

Risk assessment

Name of Section or Activity	Craft Including use of sharps, glue, heat sources	Date of risk assessment	27 th November 2020	Name of who undertook this risk assessment	Stacey Weaver
		Date of next review	September 2025		

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	Young people, Leaders, Visitors?	Controls – Ways of making the activity safer by removing or reducing the risk from it. <i>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Obstructions - trips and falls	All	<ul style="list-style-type: none"> Leaders to check area is clear of obstacles prior to commencing the activity Any trailing leads on the floor shall be barriered off where possible, If not possible consider taping the lead to the floor to reduce the trip hazard 	
Tables & Chair – Injury, trapped fingers	All	<ul style="list-style-type: none"> Leaders to supervise setting up of tables, providing guidance and training for members who limited experience For younger sections tables are to be carried by multiple people Chairs not to be stacked more than 8 high Tables and Chairs to be put away when not in use 	
Equipment damage / misuse – injuries	All	<ul style="list-style-type: none"> Any equipment is to be checked for damage prior to use, Any damage to be reported to the QM Tools and equipment shall only to be used for its intended purpose PPE to be word in accordance with manufactures instructions 	
Sharps - Injury	All	<ul style="list-style-type: none"> Age appropriate sharps to be used; i.e. round nosed scissors for younger sections Leaders to ensure the same number of sharps are returned at the end of each activity i.e. count in and out. Participants to be seated whilst using sharps and prohibited from running with sharps Sharps are to be stored in a secure box when not in use Adults or young leaders to supervise young people when sharps are being used 	

Additional information can be found in the [Safety Checklist for Leaders and other information at scouts.org.uk/safety](#)

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Glues, Solvents & Chemicals – illness from inhalation, injury from misuse	All	<ul style="list-style-type: none"> Area to be well ventilated whilst using Glue, Solvents & Chemicals , consider using outside if appropriate Manufactures guidelines and instructions to be followed, including PPE requirements Leaders to brief young persons on how to correctly use the items prior to use Flammable glue / solvents to be stored in flammable storage locker outside of the Hut Adults or young leaders to supervise young people when Glue, Solvents or Chemicals are being used 	
Heat Sources – Burns & Injuries	All	<ul style="list-style-type: none"> Water to be available in case of burns Participants to be briefed on how to safely use the equipment (Soldering Irons, Glue Guns, Irons, Heat gun, candles etc.) Heat sources only to be use used on heat proof surfaces Heat sources to be switched off when not in use. Adults or young leaders to supervise young people when Heat sources are being used 	
Behaviour	All	<ul style="list-style-type: none"> Behavioural expectations of all persons involved in the activity to be briefed before the activity commences. 	
Supervision	All	<ul style="list-style-type: none"> Supervision of YP to be within minimum ratios as specified in POR. 	
First Aid	All	<ul style="list-style-type: none"> At least one leader to hold a current first aid qualification and to have easy access to a first aid kit suitable for the Activity. 	

Checked by Line Manager	Tris Cocks GSL 9 th December 2020	Checked by Executive	Lesley Dingle Group Chair 9 th December 2020
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Version Control

Date	Version	Changed by	Comments
27 th November 2020	1	Stacey Weaver	Initial Version
28 th August 2023	1.1	Paul Woodward	Reviewed
10 th November 2024	1.2	Paul Woodward	Reviewed

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