

Wreath Making - Risk Assessment

Cuts

Hazards: Floristry wire ends, trimmed wire offcuts, sharp wreath frames, staples on decorations.

Who's at risk: Participants and host.

Controls:

- Demonstrate safe wire handling: keep ends turned inward; twist/secure ends immediately.
- Provide a designated "wire offcuts pot" on each table; no loose offcuts on surfaces/floor.
- Encourage slow, controlled cutting; keep hands clear of cutting area.
- First aid kit available; blue plasters for minor cuts.

Residual risk: Low-Medium.

Injury

Hazards: Wire tension releasing; offcuts flicking when cut; elastic materials snapping.

Who's at risk: Participants and host.

Controls:

- Safety briefing: cut wire pointing down into a tray/bin; cover the cut point with a hand to control offcut direction.
- Keep wire lengths manageable; avoid over-tensioning.
- Maintain spacing between participants when cutting wire.

Residual risk: Low-Medium.

Tool Injuries

Hazards: Pinching fingers, misuse of cutters, tools left open on tables.

Who's at risk: Participants.

Controls:

- Use good-quality tools in safe condition; check for damage before session.
- Brief on correct use; no passing tools handle-first only.
- Keep tools in a central "tool zone" on each table, not mixed into foliage/decorations.

Residual risk: Low.

Slips, Trips and Falls

Hazards: Dropped foliage, ribbon, packaging, bags under tables; trailing fairy light wires.

Who's at risk: Everyone.

Controls:

- Keep walkways clear; designate bag/coat area.
- Regular "tidy moments" during the workshop; bins on each table.
- Fairy lights kept coiled until final step; avoid trailing wires across walkways.

Residual risk: Low.

Wreath Making - Risk Assessment

Burns

Hazards: Burns from glue guns; fumes; glue drips on tables/floors.

Who's at risk: Participants and host.

Controls:

- If possible, avoid glue guns and use wire/ties instead.
- If glue guns are used: low-temp guns preferred; glue gun stands and heat mats provided.
- Host demonstrates safe use; keep cords tidy; unplug when not in use.
- First aid plan for minor burns (cool running water).

Residual risk: Medium (if glue guns are used), otherwise Low.

Manual Handling

Hazards: Strains/sprains from lifting stock and equipment.

Who's at risk: Host/instructor primarily.

Controls:

- Use wheeled bags/trolleys where possible; split loads into smaller boxes.
- Use correct lifting technique; ask venue staff for help with heavy items.
- Allow enough setup time to avoid rushing.

Residual risk: Low.

Table Protection

Hazards: Hot glue gun drips, staining tables/floors; water damage; glue on soft furnishings.

Who's at risk: Venue (property), host (liability), participants (personal items).

Controls:

- Use table coverings and/or disposable mats; keep wipes handy.
- Set up a controlled "hot glue" area; turn off when not in use.
- Brief participants to keep personal items off the table edges; provide a side table for coats/bags.

Residual risk: Low.

Behavioral Risks

Hazards: Breakages, spills, injuries if participants are careless (especially with glassware).

Who's at risk: Everyone.

Controls:

- Clear start-of-session briefing; host has authority to pause/stop activity.
- If alcohol is present, keep glass items controlled.
- Maintain appropriate supervision ratio for group size.

Residual risk: Medium (depends on group).