

Risk assessment

Name of activity, event, or location	1 st Broxbourne Scout Group Craft activities for Beavers and Cubs (one RA raised for these sections for B – 004 and C - 006)	Date of risk assessment	12 th August 2024	Name of person doing this risk assessment	Andy Barnard (working with others)
		Date of next review	12 th August 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	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 on trolley under leader or Young Leader supervision ensuring all chairs stacked correctly. Number of YP at each table to be limited disease restrictions at the time of the activity ensuring or to ensure young people's activities do not clash with others.	
Craft equipment – is it appropriate for the activity?	All present	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. YP in Beavers and Cubs should be encouraged to have their own pencil cases to use during the activity. Make sure there's enough space between participants to avoid clashes	
Sharp items – injuries from mistakes or misuse.	All present	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. 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	Items used should be suitable for the age range of YP using them. 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	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 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	Section code of conduct in place to set clear expectations of behaviour.	

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

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