> Note that when sanding leather, eye protection and good ventilation is required. The use of a respirator is also recommended. Ensure that heat-protection gloves are worn when working with heat equipment and hot materials. Keep all cutting tools sharp and well maintained. 	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Additional control measures

These would relate to the specific student needs, location and conditions in which you are conducting your activity.

Hazards/risks	Control measures

Submitted by:

Date:

List the names of those who were involved in the preparation of this risk assessment.

Approval

Approved as submitted:

Approved with the following condition(s):

Not approved for the following reason(s):

By:

Designation:

Signed:

Date:

Once approved, activity details should be entered into the *School Curriculum Activity Register* by administrative staff.

Reference no.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Important links

- HLS-PR-003: First Aid
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
<http://education.qld.gov.au/strategic/epr/health/hlspr004/>
- HLS-PR-005: Health and Safety Incident Reporting and Notification
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HLS-PR-006: Managing Occupational Risks with Chemicals
<http://education.qld.gov.au/strategic/epr/health/hlspr006/hs16.pdf>
- Infection Control Guideline
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf
- HRM-PR-010: Working with Children Check – Blue Cards
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>

Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/epr/health/hlspr012/index1.html>)

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.