

Name of activity/ event/ location	Deben District Camp Skreens Park Activity Centre 3 rd – 5 th May 2025 Craft Tent	Date of risk assessment	02/04/2025	Name of person who undertook this risk assessment	Julia Oldaker
		Date of next review	02/04/2026		
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.
Food linked activities Camp Doughnuts & Smores Allergies and intolerance	Participants	Signs clearly displayed with allergy information. No alternative options are available therefore no risk of cross contamination. On site refrigerator(s) to be used to store all foods that require temperature-controlled environment All consumables to be stored appropriately and only removed from store in batches suitable to numbers			Dynamic risk assessment of activity
Fire Lighting Smores	Participants	Ensure the fire buckets are in a designated and safe location, away from flammable materials like dry leaves or tents. Have a bucket of water or fire extinguisher nearby. Use long wooden skewers to keep a safe distance from the fire. Make sure they are handled with care. Allow hot marshmallows to cool briefly before eating Handle skewers carefully and supervise children. Always have an adult supervising the activity to prevent mishaps.			
Activities with heat source Camp Doughnuts Pyrography Hama Beads	Participants	Participants to be made aware of expected behaviour when around hot craft equipment before commencing the activity Participants to be shown 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 to cool and turned off when not in use			

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		<p>First aider available in the craft tent and cold water to cool a burn close by in the near toilet/shower block</p> <p>Make sure the first aid kit is readily accessible and that it contains sufficient waterproof dressings and burn dressings</p> <p>Fire blanket and extinguishing materials adequate and available during the event.</p>				
Trip Hazards	Participants	<p>All kit to be stored away from walkways. Chairs to be pushed back under tables when not in use</p> <p>Craft areas to be kept clean and tidy.</p> <p>Liquid spills/ batter spills from the camp doughnuts are to be cleaned up immediately.</p> <p>No trailing leads, where possible. Any trailing leads to be taped down</p> <p>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	Participants	<p>Scissors are school safety scissors, any sharp scissors to be used within view of a leader/helper.</p> <p>Scissors are not to be carried between activities and stored in the scissor block or box provided when not in use. Other craft tools that are sharp should be used at the designated table only and following appropriate behaviour expectations being communicated to the participant by the relevant leader / adult. Tools are not to be removed from the craft tent .</p> <p>Chopping boards to be used when cutting with a sharp knife</p>				
Use of electric for craft tools	Participants	<p>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</p> <p>Any equipment not in good working order to be labelled as not to be used and reported to craft team leader</p>				



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Tables and chairs – injuries to participants or leaders setting up, moving, or collapsing the items	Everyone	<p>Leaders and helpers oversee setting up and moving tables and chairs.</p> <p>No one carries tables alone – at least two people carry each table.</p> <p>Stack chairs facing side to the wall so they don't fall. Don't stack chairs more than six chairs high.</p> <p>Leaders help with stacking and unstacking chairs.</p> <p>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.</p> <p>Bases are planned to be positioned for light and electric supplies adhere to the table plan</p> <p>Any broken or damaged chairs and tables are to be removed from the tent and reported to site warden</p>				
Craft & cooking Equipment	Participants	<p>Check that all tools and equipment provided are clean, in a good condition and fit for purpose for the planned activity, and the right size for everyone taking part. <i>i.e.</i>, do scissors need to have pointed blades? Would a safer adhesive work? Should the task be done on a table? Is PPE (such as eye protection or gloves) required? Make sure there's enough space between young people undertaking the activity.</p>				
Glues and solvents – inhalation or injuries from mistakes or misuse.	Participants	<p>Only used in a well-ventilated area, following manufacturers guidance</p> <p>Non-toxic glues, paints etc used where possible, left over glues and solvents cleared away at the end of each usage.</p> <p>Adults supervise young people when they're using solvents and glues</p> <p>Leaders brief young people on using the glue/paints safely before use.</p>				
Striking Injury	Participants	<p>Use proper technique: Avoid awkward positions and don't strike with the side of the hammer. Grip the hammer correctly to prevent hand injuries.</p> <p>Ensure the area is safe: Make sure the area is clean and well-lit.</p> <p>Designated floor area with suitable mats for use for the activity</p>				



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		Be aware of hazards: Hammers can cause striking injuries, flying debris, and hearing damage.			
Leather crafts	Participants	Use of small mallets and punches to always be supervised – higher ratio of adults for this 1 to 2. Only 2 beavers at this station at any time Wood to be placed under the item being hit by the stamp – Beavers to hold punch at a suitable point on stem to reduce hitting own fingers. This needs minimal force. Mallets are small and plastic/rubber ended			
Behaviour – overexcitement, especially at the start and end of the activity	Participants	Clear behaviour expectation clearly communicated to all participants before activity starts. Section code of conduct in place to set clear expectations of behaviour. Removal / time out of any individual not keeping to agreed behaviour for the event			

