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| **Name of activity, event, and location** | CRAFTS | **Date of risk assessment** | Updated Nov 2022  Updated Mar 2023  Checked Apr 2024 | **Date of next review** | Annually | **Name of person doing this risk assessment** | KAREN MCGARRY |

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| **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?** |
| **HAZARD**: Venue  **RISK**: Slips, trips, falls, sprains, strains etc. | Everyone | Venue to be inspected for suitability before activities commence  Activity areas to be allocated sufficient space to avoid overcrowding. |  |
| **HAZARD**: Use of Sharps  e.g. scissors, knives, hole punches, awls, needles, pins etc.  **RISK**: Cuts, lacerations, puncture wounds, amputation. | Everyone | All participants to receive safety brief prior to activities starting.  All sharps and other tools used in craft activities to be inspected and declared safe and suitable for activities by a competent person prior to use.  All sharps and other tools used in craft activities to be issued, used and collected back in under volunteer supervision.  Activities to be supervised at all times.  First Aider to be in attendance throughout. |  |
| **HAZARD**: Use of Electrically powered equipment  e.g. sewing machines, hot foil machines, hot air guns, hot glue guns, glass etching tools, engraving tools, pyrography tools, drills, irons, etc.  **RISK**: Electric shock burns, contact with hot items, fumes, vapours, cuts, lacerations, puncture wounds, eye injuries, trapped fingers etc. | Everyone. | All participants to be briefed on safety before activities commence.  Electrical sockets not to be overloaded at any time.  Use of extension leads to be kept to a minimum  Any extension leads used are to be positioned so as not to present trip hazards.  All participants to be briefed on correct method of use, demonstrated, if necessary, of  equipment being used in activities.  All electrical equipment to be switched off and disconnected from the mains supply at  all times when not in use.  Hot equipment not to be left unattended at any time.  Activity areas to be sufficiently large so as to avoid overcrowding.  All participants to wear protective equipment as required by nature of the activity.  First Aider to be in attendance throughout. |  |
| **HAZARD:** Adhesives, Resins, Glues  Inhalation of fumes / vapours,  **RISK**: Allergic reactions, Skin contact,  Substance abuse. | Everyone | Participants to be briefed on safety before activities commence. Emphasize dangers  of inhalation, ingestion, absorption and inoculation of substances  Appropriate clothing and footwear to be worn.  Volunteers to demonstrate correct methods of use before activity commences.  Issue of substances to be controlled at all times. Minimum amounts to be issued.  Activity to be supervised at all times.  First Aider to be in attendance throughout |  |
| **HAZARD:** Paints, Lacquers, Varnishes  **RISK**: Inhalation of fumes / vapours,  Allergic reactions, Skin contact,  Substance abuse. | Everyone | Participants to be briefed on safety before activities commence. Emphasize dangers  of inhalation, ingestion, absorption and inoculation of substances  Appropriate clothing and footwear to be worn.  Volunteers to demonstrate correct methods of use before activity commences.  Issue of substances to be controlled at all times. Minimum amounts to be issued.  Activity to be supervised at all times.  First Aider to be in attendance throughout |  |
| **HAZARD**: Hot Liquids / Substances  **RISK**: Burns / Scolding / Splashes | Everyone | All participants to be briefed on dangers of hot liquids / substances.  Gloves to be available for use.  Activity area to be firm and level.  Activity area to be checked for trip hazards prior to event commencing.  Activity to be supervised at all times.  Water buckets to be positioned at activity base(s).  First Aider to be in attendance throughout. |  |
| **HAZARD**: Use of Chemicals in Activities  **RISK**: Reactions to substances,  Inhalation, ingestion, absorption  and inoculation of substances. | Everyone | Participants to be briefed on safety before activities commence. Emphasize dangers  of inhalation, ingestion, absorption and inoculation of substances  Appropriate clothing and footwear to be worn.  Volunteers to demonstrate correct methods of use before activity commences.  Issue of substances to be controlled at all times. Minimum amounts to be issued.  Activity to be supervised at all times.  First Aider to be in attendance throughout |  |
| **HAZARD**: Use of Hand tools  e.g. hammers, mallets, pliers, saws, staplers, screwdrivers, chisels, metal stamps, etc.  **RISK**: Trapping, crushing, blows to fingers/body, nipping, stabs, puncture wounds, cuts, lacerations, | Everyone | All participants to be briefed on safety before activities commence.  All hand tools being used in craft activities to be inspected and declared safe and suitable for activities by a competent person prior to use.  All participants to be briefed on correct method of use, demonstrated, if necessary, of all hand tools being used in activities.  Activity areas to be sufficiently large so as to avoid overcrowding.  All participants to wear protective equipment as required by nature of the activity.  First Aider to be in attendance throughout. |  |
| **HAZARD**: Felt Pens  **RISK**: Allergic reactions to ink, choking on caps, reaction to fumes/vapours, stab and puncture wounds, eye injuries. | Everyone | Participants to be briefed on safety before activities commence. Emphasize dangers  of inhalation, ingestion, absorption and inoculation of inks.  Participants to be briefed not chew, suck or put any part of the pen, including the  loose cap, in their mouths at any time.  Participants to be briefed not to draw on their own or anyone else’s skin.  Volunteers to demonstrate correct methods of use before activity commences.  Activity to be supervised at all times.  First Aider to be in attendance throughout |  |
| **HAZARD**: Battery Operated Equipment  **RISK**: Allergic reaction, poisoning, choking  cuts, scratches |  | Participants to be shown how to use equipment correctly before use  Battery changes away from young people |  |
| **HAZARD**: Craft Materials  **RISK**: Paper/card cuts, rope/string burn,  puncture/stab wounds from  sharp edges etc.  Choking | Everyone | Participants to be briefed on dangers before activity commences  Activity to be supervised at all times  Remind young people not to put items up their nose or in their ears  First Aider to be in attendance throughout |  |
| **HAZARD**: Housekeeping  **RISK:** Slips, trips, falls, sprains, strains and other injuries caused by poor  standards of housekeeping.  Wet/slippery floors.  Fire hazards | Everyone | Sufficient waste bins / containers to be positioned at each craft activity/activity area.  Waste bins / containers to be emptied when full.  Cleaning equipment to be available at all times e.g. brushes, dustpans, mops, buckets etc.  Activities to be stopped if housekeeping needs to be addressed. |  |
| **HAZARD**: Tables, Chairs, Benches  **RISK**: Injuries resulting from the  collapse or failure of tables and  chairs | Everyone | All tables, chairs, benches and other equipment use to set up craft activities are to be checked for condition and suitability by a competent person before being used for activities.  Any item found, or suspected, of being defective or faulty at any time is not to be used and to be removed from the activity area.  Any repair work needed is to be carried out by competent person only. |  |