



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Knife, Axe and Saw	Date of risk assessment	16 June 2022	Name of person who undertook this risk assessment	Alan Comber (working with others)
		Date of next review	28 Dec 2022 (or with significant change to environment)		

This document covers the use of knife, axe and saw. It should be read in conjunction with the section meeting risk assessment which covers generic items.

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?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm may occur from the hazard.</p>	<p>For example: young people, adult volunteers, visitors</p>	<p>Controls are ways of making the activity safer by removing or reducing the risk from it.</p> <p>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 are 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>
<p>Lone working – People on their own - risk of a medical or other incident occurring they cannot deal with adequately</p>	<p>Leaders and helpers</p>	<p>No one should be left alone unless in an emergency when no other option is available.</p>	
<p>Traffic – injuries from collisions between vehicles and people</p>	<p>All present</p>	<p>See <i>Section meeting risk assessment for details – particularly dropping off wood.</i></p>	
<p>Terrain / Layout</p>	<p>All present</p>	<p>See <i>Section meeting risk assessment for details.</i></p>	

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<p>Protrusions, slips, trips, falls, collisions – injuries to people moving around</p>	<p>All present</p>	<p>See <i>Section meeting risk assessment for details</i> – particularly <i>slippery/uneven surfaces, lighting levels, free from clutter, wood/branches and sharp objects.</i></p> <p>Ensure all wood is stored / stacked safely.</p> <p>Ensure all knives, axes and saws are stored safely when not in use for an activity and out of the way. Ideally in a locked area. Guards and covers should be in place on blades.</p> <p>Consider barriers / bollards / a cordoned off area to improve safety.</p>	
<p>Manual Handling – back injuries, strains, cuts, bruises etc</p>	<p>All present</p>	<p>Ensure appropriate safety equipment is available and worn if required eg gloves to stop splinters, being cut etc. However, bear in mind that gloves may affect your grip.</p> <p>Ensure participants don't carry more than they can lift/manage safely. Consider carrying heavier objects with two or more people or using appropriate transportation mechanisms (trolleys etc).</p> <p>Remind people how to lift and carry safely if necessary.</p> <p>All lifting and carrying by young people to be supervised by adults.</p> <p>Participants instructed to:</p> <ul style="list-style-type: none"> • only pick up small sticks and logs. • never carry timber above shoulder height and take care when turning with the wood in order to prevent contact with other people. 	
<p>Equipment used – injuries to people during the activity.</p>		<p>See <i>Section meeting risk assessment for details</i> – particularly <i>checking equipment before use, put away after use clean and dry.</i></p> <p>Inspect knives, axes, and saws before use for faults, damage and sharpness.</p> <p>Never use knives, axes and saws if the parts are not aligned and held together securely or if the head is loose.</p> <p>Don't use a blunt knife, axe, or saw which is likely to slip or bounce on impact or be difficult to control easily. It is also inefficient in cutting wood.</p> <p>Never use the axe as a mallet or hammer.</p> <p>Never bury the head of an axe or knife blade in the ground. It will blunt the blade and potentially be a trip hazard.</p> <p>Never allow members to bring or use personal knives, axes and saws without authorising and inspecting them. If members bring their own, ensure they are suitably store when not in use.</p>	

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		Consider having a permit scheme for use of knife, axe and saw to show competence.	
Materials / Rubbish – cuts, allergic reactions, contamination, stains etc.	All present	Ensure any rubbish and unused materials are removed at appropriate intervals during and at the end of any activity.	
Clothing / Personal kit - footwear and clothing.	All present	All participants to wear appropriate clothing for the weather conditions, type of terrain and time of year. Ensure participants are wearing suitable footwear – not easy to puncture soles, cover feet, shoelaces done up etc.	
Cutting activity – injuries to people caused by equipment used during knife, saw and axe.	All present	<p><u>Location</u></p> <p>Always carry out cutting activities:</p> <ul style="list-style-type: none"> • on a level surface. • in a location away from people and structures (tents etc) that can be damaged by flying wood or the sharp implements being used. <p><u>Area</u></p> <p>The area should be organised to minimise risks ie keep any tables, food preparation areas, wood piles, fires etc away from the cutting area to allow free movement and any chances of people getting hurt by cutting tools or wood springing up etc.</p> <p>The area immediately around the cutting area should not be walked through; only individuals participating in the activity should be in close proximity.</p> <p>For chopping/sawing areas create a clearly marked, designated area, and cordon/rope off.</p> <p><u>General Safety</u></p> <p>Ensure wood is cut in a controlled area. If young people participate, they are supervised by leaders.</p> <p>Ensure the appropriate tool for the type of material being cut is used. Knives should only be used for whittling or cutting small pieces of wood. Axes should be used for medium sized branches/logs and saws for larger branches/logs.</p> <p>Count out knives, axes and saws and be clear on how many are being used. Count them back in to make sure they are all returned.</p> <p>Ensure knives, axes and saws are not left unattended at any point when being used</p>	

for an activity.

Don't use knives, axes and saws in poor light.

Don't use knives, axes and saws on a living tree and never fell a tree without the permission of the landowner.

Some wood can be harder than others. Please take account of this when cutting.

Participants should be briefed on using knives, saws and axes and cover:

- clothing and footwear.
- behaviour including stressing the importance of being responsible when using sharp tools.
- distancing and being mindful of those around you when using these tools.
- taking care when cutting or snapping wood.
- being careful with wood to avoid splinters including the wearing of gloves if necessary.
- knife law, safety, safe cutting and handling techniques etc.
- What to do in an emergency.

At the end of each session, collect, make safe and safely store any tools used.

Personal Safety

Ensure appropriate footwear and clothing is worn.

- Wear strong boots or shoes (ideally leather) for axe and saw work rather than trainers/sports shoes. Do Not wear sandals, crocks etc.
- Don't wear scarves, ties, lanyards or any loose clothing or jewellery and tie back long hair to prevent knives, axes and saws from getting snared. Cover sensitive skin areas.

Ensure personal possessions are kept away from the cutting area (trip hazard or get damaged).

Stop using knives, axes and saws if tired. This is when accidents occur.

Always endeavour to keep your fingers as far away from the blade as possible when cutting.

Start with a small knife (such as a Swiss Army Knife), axe and saw and complete small tasks. Build up to a larger blade as people become more confident and

	<p>dexterous.</p> <p>Use a tool of a size and weight that is suited to the job and the persons level of ability.</p> <p><u>Transporting / Handing Over</u></p> <p>Minimise walking with knives, axes and saws.</p> <p>Carry properly.</p> <ul style="list-style-type: none">• For axes and saws they should be in your hand with your arm by your side, with the cutting edge facing forward, and your fingers should be out of the way. Mask cutting edge before you carry it.• For clasp knives close them.• For fixed blade knives put them in their sheath. <p>Always pass knives and axes to another person by offering them the head. For saws allow them to hold the opposite end of the frame.</p> <p><u>Supervision</u></p> <p>Participants should be positioned so leaders can see them all the while they are involved with knife, saw and axe activities.</p> <p>Participants will be monitored and supervised closely to minimise risks and assess competence.</p> <p>Have at least one adult or young leader for each group – consider the ratio depending on age and behaviour.</p> <p>Numbers should be restricted in the sawing/chopping area.</p> <p><u>Knives.</u></p> <p>Participants should sit apart as far as possible to reduce the chances of contact (typically at least 2 arm's lengths plus knife lengths between participants.</p> <p>Explain how to take a knife out of its sheath safely while keeping your fingers away from the blade and/or how to open and close a clasp knife safely.</p> <p>Always cut away from yourself. Never pull the blade towards your body.</p> <p>When knives are not being used they should be sheathed or clasp knives closed.</p> <p><u>Axes</u></p> <p>The chopping area must be at least three axe lengths in radius. (ie an outstretched</p>	
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		<p>arm and the length of three axes). Place the chopping block in the centre or make the area large enough if there is more than one block, or someone undertaking sawing activities in the same area.</p> <p>Use a chopping block or equivalent provision below wood being cut before you cut it and chop the wood over the block.</p> <p>Never chop wood on a surface that absorbs the impact (ie directly on the ground, or bouncy surface) or would damage the head if it hit it eg concrete/tarmaced surface etc.</p> <p>Use a kneeling position so if you miss the axe won't follow through to your leg.</p> <p>When splitting wood, use another stick to hold it up so you can keep your fingers away from the area being cut.</p> <p>When not using the axe, put the blade into a chopping block or put its cover on. If in a chopping block make sure that the blade is securely wedged in the grain of the wood and that the shaft does not pose a trip hazard.</p> <p><u>Saws</u></p> <p>Gloves should be worn when sawing.</p> <p>Makes sure hands are as far away as possible from the blade as blades tend to bounce especially when starting the cut.</p> <p>Ensure the wood being cut is firmly held in place whilst being cut. Use a sawhorse where available.</p> <p>Do not allow the saw to cut into the ground. This will blunt it.</p> <p>Consider using two handed saws if the wood is thick.</p> <p>When not being used guards should be in place to mask the cutting edge and stored safely. Saws are usually supplied with plastic clip-on masks that fit over the blade.</p>	
<p>Personal Well Being</p>	<p>All present</p>	<p>Ensure participants have sufficient/adequate personal kit taking in to account the time of day and the time of year eg sun cream, lip balm, glasses, torch, first aid kit etc.</p> <p>If any participant is taking regular medicines, they have them with them and take at the prescribed time.</p> <p>If any participant has a serious medical condition, they are carrying appropriate medicines eg inhalers, EpiPens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in an</p>	

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		emergency.	
Peer Led Activities	All present	- Ensure participants are adequately trained and capable of knives, axes and saws safely. - Ensure a supervision plan is in place.	
Behaviour – horseplay, overexcitement, injuries.	All taking part	Participants will only be able to use knives, axes and saws if leaders are sure their behaviour is safe. Participants should be briefed as appropriate to their abilities/knowledge on: <ul style="list-style-type: none"> • Not playing with knives, axes or saws. • Not throwing knives or axes. Behaviour will be monitored for horseplay, dangerous activities etc and the activity will be stopped or a cooling off period introduced if the activity gets out of hand or injuries are likely to happen. A clear communication method will be used to stop the activity if necessary.	
Behaviour – leadership	Leaders and Helpers	Adults briefed on their role. Sufficient leaders / helpers available to run the activity. Someone familiar with using knives, axes and saws.	
Emergencies	All present	<i>See Section meeting risk assessment for details</i>	
Security / Kit Theft	All present	<i>See Section meeting risk assessment for details</i>	
Safeguarding / Lost	All present	<i>See Section meeting risk assessment for details</i>	
Weather – accidents and injuries	All present	Assess the weather and make appropriate adjustments including bad weather activities ready if required.	
First Aid / Injuries that need treatment / Incident	All present	<i>See Section meeting risk assessment for details – particularly the first aid kit being suitable for the type of injuries that might result.</i> As a minimum a first aid qualified person will be present/nearby to deal with first aid incidents eg splinters, burns etc. Ensure sufficient qualified first aiders present to deal with the numbers taking part and the types of injuries for the activity being undertaken. Ensure first aid kits take account of the activities being delivered.	

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		<p>Ensure the details of the local A&E department, local doctors, pharmacies etc known.</p> <p>Tweezers should be considered to help with removal of splinters.</p> <p>Ensure you have a torch easily and quickly available if the activity takes place at night.</p> <p>Ensure participants can easily move away for the cutting area in the event of an emergency.</p>	
Accessibility / Inclusiveness / Health Issues	All present	<p>Ensure any accessibility, disability, or behavioural issues have been taken account of.</p> <p>Ensure the activity is suitable for the age group and their abilities.</p> <p>Ensure allergy or other health issues been taken account of.</p> <p>Ensure the planned activity takes account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.</p>	
Emergency access routes	All present	<p>Ensure emergency access points are known and not blocked / locked.</p>	