

Risk Assessment

Name of activity/ event/ location	Arts and Crafts Family Camp	Date of risk assessment	Modified: 30/06/26 10/07/2024	Name of who undertook this risk assessment	Paul Clack and Melanie Clack
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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?	<i>Controls – Ways of making the activity safer by removing or reducing the risk from it. 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.
Hazard - use of scissors/sharp knives/ objects (pencils) Risk - young person cutting themselves - injury/death	Young persons	Age appropriate scissors to be used for the section. Young persons to be encouraged to sit when using scissors/pencils and reminded of the safety instructions before the activity starts. Any inappropriate behaviour will be dealt with promptly and accordingly. Removal of young person from the activity will occur if necessary and their parents informed.	
Hazard - swallowing pen lids/crayons/glue Risk - choking/injury/death	Young persons	Young persons to be supervised appropriately and observed. Misbehaviour or absentmindedness will be addressed quickly, with a reminder to the group being given if needed. Any inappropriate behaviour will be dealt with accordingly. Removal of young person from the activity will occur if necessary and their parents will be informed.	
Hazard -slips and trips Risk -		Ensure those not taking part in arts and crafts are kept well away from the activity tables. do not allow running around activity tables. Make sure any spillages are cleaned up immediately. If the floor is wet, dry it.	
Lollipop catapults	All	Glue gun - this could get hot and needs to be supervised at all time. This also needs to be switched off when not in use to prevent leakage and risk of accidental burning.	

Additional information can be found in the **Safety Checklist for Leaders** and other information at scouts.org.uk/safety

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		Launching - risk that propelled items could hit people in the eyes - participants need to be mindful of where the balls are being launched to reduce the risk of this happening.	
Hamma Beads	All	Small parts that could be swallowed - monitor at all time Hot Iron - used during 'sealing'. Iron only to be switched on when required, Hot Iron - try hazard from trailing power lead. Iron ONLY to be used by activity leads NOT routine adults or any child, Iron to be located out of the way to avoid accidental trips and falls on trailing leads etc. Burnt equipment (tables etc) - suitable barrier to be used to prevent iron damaging equipment (eg tea towel). Equipment needs to left for several minutes before being moved to ensure that it has cooled sufficiently to allow safe movement.	
Paracords	All	Tee Lights - risk of burning - use of tee lights to be supervised and encouraged for Cubs and Scouts/Explorers however Beavers and small children to be done by adult. Tee Lights - only to be lit when required, Lighting equipment (lighters) - to be stored out of the way and not in direct sun light,	
Rope Making	All	Choke Hazzard - there is a small risk that trailing long string could get caught around persons neck and strangle them - adult to ensure scissors are in close proximity and to ensure that equipment is not left unsupervised and packed away when not in use.	

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HQ Template Published February 2019

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Woggle branding	All	This is an electrical item and is used to burn images onto wooden woggles. The machine and woggles could get hot so this needs to be supervised at all times and switched off when not in use. Equipment needs to left for several minutes before being moved to ensure that it has cooled sufficiently to allow safe movement. Trailing cables - soldiering irons only have short leads, so need to be careful the leads do not get burnt leading to electric shoke and also participants don't get tangled up in them leading to burning, fire, or strangulation.	
Pompoms	All	Wool – be careful as wool can run wild and be a hazzard – trips, entanglement and also strangulations.	
Review due: <i>A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.</i>			