

Risk Assessment - 1st Hoveton and Wroxham Sea Scouts

Name of activity, event and location	Craft Activities	Date of Risk Assessment	09.02.25	Name of Person doing this risk assessment	Nigel Pope
		Date of next review	10.02.26		

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?
Venue Slips, trips, falls, sprains, strains etc.	All involved	<ol style="list-style-type: none"> 1. Venue to be inspected for suitability before activities commence 2. Activity areas to be allocated sufficient space to avoid overcrowding. 	
Use of Sharps e.g. scissors, knives, hole punches, awls, needles, pins etc. Cuts, lacerations, puncture wounds, amputation.	All involved	<ol style="list-style-type: none"> 1. All participants to receive safety brief prior to activities starting. 2. All sharps and other tools used in craft activities to be inspected and declared safe and suitable for activities by a competent person prior to use. 3. All sharps and other tools used in craft activities to be issued, used and collected back in under leader supervision. 4. Activities to be supervised at all times. 5. First Aider to be in attendance throughout. 	
Use of Electrically powered equipment e.g. sewing machines, hot foil machines, hot air guns, glass etching tools, engraving tools, pyrography tools, drills, irons, etc. Electric shock burns, contact with hot items, fumes, vapours, cuts,	All involved.	<ol style="list-style-type: none"> 1. All participants to be briefed on safety before activities commence. 2. All electrical equipment to have in-date PAT tests. 3. Electrical sockets not to be overloaded at any time. 4. Use of extension leads to be kept to a minimum 5. Any extension leads used are to be positioned so as not to present trip hazards. 6. All participants to be briefed on correct method of use, demonstrated if necessary, of equipment being used in activities. 7. All electrical equipment to be switched off and disconnected from the mains supply at all times when not in use. 8. Hot equipment not to be left unattended at any time. 9. Activity areas to be sufficiently large so as to avoid overcrowding. 	

lacerations, puncture wounds, eye injuries, trapped fingers etc.		10. All participants to wear protective equipment as required by nature of the activity. 11. First Aider to be in attendance throughout.	
Adhesives, Resins, Glues Inhalation of fumes / vapours, Allergic reactions, Skin contact, Substance abuse.	All involved	1. Participants to be briefed on safety before activities commence. Emphasize dangers of inhalation, ingestion, absorption and inoculation of substances 2. Appropriate clothing and footwear to be worn. 3. Leaders to demonstrate correct methods of use before activity commences. 4. Issue of substances to be controlled at all times. Minimum amounts to be issued. 5. Activity to be supervised at all times. 6. First Aider to be in attendance throughout	
Paints, Lacquers, Varnishes Inhalation of fumes / vapours, Allergic reactions, Skin contact, Substance abuse.	All involved	1. Participants to be briefed on safety before activities commence. Emphasize dangers of inhalation, ingestion, absorption and inoculation of substances 2. Appropriate clothing and footwear to be worn. 3. Leaders to demonstrate correct methods of use before activity commences. 4. Issue of substances to be controlled at all times. Minimum amounts to be issued. 5. Activity to be supervised at all times. 6. First Aider to be in attendance throughout	
Hot Liquids / Substances Burns / Scolding / Splashes	All involved	1. All participants to be briefed on dangers of hot liquids / substances. 2. Gloves to be available for use. 3. Activity area to be firm and level. 4. Activity area to be checked for trip hazards prior to event commencing. 5. Activity to be supervised at all times. 6. Water buckets to be positioned at activity base(s). 7. First Aider to be in attendance throughout.	
Use of Chemicals in Activities Reactions to substances, Inhalation, ingestion,	All involved	1. Participants to be briefed on safety before activities commence. Emphasize dangers of inhalation, ingestion, absorption and inoculation of substances 2. Appropriate clothing and footwear to be worn. 3. Leaders to demonstrate correct methods of use before activity commences.	

Absorption and inoculation of substances.		<ol style="list-style-type: none"> 4. Issue of substances to be controlled at all times. Minimum amounts to be issued. 5. Activity to be supervised at all times. 6. First Aider to be in attendance throughout 	
<p>Use of Hand tools</p> <p>e.g. hammers, mallets, pliers, saws, staplers, screwdrivers, chisels, metal stamps, etc.</p> <p>Trapping, crushing, blows to fingers/body, nipping, stabs, puncture wounds, cuts, lacerations,</p>	All involved	<ol style="list-style-type: none"> 1. All participants to be briefed on safety before activities commence. 2. All hand tools being used in craft activities to be inspected and declared safe and suitable for activities by a competent person prior to use. 3. All participants to be briefed on correct method of use, demonstrated if necessary, of all hand tools being used in activities. 4. Activity areas to be sufficiently large so as to avoid overcrowding. 5. All participants to wear protective equipment as required by nature of the activity. 6. First Aider to be in attendance throughout. 	
<p>Felt Pens</p> <p>Allergic reactions to ink, choking on caps, reaction to fumes/vapours, stab and puncture wounds, eye injuries.</p>	All involved	<ol style="list-style-type: none"> 1. Participants to be briefed on safety before activities commence. Emphasize dangers of inhalation, ingestion, absorption and inoculation of inks. 2. Participants to be briefed not chew, suck or put any part of the pen, including the loose cap, in their mouths at any time. 3. Participants to be briefed not to draw on their own or anyone else's skin. 4. Leaders to demonstrate correct methods of use before activity commences. 5. Activity to be supervised at all times. 6. First Aider to be in attendance throughout 	
<p>Craft Materials</p> <p>Paper cuts, rope/string burn, puncture/stab wounds from sharp edges etc.</p>	All involved	<ol style="list-style-type: none"> 1. Participants to be briefed on dangers before activity commences 2. Activity to be supervised at all times 3. First Aider to be in attendance throughout 	

<p>Housekeeping</p> <p>Slips, trips, falls, sprains, strains and other injuries caused by poor standards of housekeeping. Wet/slippery floors. Fire hazards</p>	All involved	<ol style="list-style-type: none"> 1. Sufficient waste bins / containers to be positioned at each craft activity/activity area. 2. Waste bins / containers to be emptied when full. 3. Cleaning equipment to be available at all times e.g. brushes, dustpans, mops, buckets etc. 4. Activities to be stopped if housekeeping needs to be addressed. 	
<p>Tables, Chairs, Benches</p> <p>Injuries resulting from the collapse or failure of tables and chairs</p>	All involved	<ol style="list-style-type: none"> 1. All tables, chairs, benches and other equipment use to set up craft activities are to be checked for condition and suitability by a competent person before being used for activities. 2. Any item found, or suspected, of being defective or faulty at any time is not to be used and to be removed from the activity area. 3. Any repair work needed is to be carried out by competent person only. 	