

Activity Hub Desk Tidy



Empty Cans can have sharp edges. ALWAYS ensure that these edges have been covered with padding before giving to service users! Always supervise service users with scissors as these can be sharp and cause injury!

Equipment:

Clean tin (ensure that the sharp edges have been padded before giving to a service user. Pad these using a thin layer of fabric securely fastened on with glue, with a layer of tape on top).

Old fabric

Scissors

Glue

Optional Accessories:

Glitter

Buttons

Ribbon

Stickers

Feathers

Any other decorations

Steps to completing task (use prompts required sheet, and write beside each step which level of prompts each service user requires; or use task analysis sheet)

**** STAFF SHOULD HAVE COVERED THE SHARP EDGES OF TIN THOROUGHLY BEFORE STARTING THIS ACTIVITY****

1. Gather all equipment
2. Cut fabric to size, ensuring it will cover the outside of the tin- supervise with scissors if necessary
3. Glue the edges of the fabric inwards, so it looks neat
4. Cover tin in layer of glue
5. Carefully wrap the fabric around the tin
6. Allow the glued fabric to dry
7. Add any accessories or decorations
8. Use the tin for your pens or pencils

Visuals FOR DESK TIDY TINS

GATHER EQUIPMENT



CUT FABRIC TO SIZE



**GLUE EDGES OF FABRIC
INWARDS**



COVER TIN IN GLUE



STICK FABRIC ONTO TIN



**COVER WITH ANY
DECORATIONS**



USE TO STORE PENS AND
PENCILS



WELL DONE

