

Name of activity, event, and location	Deben District camp Henham Park Beccles	Date of risk assessment	27/28 May 2023 Although this is a dynamic RA whilst activities are underway	Name of person doing this risk assessment	Tina Vickers
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?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.			Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Heat source Risk of burns/scalds from mistake or improper use of equipment Camp doughnuts, irons and pyrography	All present	Scouts to be aware of expected behaviour when around hot craft equipment and the hot plates for camp doughnuts. Scouts to be directed how to hold the pyrography pen when using it and not to touch the hot tip that is taken off if the tips are changed. Equipment to be left on heat protective mats and turned off when not in use First aider onsite and cold water to cool a burn close by in the near toilet/shower block Make sure the first aid box is readily accessible and that it contains sufficient waterproof dressings and burn dressings Fire blanket and extinguishing materials nearby. Hot drinks for leaders should be in lidded camp cups , if not available leaders should have hot drinks away from the area where young people are			
Trip hazards	All present	All kit to be stored away from walkways. Chairs to be pushed back under tables when not in use Craft areas to be kept clean and tidy. Liquid spills/ batter spills from the camp doughnuts are to be cleaned up immediately. No trailing leads, where possible. Any trailing leads to be taped down Wool and paracord is to be kept on the roll or skein and only lengths required cut to be used . Oddments are to be collected up and not be left as a trip hazard.			

<p>Sharp Implements Risks of cuts/abrasions/pinches</p>	<p>As above</p>	<p>Scissors are school safety scissors for paper and wool activities , however the sharp fabric scissors should be used within view of a leader/helper</p> <p>Scissors to be carried pointed end to the floor and stored in the box when not in use. Other craft tools that are sharp should be used at the table only and following appropriate behaviour expectations. Tools are not to be removed from the craft tent . Chopping boards to be used when cutting with a sharp knife No open toed sandals to be worn whilst working in the kitchen or BBQ</p>	
<p>Use of electric for craft tools</p>	<p>Everyone</p>	<p>Equipment such as hot plates and glue guns are only to use mains electrical equipment and scouts may use this under Leader supervision. All mains electrical equipment to be inspected before use and only used if in good working order. PAT testing is required for any equipment over 1 year old Any equipment not in good working order to be labelled as not to be used and reported to craft team leader</p>	
<p>Tables and chairs – injuries to participants or leaders setting up, moving, or collapsing the items.</p>	<p>Everyone</p>	<p>Leaders and helpers oversee setting up and moving tables and chairs. No one carries tables alone – at least two people carry each table. Stack chairs facing side to the wall so they don't fall. Don't stack chairs more than six chairs high. Leaders help with stacking and unstacking chairs. Leaders set out tables and chairs at the start of the activities in the craft tent (based on the planned activities), then push them against the walls until needed. Bases are planned to be positioned for light and electric supplies adhere to the table plan Any broken or damaged chairs and tables are to be removed from the tent and reported to site warden</p>	
<p>Glues and solvents – inhalation or injuries from mistakes or misuse.</p>	<p>All present</p>	<p>Used only in the craft tent where the area is well ventilated Follow the manufacturer's guidance for use. Paints and glue is non- toxic where possible Collect leftover glue, solvents, and other chemicals at the end of the activity. Adults supervise young people when they're using solvents and glues Leaders brief young people on using the glue/paints safely before use.</p>	
<p>Craft equipment – is it appropriate for the activity?</p>	<p>All present</p>	<p>Check that the tools and equipment provided are in good enough condition, appropriate for the planned activity, and the right size for everyone taking part. For example, do scissors need to have pointed blades? Would a safer adhesive</p>	

		<p>work? Should the task be done on a table? Is PPE (such as eye protection or gloves) required?</p> <p>Make sure there's enough space between young people undertaking the activity</p>	
<p>Food linked to craft activities</p> <p>Food allergies</p> <p>Cross contamination</p>		<p>Signs on the table to say that camp doughnuts contain gluten and eggs, ensure scouts know this area has no gluten free option due to cross contamination risks.</p> <p>Young people to wash hands before handling any of the food</p> <p>Manufacturer's instructions to be followed when cooking food.</p> <p>If available a refrigerator to be used to store uncooked food. If not then a cool bag/box with ice to be used to keep uncooked food chilled.</p> <p>Food to be stored appropriately and only removed from store in batches suitable to numbers</p>	