

Risk assessment

Name of activity, event, or location	1 st Market Bosworth Scout Group – craft activities	Date of risk assessment	01/10/2023	Name of person doing this risk assessment	Simon Jeffers – Group Lead Volunteer
		Date of next review	01/10/2025 or after significant change or incident		

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?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>Controls are ways of making the activity safer by removing or reducing the risk from it. For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
Tables and chairs (and other obstructions) – injuries to participants or leaders setting up, moving, or collapsing the items.	Young people and leaders	<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. Stack chairs facing side to the wall so they don't fall. Don't stack chairs more than six chairs high. Leaders help with stacking and unstacking chairs. Chairs not to be stacked higher than 6 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. Chairs and table to be secured with chains provided 	
Incorrect or damaged craft equipment being used –Personal injury	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. <p>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?</p> <ul style="list-style-type: none"> Make sure there's enough space between participants. 	

You can find more information in the **Safety checklist for leaders** and at scouts.org.uk/safety

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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. Only issue what is necessary. Adults or Young Leaders supervise young people when they're using sharp items – at least one adult or Young Leader for each group. 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. 	

Change Log

Date	Change
16 th June 2023	Chairs and tables to be secured - Paul Winfield – Scout Assistant Section Leader
01/10/2023	Review date extended to two years or after significant change or incident - Simon Jeffers – Group Lead Volunteer

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