

Risk assessment

Name of activity, event, or location	8 th Chelmsford Scout Group – Craft activities	Date of risk assessment	12 th April 2021 17/5/2023 3/6/2024	Name of person doing this risk assessment	Stuart Collett
		Date of next review	2/6/2025		

What hazard have you identified? What are the 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?
Tables and chairs (and other obstructions) – injuries to participants or leaders setting up, moving, or collapsing the items.	All present	<ul style="list-style-type: none"> Leaders and Young Leaders oversee setting up and moving tables and chairs. No one carries tables alone – at least two people carry each table. Chairs to be stacked on trolley in correct manner. Leaders help with stacking and unstacking chairs. Leaders set out tables and chairs at the start of the meeting (based on the planned activities), then push them against the walls until needed. 	
Craft equipment – is it appropriate for the activity?	All present	<ul style="list-style-type: none"> Check that the tools and equipment provided are in good enough condition, appropriate for the planned activity and the right size for everyone taking part. For example, do scissors need to have pointed blades? Would a safer adhesive work? Should the task be done on a table? Is PPE (such as eye protection or gloves) required? Make sure there's enough space between participants. Gloves to be provide and worn where appropriate. Safety briefing given on equipment /activity at start of the meeting. 	
Sharp items – injuries from mistakes or misuse.	All present	<ul style="list-style-type: none"> Leaders count out the sharp items and are clear on how many are being used. Leaders count sharp items back in to make sure that all are returned. Adults or Young Leaders supervise young people when they're using sharp items – at least one adult or Young Leader for each group. 	

You can find more information in the [Safety checklist for leaders](#) and at scouts.org.uk/safety

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		<ul style="list-style-type: none"> Leaders brief young people on using the sharp item safely before they use it. 	
Glues and solvents – inhalation or injuries from mistakes or misuse.	All present	<ul style="list-style-type: none"> Ventilate the area appropriately during use and consider using outdoors if appropriate. Follow the manufacturer's guidance for use. Collect leftover glue, solvents, and other chemicals at the end of the activity. Adults or Young Leaders supervise young people when they're using solvents and glues – at least one adult or Young Leader for each group. Leaders brief young people on using the chemicals safely before use. 	
Heat sources – burns from mistakes or misuse.	All present	<ul style="list-style-type: none"> Adults or Young Leaders supervise young people when they're using hot items (such as glue guns, soldering irons, and irons) – at least one adult or Young Leader for each group. Use heat sources in a defined area to restrict access. Leaders brief young people on using the heat sources safely before they use them. 	
Behaviour – overexcitement, especially at the start and end of the meeting.	All present	<ul style="list-style-type: none"> Section code of conduct in place to set clear expectations of behaviour. 	

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