|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **People involved and location**  (Group, Section, Location) |  | **Date RA is first adopted for group or unit use or updated locally** |  | **Name of person adapting RA for local use** |  |
| **Relevant Factsheet(s)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks / hazards already controlled at the moment?**  **What extra controls are needed for your circumstances?**  **(Your adults and young leaders need to understand these)** | **Since you noted the controls, what has changed (before starting or during the activity, or with hindsight) that needs to be thought about and controlled?**  **(If anything changes, does it make a difference to your controls?)** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance and consequences of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing the hazard or reducing the likelihood of it happening, or by reducing the consequences from it if something does go wrong*  *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 add controls, change the activity…or even* ***stop*** *it!*  *This is the place to add comments which will be considered as part of any review.*  *If there’s no space, add new controls or hazards below or on a separate sheet.* |
| Hazard - use of scissors/sharp knives/ objects (pencils)  Risk - young person cutting themselves - injury/death | Young persons | Age approriate scissors to be used for the section.  Young persons to be encouraged to sit when using scissors/pencils and reminded of the safety instructions before the activity starts.  Any inappropriate behaviour will be dealt with promptly and accordingly. Removal of young person from the activity will occur if necessary and their parents informed. |  |
| Hazard - swallowing pen lids/crayons/glue  Risk - choking/injury/death | Young persons | Young persons to be supervised appropriately and observed.  Misbehaviour or absentmindedness will be addressed quickly, with a reminder to the group being given if needed.  Any inappropriate behaviour will be dealt with accordingly. Removal of young person from the activity will occur if  necessary and their parents will be informed. |  |
| **Hazard – sticking**  **Risk – stab wounds, stick body parts to desk or other parts of bdy** | **All** | **Use correct type of joing type for activity, avoid staplers where possible** |  |
| Hazard -slips and trips  Risk - | **all** | Ensure those not taking part in arts and crafts are kept well away from the activity tables. do not allow running around activity tables.  Make sure any spillages are cleaned up immediately.  If the floor is wet, dry it. |  |

### Remember to share the controls with adults and young leaders helping with the activity

Leader in Charge acknowledges that …

I have reviewed this Risk Assessment and am satisfied that the controls contained are applicable to the activity I am undertaking.

In adopting this risk assessment, I accept responsibility for the Risk Assessment, the safe conduct of this activity and those affected by the activity.