

Risk Assessment - 1st Hoveton and Wroxham Sea Scouts

Name of activity, event and location	Use of Hot Glue Guns. All Sections	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?
Hazards relating to storage of glue guns and related materials. Risks of fire and burning	All	Storage of hot melt glue adhesive and storage of inflammable and combustible materials Hot glue materials can be a fuel source. Store glues in a clean and dry place with temperatures between 5°C and 30°C. Keep them in closed containers. Always use the oldest stock first. There should be no inflammable materials in the activity room, or combustible materials within 10 metres.	
Electrical Hazards Risk of electrocution, burns, fire and damage to surfaces.	All	All equipment to be PAT tested. Only work on a heat resistant mat/surface. Suitable heat resistant stands should be made available. Gun must not to be left unattended, especially while plugged in. Gun to be unplugged when not in use and a check should be made at the end of the activity to ensure all equipment has been switched off and is no longer hot. Glue guns not to be used in situations where they can get wet.	
Injuries from use of Glue guns Risk of burns	All	Always use a drip mat & protective clothing to be worn at all times – gloves, safety glasses. In the event of an accident, appropriate medical attention should be sought immediately. Equipment to be used safely at all times. Gun should never be tilted upwards – or used for gluing overhead items.	
Availability of first aid	All	Suitably qualified first aider to be present.	

Risks from poor behaviour	All	Safety briefing to be given and risks pointed out to users. Activity to be stopped if risky behaviour is observed. Unsafe use not to be tolerated.	