Document History			
Written / Revised By	**Date**	**Notes**	**Review Date**
Jo Davies-Robertson	April 2023	/	-
Amy Parry	March 2024	Reviewed, revised to incorporate new layout including changes to SOPs	March 2025
Alice Chapman	March 2025	Reviewed at end of season.	March 2026
Alice Chapman	March 2026	Reviewed and revised to incorporate new layout.	March 2027

Hazard & Associated Risk	**Persons at Risk**			**Control Measures**	**Additional Precautions**	**Probability**	**Impact**	**Score**	**Risk**
	Young	**Staff**	**Visitors**						
Insufficient lighting – resulting in accidents/injury	P	P	P	- Good quality lighting provided throughout the buildings - Regular checks are carried out to make sure lights are operational and sufficient - Faulty lights will be replaced by an electrician when necessary	-There are battery operated floodlights on site, which can be used to increase lighting if necessary	1	3	3	Minor
Sharp items (i.e. Scissors) - injuries from mistakes or misuse	P	P		- Clear briefing on how to safety use and handle sharp items will be given by craft leader - The Craft Leader is responsible for counting all items in and out to ensure none are left behind - Participants will be closely supervised when using sharp items - When not in use, sharp items will be secured away from reach of participants. -Craft leader must ensure equipment is appropriate for participants	- First Aid kit must be available in the activity area -Instructor holds current Scout First Aid qualification (or higher)	1	2	2	Minor
Heat sources (i.e. irons, pyrography) - resulting in burns / scalds / trips	P	P		- Only to be used with an adult under close supervision - Unplug items when not in use - Ensure that any trailing cables are clearly marked / covered - All items should be PAT tested at least annually - Craft Leader to be aware where closest running water point is	- First Aid kit must be available in the activity area -Instructor holds current Scout First Aid qualification (or higher)	1	2	2	Minor

Glues and solvents - inhalation or injuries from mistakes or misuse	P	P		- Clear briefing on how to safety use and handle glues/solvents items will be given by Craft Leader -Only items which are suitable for the age/ability of group will be used - Ventilate the area appropriately during use and consider using outdoors if appropriate - Follow the manufacturer's guidance for use - No superglue, no harmful items - No eating while partaking in craft - Hands should be washed at the end of the activity - Collect and lock away leftover glue, solvents, and other chemicals at the end of the activity	- First Aid kit must be available in the activity area -Instructor holds current Scout First Aid qualification (or higher) - Consider whether aprons should be worn to protect clothing - Consider whether eye protection or gloves are needed	3	1	3	Minor
Pens / paints and other potential toxic items - inhalation or injuries from mistakes or misuse	P	P		- Clear briefing on how to safety use and handle pens/paint items will be given by Craft Leader -Only items which are suitable for the age/ability of group will be used - Ventilate the area appropriately during use and consider using outdoors if appropriate - Follow the manufacturer's guidance for use - No eating while partaking in craft - Hands should be washed at the end of the activity - Collect and lock away leftover pens/paint and other chemicals at the end of the activity	- First Aid kit must be available in the activity area -Instructor holds current Scout First Aid qualification (or higher) - Consider whether aprons should be worn to protect clothing - Consider whether eye protection or gloves are needed	1	2	2	Minor
Hazards arising from the actions of group members - i.e. overcrowding	P	P		- Craft Leader will set expectations for Craft - Leader will provide supervision and correct ratios - Persons failing to follow rules will be asked to leave the Craft area - Participants may be told to return to the craft area at another time to avoid overcrowding		2	2	4	Moderate

and disorderly behaviour.									
Failure of equipment - leading to personal injury to user or staff	P	P		- Procedures in place to check equipment and craft area before use and action taken if any issues are discovered - Annual portable appliance testing in place for any relevant electrical items	- First Aid kit must be available in the activity area -Instructor holds current Scout First Aid qualification (or higher)	1	3	3	Minor
Edges of paper / card – resulting in paper cuts	P	P		- Clear briefing on how to safety use and handle items with sharp edges will be given by Craft Leader, i.e. don't run your finger down the edge of the paper or take extra care when folding these items - Close supervision by Leader	- First Aid kit must be available in the activity area -Instructor holds current Scout First Aid qualification (or higher)	1	1	1	Minor
Inappropriate drawings / language - resulting in distress/offence	P	P	P	- Close supervision by Leader throughout the craft activity - Participants will be asked to leave if they do not adhere to the rules on the activity		1	1	1	Minor
Dyes - Clothing being marked / stained	P	P		- Where possible, washable items will be used - PPE (aprons) provided if this risk cannot be mitigated.		2	1	2	Minor
Unauthorized use - causing theft, vandalism or foreign	P	P	P	- Craft supplies removed after session and locked away - The Craft Leader is responsible for counting all items in and out to ensure none are left behind - Procedures in place to check equipment and craft area before use and action taken if any issues are discovered		2	3	6	Moderate

objects in craft area				- Normal site security procedures in place					