

PEN KNIFE RISK ASSESSMENT

ASSESSOR C. Clutterbuck

DATE: 12.07.24

Forest School Leaders: CC (Charlotte Clutterbuck)/PM (Paul McCormick)

REVIEW DATE: 1.09.25

	HAZARD	PERSONS AT RISK	EXISTING PREVENTATIVE MEASURES	PROBABILITY (P) 1-5	SEVERITY (S) 1-5	RATING (P) X (S) 1-25	WHAT MEASURES NEED TO BE TAKEN	BY WHO/ confirmation of understanding or completion
1	Pen knife transportation	The Group & Leaders	All pen knives are kept in sheaths when not being used.	2	2	4	To ensure group have a full understanding on how to carry the tool correctly.	Forest School Leaders
2	Pen knife slipping when using	The Group & Leaders	Tool maintenance kept sharp and useable. No gloves worn to prevent slipping.	4	3	12	To ensure group have a full understanding on how to position the tool correctly when using it, so if a slip occurs, it will not make contact with themselves or any member of the group.	Forest School Leaders
3	Pen knife storage during a session	The Group & Leaders	Knives have tethers on them to hand in suitable position off the floor.	1	3	3	Knives need to be in their sheath hanging from their tether.	Forest School Leaders
4	Pen knife blade snapping	The Group & Leaders	Regular and effective maintenance of tools.	2	3	6	The group should know that if a problem has occurred with a tool, it should be reported immediately to the leader. The leader will decommission the tool.	Forest School Leaders

**RATING-** The **probability** multiplied by the **severity** gives a figure from 1 to 25. Any hazard scoring above **12** will need to have immediate additional control measures put in place to prevent a serious incident.