



DT RISK ASSESSMENT

ACTIVITY: Design and Technology

VENUE: Queens Part Infant Academy

RISK ASSESSMENT OF: Single Hole Punch		UNITS USED IN: Across the School for Fine Motor skills
LOCATION OF ACTIVITY: CLASSROOMS. To be used with adult supervision		
HAZARDS	CONTROL measures	ADDITIONAL INFORMATION
Possibility of catching finger	<ul style="list-style-type: none"> • Pupils taught correct techniques for use of single hole punch use and use under supervision. • Keep single hole punch clean and rust free, and check regularly that the safety guard is intact • When not using a single hole punch, place it flat on the work surface 	<ul style="list-style-type: none"> • Prior to use a member of staff should regularly check that the single hole punches in their classrooms have guards • DT coordinator to collect in yearly and check
		<ul style="list-style-type: none"> • Children and staff should be made aware of the risk assessment before using the single hole punch.

RISK ASSESSMENT PREPARED BY: Olivia Brown

DATE RISK ASSESSMENT PREPARED: Dec 2025