

**FoES – Communities Reducing Excess Waste**

**RISK ASSESSMENT**

<b>ACTIVITY ASSESSED</b> Envelope Making	<b>ASSESSMENT DATE</b> May 2007	<b>ASSESSED BY</b> Rosiaina Browning
<b>ACTIVITY LOCATION</b> Various	<b>NEXT ASSESSMENT BEFORE</b> May 2008	<b>APPROVED BY</b> Moira Graham

<b>HAZARD Potential for harm</b>	<b>Who's at risk</b>	<b>PRECAUTIONS To reduce the risk level</b>	<b>Risk Level</b>	<b>Who will do them?</b>	<b>When - B or D</b>
Slips, trips and falls	All	1. Ensure that area is safe to work in before session begins; remove any trip hazards 2. Keep work area as clear as possible and clear up spillages as soon as they happen	L	FoES staff/volunteers	B & D
Minor injury from use of scissors	Children	1. Give safety talk to ensure correct use of scissors 2. Supervise use of scissors throughout activity 3. Ensure scissors are stored away safely when not in use	L	FoES staff/volunteers	D
Paper cuts	All	1. Advise to tear and fold paper with care	L	FoES staff/volunteers	D
Ingestion of glue/poisoning	Children	1. Use toxin-free glue sticks 2. Give safety talk to ensure correct use of glue sticks 3. Ensure children do not put glue sticks near mouth 4. Supervise use of glue sticks throughout activity 5. Advise to wash hands after activity	L	FoES staff/volunteers	D

**Personal Protective Equipment needed:** None

**PPE provided by:** N/A

**Nearest telephone:** FoES staff mobile

**First aiders:** N/A

**Risk level L=Low; M=Medium; H=High**

**B=before the activity, D=during**

## ENVELOPE MAKING INSTRUCTIONS

**\*Please ensure you have read and followed the risk assessment before commencing this activity \***

### **EQUIPMENT NEEDED:**

Envelope template  
Biro pen  
Scissors  
Glue stick  
Unwanted magazine/calendar/catalogue

### **INSTRUCTIONS:**

1. Choose any colourful page from the magazine/catalogue etc (it doesn't have to be a perfect picture, anything with bright colours will still look good).
2. Carefully draw around the envelope template on top of the chosen page.
3. Cut carefully around the line you have drawn (tear the page out of the magazine before doing this as it will make cutting easier!)
4. Follow the instructions on the template to fold and glue the envelope into shape (start with the bottom fold). Your envelope is complete!

### **TOP TIPS**

1. Make sure the page you want to use is **not too small** for the envelope template.
2. Don't forget to draw and cut around the **4 little triangles** at the corners of the template – these are vital for the folding to work!
3. Only use a **small amount of glue**.
4. Cut a small rectangle from a scrap piece of paper to use as an **address label** on the front of the envelope. The envelope can then be used in the post!
5. **Remember not to glue the top flap** until you come to use your envelope or you won't be able to use it!

## **Contents Checklist – Envelopes**

- Activity instructions/risk assessment (please read before setting up)
- Instructions display card
- Old magazines/calendars/catalogues\*
- 2 envelope templates
- 2 biro pens
- 5 pairs of scissors (3 right and 2 left handed)
- 2 glue sticks

\* **items that will need restocked before each event**

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