

ABERDEENSHIRE
COUNCIL
RISK ASSESSMENT
WORK SHEET

**THE GOOD, THE BAD
AND THE FUNGI**

APPENDIX 1

LOOKING AT FUNGI

Aberdeenshire
COUNCIL



RISK ASSESSMENT WORK SHEET

Service:	
Activity Details:	LOOKING AT FUNGI
Date:	2 August 2002
	APPENDIX 1 PAGE 1 OF 3

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following list:-

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical 2. Lifting and Moving 3. Chemicals 4. Dusts/Fumes/Mists/Vapours 5. Biological Agents 6. Work Equipment and Its Use 7. General Environment 8. Display Screen Equipment and Workstations 9. Sharp Instruments 10. Hot and Cold Surfaces 11. Pressurised Flammable Gas Systems 12. Food Hygiene 13. Working From Height 14. Noise | <ol style="list-style-type: none"> 15. Animals 16. Outside Activities 17. Violence 18. Slips and Trips 19. Radiation 20. Fire 21. Working Over or Near Water 22. Falling Objects 23. Confined Spaces 24. Excavations 25. Working On Your Own 26a. Projects/Experiments/Processes 26b. Workshops/Coaching Sessions 27. Vehicle Interface 28. Pedestrian Traffic Routes 29. Driving |
|---|---|

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.:-

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public

Pay particular attention to:-

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

They may be more vulnerable

List hazards here:

- | | |
|---|---------------------|
| 1 | Collecting |
| 2 | Identification |
| 3 | Poisons |
| 4 | Allergy |
| 5 | Ingestion |
| 6 | Class participation |
| 7 | Disposal |
| 8 | Sharps |
| 9 | Hygiene |

List groups of people who are especially at risk from the significant hazards which you have identified:

Teacher, class assistants, pupils, third parties

Service:	
Activity Details:	LOOKING AT FUNGI
Date:	
	APPENDIX 1 PAGE 2 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|---|---|
| 1 | <p>Collection
Collection from wild is a teacher managed activity (stock conservation)
P4-7 + supervised activity 1:8 recommended.
Seek landowners permission
Purchase fungi from a reputable source such as a supermarket.
Follow the Scottish Office instruction on farm visits
Follow the country code
Be aware of livestock
Ensure someone knows where you are</p> |
| 2 | <p>Identification
Follow the instructions as detailed for the activity</p> |
| 3 | <p>Poisons
Follow the instructions on the activity sheet
The Fly Agaric should be handled by teacher only
Do not ingest
Keep hands out of the mouth and avoid rubbing the eyes
Wash hands</p> |
| 4 | <p>Allergies
Very slight risk of asthmatic irritation</p> |
| 5 | <p>Ingestion
No material to be eaten
If ingestion occurs seek medical assistance and bring a sample of the fungus with you to the doctors/hospital</p> |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High Med Low

Service:	
Activity Details:	LOOKING AT FUNGI
Date:	
	APPENDIX 1 PAGE 3 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|---|--|
| 6 | <p>Class participation
Collection from wild is a teacher managed activity (stock conservation)
P1-3 collection should be a teacher only activity
P4-7+ is a teacher and class activity
Refer to the activity sheet and the general instructions (Health and Safety)
The Fly Agaric should be handled by teacher only
Follow the Scottish Office instruction on farm visits</p> |
| 7 | <p>Disposal
Solids double wrap all material and place in the outside bin</p> |
| 8 | <p>Sharps
Teacher only activity use a sharp vegetable knife and vegetable board.
Ensure the equipment is washed before returning to store.</p> |
| 9 | <p>Hygiene
Wash hands after the activity</p> |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High Med Low

ABERDEENSHIRE
COUNCIL
RISK ASSESSMENT
WORK SHEET

**THE GOOD, THE BAD
AND THE FUNGI**

APPENDIX 2
SPORE PRINTS

Aberdeenshire
COUNCIL



RISK ASSESSMENT WORK SHEET

Service:	
Activity Details:	MAKING A SPORE PRINT
Date:	2 August 2002
	APPENDIX 2 PAGE 1 OF 3

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following list:-

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical 2. Lifting and Moving 3. Chemicals 4. Dusts/Fumes/Mists/Vapours 5. Biological Agents 6. Work Equipment and Its Use 7. General Environment 8. Display Screen Equipment and Workstations 9. Sharp Instruments 10. Hot and Cold Surfaces 11. Pressurised Flammable Gas Systems 12. Food Hygiene 13. Working From Height 14. Noise | <ol style="list-style-type: none"> 15. Animals 16. Outside Activities 17. Violence 18. Slips and Trips 19. Radiation 20. Fire 21. Working Over or Near Water 22. Falling Objects 23. Confined Spaces 24. Excavations 25. Working On Your Own 26a. Projects/Experiments/Processes 26b. Workshops/Coaching Sessions 27. Vehicle Interface 28. Pedestrian Traffic Routes 29. Driving |
|---|---|

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.:-

- | | |
|---|--|
| <ul style="list-style-type: none"> • Office staff • Maintenance personnel • Contractors • People sharing your workplace | <ul style="list-style-type: none"> • Operators • Cleaners • Members of the public |
|---|--|

Pay particular attention to:-

- | | |
|---|---|
| <ul style="list-style-type: none"> • Staff with disabilities • Visitors | <ul style="list-style-type: none"> • Inexperienced staff • Lone workers |
|---|---|

They may be more vulnerable

List hazards here:

- | | |
|----|---------------------|
| 1 | Collecting |
| 2 | Identification |
| 3 | Poisons |
| 4 | Allergy |
| 5 | Ingestion |
| 6 | Class participation |
| 7 | Disposal |
| 8 | Sharps |
| 9 | Chemicals |
| 10 | Hygiene |

List groups of people who are especially at risk from the significant hazards which you have identified:

Teacher, class assistants, pupils, third parties

Service:	
Activity Details:	MAKING A SPORE PRINT
Date:	
	APPENDIX 2 PAGE 2 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|---|---|
| 1 | <p>Collection
Collection from wild is a teacher managed activity (stock conservation)
P4-7+ supervised activity 1:8 recommended
Seek landowners permission
Purchase fungi from a reputable source such as a supermarket.
Follow the Scottish Office instruction on farm visits
Follow the country code
Be aware of livestock
Ensure someone knows where you are</p> |
| 2 | <p>Identification
Follow the instructions as detailed for the activity</p> |
| 3 | <p>Poisons
Follow the instructions on the activity sheet
Do not ingest
Keep hands out of the mouth and avoid rubbing the eyes
Wash hands</p> |
| 4 | <p>Allergies
Very slight risk of asthmatic irritation</p> |
| 5 | <p>Ingestion
No material to be eaten
If ingestion occurs seek medical assistance and bring a sample of the fungus with you to the doctors/hospital</p> |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High

Med

Low

Service:	
Activity Details:	MAKING A SPORE PRINT
Date:	
	APPENDIX 2 PAGE 3 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

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- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List existing controls here or note where the information may be found:

- | | |
|----|--|
| 6 | Class participation
Collection from wild is a teacher managed activity
Spore printing is a P1-3+ activity
Refer to the activity sheet and the general instructions (Health and Safety)
Follow the Scottish Office instruction on farm visits |
| 7 | Disposal
Solids double wrap all material and place in the outside bin |
| 8 | Sharps
Teacher only activity use a sharp vegetable knife and vegetable board.
Ensure they are washed before returning to store. |
| 9 | Chemicals
Hair spray
Teacher only activity
Domestic pack safety instructions on the can |
| 10 | Hygiene
Wash hands after the activity |

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High Med Low

ABERDEENSHIRE
COUNCIL
RISK ASSESSMENT
WORK SHEET

**THE GOOD, THE BAD
AND THE FUNGI**

APPENDIX 3

WHERE DO FUNGI GROW? MAKING A
HABITAT COLLAGE

Aberdeenshire
COUNCIL



RISK ASSESSMENT WORK SHEET

Service:	
Activity Details:	WHERE DO FUNGI GROW? MAKING A HABITAT COLLAGE
Date:	2 August 2002
	APPENDIX 3 PAGE 1 OF 3

HAZARD

Look only for hazards that you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following list:-

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical 2. Lifting and Moving 3. Chemicals 4. Dusts/Fumes/Mists/Vapours 5. Biological Agents 6. Work Equipment and Its Use 7. General Environment 8. Display Screen Equipment and Workstations 9. Sharp Instruments 10. Hot and Cold Surfaces 11. Pressurised Flammable Gas Systems 12. Food Hygiene 13. Working From Height 14. Noise | <ol style="list-style-type: none"> 15. Animals 16. Outside Activities 17. Violence 18. Slips and Trips 19. Radiation 20. Fire 21. Working Over or Near Water 22. Falling Objects 23. Confined Spaces 24. Excavations 25. Working On Your Own 26a. Projects/Experiments/Processes 26b. Workshops/Coaching Sessions 27. Vehicle Interface 28. Pedestrian Traffic Routes 29. Driving |
|---|---|

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.:-

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public

Pay particular attention to:-

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

They may be more vulnerable

List hazards here:

- | | |
|---|---------------------|
| 1 | Collection |
| 2 | Identification |
| 3 | Poisons |
| 4 | Allergy |
| 5 | Ingestion |
| 6 | Class participation |
| 7 | Disposal |
| 8 | Sharps |
| 9 | Hygiene |

List groups of people who are especially at risk from the significant hazards which you have identified:

Teacher, class assistants, pupils, third parties

Service:	
Activity Details:	WHERE DO FUNGI GROW? MAKING A HABITAT COLLAGE
Date:	
	APPENDIX 3 PAGE 2 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List existing controls here or note where the information may be found:

- 1 Collection
Collection from wild is a teacher managed activity (stock conservation)
P4-5+ supervised activity 1-8 recommended
Seek landowners permission
Follow the Scottish Office instruction on farm visits
Follow the country code
Be aware of livestock
Ensure someone knows where you are
- 2 Identification
Follow the instructions as detailed for the activity
- 3 Poisons
Follow the instructions on the activity sheet
Do not ingest
Keep hands out of the mouth and avoid rubbing the eyes
Wash hands
- 4 Allergies
Very slight risk of asthmatic irritation
- 5 Ingestion
No material to be eaten
If ingestion occurs seek medical assistance and bring a sample of the fungus with you to the doctors/hospital

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High

Med

Low

Service:	
Activity Details:	WHERE DO FUNGI GROW? MAKING A HABITAT COLLAGE
Date:	
	APPENDIX 3 PAGE 3 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|----|---|
| 6 | Class participation
Collage P1-3+ activity
Collecting P4-7+ activity
Refer to the activity sheet and the general instructions (Health and Safety)
Follow the Scottish Office instruction on farm visits
Fly agarics teacher only handling activity |
| 7 | Disposal
All material and place in the outside bin |
| 8 | Sharps
Teacher only activity use a sharp vegetable knife
Children may use blunt nosed scissors
Ensure equipment is washed before returning to store. |
| 9. | Hygiene
Wash hands after the activity |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High Med Low

ABERDEENSHIRE
COUNCIL
RISK ASSESSMENT
WORK SHEET

**THE GOOD, THE BAD
AND THE FUNGI**

APPENDIX 4

GROWING MUSHROOMS

Aberdeenshire
COUNCIL



RISK ASSESSMENT WORK SHEET

Service:	
Activity Details:	GROWING MUSHROOMS
Date:	2 August 2002
	APPENDIX 4 PAGE 1 OF 3

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following list:-

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical 2. Lifting and Moving 3. Chemicals 4. Dusts/Fumes/Mists/Vapours 5. Biological Agents 6. Work Equipment and Its Use 7. General Environment 8. Display Screen Equipment and Workstations 9. Sharp Instruments 10. Hot and Cold Surfaces 11. Pressurised Flammable Gas Systems 12. Food Hygiene 13. Working From Height 14. Noise | <ol style="list-style-type: none"> 15. Animals 16. Outside Activities 17. Violence 18. Slips and Trips 19. Radiation 20. Fire 21. Working Over or Near Water 22. Falling Objects 23. Confined Spaces 24. Excavations 25. Working On Your Own 26a. Projects/Experiments/Processes 26b. Workshops/Coaching Sessions 27. Vehicle Interface 28. Pedestrian Traffic Routes 29. Driving |
|---|---|

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.:-

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public

Pay particular attention to:-

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

They may be more vulnerable

List hazards here:

- | | |
|----|---------------------|
| 1 | Collecting |
| 2 | Identification |
| 3 | Poisons |
| 4 | Allergy |
| 5 | Ingestion |
| 6 | Class participation |
| 7 | Disposal |
| 8 | Sharps |
| 9 | Chemicals |
| 10 | Hygiene |

List groups of people who are especially at risk from the significant hazards which you have identified:

Teacher, class assistants, pupils, third parties

Service:	
Activity Details:	GROWING MUSHROOMS
Date:	
	APPENDIX 4 PAGE 2 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List existing controls here or note where the information may be found:

- 1 Collection
Only grow mushrooms from a reputable supplier such as Anne Miller Greenbank, Meiklewartle, Inverurie AB51 5AA
- 2 Identification
Follow the instructions as detailed on the pack
- 3 Poisons
No poisons risk but for hygiene risk do not eat
Do not ingest
Keep hands out of the mouth and avoid rubbing the eyes
Wash hands
- 4 Allergies
Very slight risk of asthmatic irritation
- 5 Ingestion
No material to be eaten
If ingestion occurs seek medical assistance and bring a sample of the fungus with you to the doctors/hospital

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High

Med

Low

Service:	
Activity Details:	GROWING MUSHROOMS
Date:	
	APPENDIX 4 PAGE 3 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|---|---|
| 6 | Class participation
P1-3 + activity
Refer to the activity sheet and the general instructions (Health and Safety) |
| 7 | Disposal
Solids double wrap all material and place in the outside bin |
| 8 | Sharps
Teacher only activity use a sharp vegetable knife and vegetable board.
Ensure equipment is washed before returning to store. |
| 9 | Hygiene
Wash hands after the activity |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High Med Low

ABERDEENSHIRE
COUNCIL
RISK ASSESSMENT
WORK SHEET

**THE GOOD, THE BAD
AND THE FUNGI**

APPENDIX 5

**EXPERIMENTING WITH FUNGI
(INCLUDING COSHH)**

Aberdeenshire
COUNCIL



RISK ASSESSMENT WORK SHEET

Service:	
Activity Details:	EXPERIMENTING WITH FUNGI
Date:	7 August 2002
	APPENDIX 5 PAGE 1 OF 5

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following list:-

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical 2. Lifting and Moving 3. Chemicals 4. Dusts/Fumes/Mists/Vapours 5. Biological Agents 6. Work Equipment and Its Use 7. General Environment 8. Display Screen Equipment and Workstations 9. Sharp Instruments 10. Hot and Cold Surfaces 11. Pressurised Flammable Gas Systems 12. Food Hygiene 13. Working From Height 14. Noise | <ol style="list-style-type: none"> 15. Animals 16. Outside Activities 17. Violence 18. Slips and Trips 19. Radiation 20. Fire 21. Working Over or Near Water 22. Falling Objects 23. Confined Spaces 24. Excavations 25. Working On Your Own 26a. Projects/Experiments/Processes 26b. Workshops/Coaching Sessions 27. Vehicle Interface 28. Pedestrian Traffic Routes 29. Driving |
|---|---|

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.:-

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public

Pay particular attention to:-

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

They may be more vulnerable

List hazards here:

- | | |
|----|---------------------|
| 1 | Collection |
| 2 | Identification |
| 3 | Poisons |
| 4 | Allergy |
| 5 | Ingestion |
| 6 | Class participation |
| 7 | Disposal |
| 8 | Sharps |
| 9 | Chemicals |
| 10 | Hygiene |

List groups of people who are especially at risk from the significant hazards which you have identified:

Teacher, class assistants, pupils, third parties

Service:	
Activity Details:	EXPERIMENTING WITH FUNGI
Date:	
	APPENDIX 5 PAGE 2 OF 5

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|---|---|
| 1 | <p>Collection
Collection from wild is a teacher managed activity (stock conservation)
P4-7+ supervised activity 1:8 recommended
Seek landowners permission
Follow the Scottish Office instruction on farm visits
Follow the country code
Be aware of livestock
Ensure someone knows where you are</p> |
| 2 | <p>Identification
Follow the instructions as detailed for the activity
Only grow fungi / mushrooms from a reputable supplier</p> |
| 3 | <p>Poisons
Follow the instructions on the activity sheet
Only collect the listed examples
Do not ingest
Keep hands out of the mouth and avoid rubbing the eyes
Wash hands</p> |
| 4 | <p>Allergies</p> |
| 5 | <p>Ingestion
If ingestion occurs seek medical assistance and bring a sample of the fungus and a copy of the COSHH sheet with you to the doctors/hospital</p> |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

--

Service:	
Activity Details:	EXPERIMENTING WITH FUNGI
Date:	
	APPENDIX 5 PAGE 3 OF 5

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|----|--|
| 6 | Class participation
P4-7 supervised activity
Refer to the activity sheet and the general instructions (Health and Safety)
Follow the Scottish Office instruction on farm visits |
| 7 | Disposal
Chemical destruction as described in the Health and safety section using marogold gloves and Microsol, Virkon or Bleach. (see COSHH sheets)
Double wrap all material and place in the outside bin |
| 8 | Sharps
Teacher only activity use a sharp vegetable knife and vegetable board.
Ensure equipment is washed before returning to store. |
| 9 | Chemicals
Microsol (see manufactures safety notes)
Virkon (see manufactures safety notes)
Bleach (see enclosed COSHH sheet) |
| 10 | Hygiene
Wash hands after the activity |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High Med Low



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH - ASSESSMENT

COMPILED BY:

DATE:

SUBSTANCES USED	WORK ACTIVITY AND END PRODUCTS
<p>BLEACH (BLUE RAM) Composition Sodium Hypochlorite solution</p>	<p>Disinfection</p>
HAZARDS IDENTIFIED	PERSONS AT RISK
<p>Stability Corrosive, oxidising agent Eyes: Sever irritant may cause permanent damage Skin: Irritant Ingestion: Sever irritant / toxic Inhalation:</p>	<p>Staff, Third parties, Cleaners, Ground maintenance</p>
STORAGE	SPILLAGE
<p>Store in original containers, upright in a cool dry place Avoid sunlight and extremes of temperature Keep separate from other chemicals especially acids chlorine gas give off if mixed with acid Keep out of children's reach</p>	<p>Dilute with copious amounts of water and flush to drain Do not permit to enter water courses or ponds Wash out empty containers and dispose as normal waste</p>
FIRST AID	
<p>Eyes: Flush the copious amounts of water, seek immediate medical assistance Skin: Wash off Ingestion: Seek medical assistance treat as chlorine poisoning Inhalation: Remove to fresh air</p>	
CONTROLS	
<p>Teacher only use, use marigold gloves and consider eye protection Dilute to manufactures recommendations</p>	

Signature:

Date:

Review Date:

QUANTITIES USED		METHODS OF EXPOSURE				
LARGE	<input type="checkbox"/>	INHALATION	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>		
MEDIUM	<input type="checkbox"/>	ABSORBED/SKIN	<input type="checkbox"/>	<input type="checkbox"/>		
SMALL	<input type="checkbox"/>	SWALLOWED	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
EXPOSURE						
LENGTH OF TIME	DAYS	<input type="checkbox"/>	HOURS	<input type="checkbox"/>	MINUTES	<input type="checkbox"/>
WHAT LEVEL	HIGH	<input type="checkbox"/>	MEDIUM	<input type="checkbox"/>	LOW	<input type="checkbox"/>
ARE THERE MELS/OES FOR THE SUBSTANCES		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
IS THERE A NEED TO MONITOR/MEASURE EXPOSURE.....		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
IS THERE A NEED FOR HEALTH SURVEILLANCE.....		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
EXISTING/POTENTIAL EXPOSURE (Controls in place)..... NO SIGNIFICANT RISK					<input checked="" type="checkbox"/>	
EXISTING/POTENTIAL EXPOSURE (Controls in place) SIGNIFICANT RISK					<input type="checkbox"/>	
MEASURES TO PREVENT OR CONTROL EXPOSURE						
	YES	NO.....		YES	NO	
CHANGE WORK PROCESS	<input type="checkbox"/>	<input type="checkbox"/>	TRAINING	<input type="checkbox"/>	<input type="checkbox"/>	
CHANGE CHEMICAL	<input type="checkbox"/>	<input type="checkbox"/>	INSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>	
VENTILATION	<input type="checkbox"/>	<input type="checkbox"/>	SUPERVISION	<input type="checkbox"/>	<input type="checkbox"/>	
PPE (Marigold gloves)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANY OTHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>PPE</u>	RESPIRATORY		TYPE			
	EYE		TYPE consider safety glasses or goggles			
	FACE		TYPE			
	SKIN		TYPE Marigold gloves			
	BODY		TYPE			
WHEN THIS SHEET IS COMPLETED, DECIDE RISK THEN INSERT CONTROL MEASURES IN FRONT PAGE						

ABERDEENSHIRE
COUNCIL
RISK ASSESSMENT
WORK SHEET

**THE GOOD, THE BAD
AND THE FUNGI**

APPENDIX 6

MAKING PAPER WITH FUNGI

Aberdeenshire
COUNCIL



RISK ASSESSMENT WORK SHEET

Service:	
Activity Details:	MAKING PAPER WITH FUNGI
Date:	7 August 2002
	APPENDIX 6 PAGE 1 OF 3

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following list:-

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical 2. Lifting and Moving 3. Chemicals 4. Dusts/Fumes/Mists/Vapours 5. Biological Agents 6. Work Equipment and Its Use 7. General Environment 8. Display Screen Equipment and Workstations 9. Sharp Instruments 10. Hot and Cold Surfaces 11. Pressurised Flammable Gas Systems 12. Food Hygiene 13. Working From Height 14. Noise | <ol style="list-style-type: none"> 15. Animals 16. Outside Activities 17. Violence 18. Slips and Trips 19. Radiation 20. Fire 21. Working Over or Near Water 22. Falling Objects 23. Confined Spaces 24. Excavations 25. Working On Your Own 26a. Projects/Experiments/Processes 26b. Workshops/Coaching Sessions 27. Vehicle Interface 28. Pedestrian Traffic Routes 29. Driving |
|---|---|

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.:-

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public

Pay particular attention to:-

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

They may be more vulnerable

List hazards here:

- | | |
|---|---------------------|
| 1 | Collection |
| 2 | Identification |
| 3 | Poisons |
| 4 | Allergy |
| 5 | Ingestion |
| 6 | Class participation |
| 7 | Disposal |
| 8 | Sharps |
| 9 | Hygiene |

List groups of people who are especially at risk from the significant hazards which you have identified:

Teacher, class assistants, pupils, third parties

Service:	
Activity Details:	MAKING PAPER WITH FUNGI
Date:	
	APPENDIX 6 PAGE 2 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List existing controls here or note where the information may be found:

- | | |
|---|--|
| 1 | <p>Collection
Collection from wild is a teacher managed activity (stock conservation)
S1+ activity
Seek landowners permission
Follow the Scottish Office instruction on farm visits
Follow the country code
Be aware of livestock
Ensure someone knows where you are
Fungi grow on rotten Birch trees caution required.
Younger fruit bodies are recommended</p> |
| 2 | <p>Identification
Follow the instructions as detailed for the activity</p> |
| 3 | <p>Poisons
Follow the instructions on the activity sheet (low risk)
Keep hands out of the mouth and avoid rubbing the eyes
Do not ingest
Wash hands</p> |
| 4 | <p>Allergies
Very slight risk of asthmatic irritation</p> |
| 5 | <p>Ingestion
No material to be eaten
If ingestion occurs seek medical assistance and bring a sample of the fungus with you to the doctors/hospital</p> |

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Service:	
Activity Details:	MAKING PAPER WITH FUNGI
Date:	
	APPENDIX 6 PAGE 3 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List existing controls here or note where the information may be found:

- | | |
|---|---|
| 6 | Class participation
Preparation ,Teacher only activity
P4-7, S1+ activity
Refer to the activity sheet and the general instructions (Health and Safety)
Follow the Scottish Office instruction on farm visits |
| 7 | Disposal
Liquid flush down drain
Solids double wrap all material and place in the outside bin |
| 8 | Sharps
Teacher only activity
Use a small saw, sharp vegetable knife and vegetable board to chop into pieces of approx one inch in size.
Then use a blender to reduce to curd Care is need as the blades are sharp. Disconnect the blender before adjusting the blades
Ensure the equipment is washed before returning to store. |
| 1 | Hygiene
Wash hands and equipment thoroughly |
| 2 | |

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High

Med

Low

ABERDEENSHIRE
COUNCIL
RISK ASSESSMENT
WORK SHEET

**THE GOOD, THE BAD
AND THE FUNGI**

APPENDIX 7

DYEING WOOL WITH FUNGI

Aberdeenshire
COUNCIL



RISK ASSESSMENT WORK SHEET

Service:	
Activity Details:	DYING WOOL WITH FUNGI
Date:	7 August 2002
	APPENDIX 7 PAGE 1 OF 3

HAZARD

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following list:-

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical 2. Lifting and Moving 3. Chemicals 4. Dusts/Fumes/Mists/Vapours 5. Biological Agents 6. Work Equipment and Its Use 7. General Environment 8. Display Screen Equipment and Workstations 9. Sharp Instruments 10. Hot and Cold Surfaces 11. Pressurised Flammable Gas Systems 12. Food Hygiene 13. Working From Height 14. Noise | <ol style="list-style-type: none"> 15. Animals 16. Outside Activities 17. Violence 18. Slips and Trips 19. Radiation 20. Fire 21. Working Over or Near Water 22. Falling Objects 23. Confined Spaces 24. Excavations 25. Working On Your Own 26a. Projects/Experiments/Processes 26b. Workshops/Coaching Sessions 27. Vehicle Interface 28. Pedestrian Traffic Routes 29. Driving |
|---|---|

WHO MIGHT BE HARMED?

There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected, e.g.:-

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public

Pay particular attention to:-

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

They may be more vulnerable

List hazards here:

- | | |
|----|---------------------|
| 1 | Collection |
| 2 | Identification |
| 3 | Poisons |
| 4 | Allergy |
| 5 | Ingestion |
| 6 | Class participation |
| 7 | Disposal |
| 8 | Sharps |
| 9 | Chemicals |
| 10 | Hygiene |

List groups of people who are especially at risk from the significant hazards which you have identified:

Teacher, class assistants, pupils, third parties

Service:	
Activity Details:	DYING WOOL WITH FUNGI
Date:	
	APPENDIX 7 PAGE 2 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|---|--|
| 1 | Collection
Collection from wild is a teacher managed activity (stock conservation)
S1+ activity
Seek landowners permission
Follow the Scottish Office instruction on farm visits
Follow the country code
Be aware of livestock
Ensure someone knows where you are |
| 2 | Identification
Follow the instructions as detailed for the activity |
| 3 | Poisons
Follow the instructions on the activity sheet
Do not ingest
Keep hands out of the mouth and avoid rubbing the eyes
Wash hands |
| 4 | Allergies
Very slight risk of asthmatic irritation |
| 5 | Ingestion
No material to be eaten
If ingestion occurs seek medical assistance and bring a sample of the fungus with you to the doctors/hospital |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High Med Low

Service:	
Activity Details:	DYING WOOL WITH FUNGI
Date:	
	APPENDIX 7 PAGE 3 OF 3

IS THE RISK ADEQUATELY CONTROLLED?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:-

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:-

- Meet the standards set by a legal requirement?
Comply with a recognised industry standard?
Represent good practice?
Reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Refer to your generic risk assessment manual.

List existing controls here or note where the information may be found:

- | | |
|----|--|
| 6 | Class participation
Teacher only activity (due to conservation implications)
S1+ activity
Refer to the activity sheet and the general instructions (Health and Safety)
Follow the Scottish Office instruction on farm visits |
| 7 | Disposal
Liquid flush down drain
Solids double wrap all material and place in the outside bin |
| 8 | Sharps
Teacher only activity use a sharp vegetable knife and vegetable board.
Ensure they are washed before returning to store. |
| 9 | Hot surfaces / liquid
Teacher activity only |
| 10 | Hygiene
Wash hands and equipment after the activity |

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?

What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for removal of contamination and first-aid)

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:

Risk rating with all controls in place

High Med Low

