

Risk Guidelines

Activity 1 - Cryptography

- General workshop safety precautions with paper and writing utensils.

Activity 2 – Smell Balls

- Smells – the smell balls contain strong scented oils. Participants should cease the activity immediately if feeling unwell. All scents are organic and should be non-harmful. If participants are unsure of having any associated allergies to scents they should not take part in this section of the workshop.
- Staff contact – staff should take precaution while changing scents in the balls. Sensitive skin may react to the strong oils: where possible gloves should be worn. Under no circumstances should staff eat or drink the oils.
- Visitor contact - visitors should not have any need to open the smell balls and have any contact with the oils. Visitors should not touch or eat the contents of the smell balls.
- Breakage – if a large amount of force is applied to the balls they may break. Plastic pieces that break off may be sharp and dangerous. Staff should immediately remove all broken pieces and ensure that visitors do not come into contact with oils or plastic shards.

Activity 3 – Skeleton Tracks

- Dropping – the skeleton boards are heavy and every precaution should be made that they are not dropped on the floor.
- Personal Injury – as the skeleton boards are propped up on the table there is a danger that they can slip off the plastic spools and land on staff or visitors' fingers.
- Choking – all pieces included in the Skeleton kit should be kept away from young children in a family workshop.
- Slipping – marbles can be a dangerous slipping hazard when used in uncarpeted room. Visitors should be warned to monitor their marbles and to be careful when walking around the room.