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| **Activity:** | Craft Activities | **Location:** | HQ | **Last review date:** | December 2022 | **Produced by:** | Alex Windows (Section Leader) |
| **Next review date:** | December 2025 | **Quality Assured by:** |  |

| **What are the hazards?** | **What are the risks?** | **Who is most at risk?** | **What control measures will be put in place?** |
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| **Room** | Trips, collisions and injuries. | Participants and leaders. | * Ensure a suitable location/area for the activity. * Tables and chairs are put out correctly and safely, on stable ground. * Ensure any equipment not in use is stored away safely. * Advise participants of safety rules around the tables and make sure they sit safely. |
| **Equipment and Supplies** | Irritants and injuries | Young People | * Ensure equipment is appropriate for the activity and ages of participants. * Check equipment is working properly without defects. * Ensure any specific safety requirements are adhered to, e.g. wearing PPE etc. * Warn participants and parents of any supplies that are being used that may mark, stain or irritate. * Set clear and concise rules and ensure all participants understand and follow those rules. |
| **Heat Sources** | Burns and scalds | Young people and leaders. | * Have a set area for the use of heat sources. E.g., laminators, heat guns, glue guns, kettles etc. * Ensure sufficient supervision. * Clear rules are to be set out for the participants before use. |
| **Behaviour** | Distractions, accidents, and injuries | Young People | * Set clear behaviour rules for the group. * Explain the expected level of behaviour. * Monitor behaviour throughout and remove participants if necessary. |
| **Sharps** | Cuts | Young People | * Age-appropriate sharps to be used, i.e., round nosed scissors for younger sections. * Leaders to count out the sharp items and be clear on how many are in use and count back in to ensure all are returned. * Participants to be seated whilst using sharps and prohibited from running with sharps. * Young people are to be supervised when using sharp items. * Young people are to be briefed on the safe use of the sharp item before use. |
| **Glues and solvents** | Inhalation, irritation etc. | Young People | * Appropriately ventilate the area before use, consider outdoor use if appropriate, and follow the manufacturer’s guidance for use. * Leftover glue, solvents and other chemicals are to be collected in at the end. * Young people are to be supervised when using solvents and glues. * Young people are to be briefed on the safe use of the chemicals before use. |