**Risk Assessment**

**Crafts**

Leaders are required at a local level to carry out risk assessments for all activities being undertaken. Carrying out a risk assessment should include identifying & locating hazards, considering who might be harmed and how, and identifying how risks are eliminated or controlled. These risks and the control measures must be recorded and communicated, and then reviewed & updated as necessary.

When completing a risk assessment, consider: what are the hazards; who might be affected by them; what control measures need to be in place to reduce risks to an acceptable level; who will take responsibility for particular actions; what steps will be taken in an emergency. Once **ALL** control measures are in place for a specific hazard/risk please put a tick in the box to confirm this.

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| **Company/Battalion/District:** |  | **Age Group/Section:** |  |
| **Venue / Meeting Space:** |  | **No of children/young people:** |  |
| **Date of activity:** |  | **No of leaders:** |  |

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|  | **Hazard / Risk Identified**What’s the hazard and the risk of harm? | **Control Measures**What measures will you put in place to reduce the hazard/risk identified? | **Control Measuresin Place****ü** | **Leader Responsible** |
| 1. | **Craft Space & Equipment (i.e. Tables, Chairs etc)*** Set up / Pack down of equipment (injury)
* Obstacles (Trips/Falls, Injury, Safety)
 | * *Appropriate space & equipment to be identified for the activity.*
* *Tables & chairs to be set up, using safe lifting and carrying methods.*
* *Craft area should provide sufficient space for young people to complete the activity safely & comfortably.*
* *Chairs to be tucked under tables, when not being used, to reduce trip hazards.*
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| 2. | **Scissors & Sharp Objects** * Cuts / Injuries (Injury)
* Inappropriate use (injury/Safety)
* Missing Scissors/sharp objects (Injury/Safety)
 | * *Leaders to brief young people on use of scissors or other sharp objects, before handing them out, including expected use, safety and behaviour whilst using them.*
* *Appropriate type/sharpness of scissors or sharp objects for the age group and ability (I.e. safety scissors).*
* *Scissors/sharp objects to be counted out and counted back in.*
* *Sufficient leaders for supervision (based on age, ability, additional support needs)*
* *Young people to be seated and not moving about, whilst holding or using sharp objects.*
* *Safety & behaviour prompts throughout.*
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| 3. | **Glue, Paint, Solvents & other Resources** * Drinking/Eating Resources (Illness)
* Inappropriate use (injury/Illness)
* Chemicals / Toxins (Illness)
* Small items (choking)
 | * *Leaders to brief young people on use of resources, before the activity, including expected use, safety and behaviour whilst using them.*
* *Glue/Paints or similar to be placed in appropriate tubs/pots, to help contain them.*
* *Appropriate clothing/coverings/PPE, where required.*
* *Glue/paints/small items to be kept away from mouths/eyes.*
* *Non-toxic paints to be used, where possible.*
* *Paints/solvents – space to be well ventilated*
* *Resources checked for manufacturers guidance on appropriate use.*
* *Leaders to collect in unused resources after the activity.*
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| 4. | **Behaviour & Supervision** * Inappropriate behaviour (injury/safety)
* Lack of supervision (injury/safety)
 | * *Young people to be briefed on expected behaviour before the activity.*
* *Leaders to promptly address young people not participating in a safe or appropriate manner. This may include reminding of expectations, adjusting their support level or removing them from the activity.*
* *Appropriate leader supervision throughout.*
* *Safety & behaviour prompts throughout*
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| 5. | **Additional Needs*** Unsafe Activity (Safety/Injury)
* Exclusion (wellbeing/inclusivity)
 | * *Leaders to consider any additional support needs and provide appropriate support, supervision and resources to any young people who require it.*
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| 6. | **Incidents*** Accident/Emergency (Injury/Illness)
 | * *Leaders to assess and deal with immediate situation and respond appropriately.*
* *Leaders to provide first aid, where required. If additional assistance is needed, emergency services to be called.*
* *First aid kit available.*
* *Access to personal details for all young people through OBM or Annual Information forms.*
* *Inform parent/carer of those involved.*
* *Inform BB Headquarters for reportable accidents or safeguarding incidents.*
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| **Review:** This risk assessment should be reviewed on completion of the activity and updated for future use and reviewed regularly where a frequent activity. |

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| **Completed byLeader** | Name: Role: Date: Signed:  | **Approved byLeader-in-Charge/Company Captain** | Name: Role: Date: Signed:  |

Please note: All risk assessments should be approved by Leader-in-Charge or Company Captain. Approval for activities being run by Battalion/Districts should be by an Officer Bearer (Secretary, President, Treasurer, Vice-President).

Remember, this risk assessment **MUST** be read and understood by ALL leaders involved in the activity, and participants/other identified persons must be briefed accordingly.

If an accident occurs during the activity, please remember to log the details in your accident book. Where professional/external medical attention is required you MUST complete an Accident Report Form and submit to BB Headquarters.