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| **Name of activity/ event/ location** | **Craft activities** | **Date of risk assessment** |  | **Name of who undertook this risk assessment** |  |
| **Date of next review** | **One year from date of RA.** |

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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?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***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.* | *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.* |
| **Tables and chairs (and other obstructions) –** injuries to participants or leaders setting up, moving or collapsing the items. | Young people and leaders | Leaders and Young Leaders to oversee the setting up and moving of tables and chairs.  Tables to be carried by two people at a time.  Chairs to be stacked facing side to the wall to prevent falling, no more than 6 chairs high  Leaders to assist with stacking / unstacking of chairs.  Tables and chairs to be set out at the start of the meeting based on the needs of the evenings activities, and pushed against the walls until needed. |  |
| **Craft equipment – appropriateness for the tasks** | All present | Check the tools & equipment provided in good enough condition, appropriate for the use and the size of those taking part;  Ensure there is adequate spacing between participants | e.g. do scissors need to have pointed blades?, Will a safer adhesive be adequate, should the task be done on a table, is PPE required (e.g. eye protection, gloves) |
| **Sharp items** – injuries from mistakes/ mis use | All present | Leaders to count out the sharp items and be clear on how many are in use, and count back in to ensure all returned.  Young people to be supervised when using sharp items, one adult / young leader per group.  Young people to be briefed on the safe use of the sharp item before use. |  |
| **Glues and solvents –** inhalation or injuries from mistakes /mis use | All present | Appropriately ventilate the area before use, consider outdoor use if appropriate, follow manufacturer’s guidance for use.  Left over glue, solvents and other chemicals to be collected in at end  Young people to be supervised when using solvents and glues, one adult / young leader per group.  Young people to be briefed on the safe use of the chemicals before use. |  |
| **Heat sources** – burns from mistakes/ mis use | All present | Young people to be supervised when using hot items (glue guns, soldering irons, irons etc), one adult / young leader per group.  Use heat sources in a defined area to restrict access.  Young people to be briefed on the safe use of the heart sources before use. |  |
| **Behaviour** – over excitement at start, end of evening | All present | Section code of conduct in place to set clear expectations of behaviour. |  |
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