

Blair Atholl Scout Jamboree

Method Statement



ACTIVITY	Bucket Hats
GENERAL DESCRIPTION	<p>An all-day session where participants will learn how to sew their own reversible bucket hat from start to finish. The activity is suitable for beginners, with step-by-step guidance provided throughout. Each session is limited to a maximum of 6 participants to ensure individual support and a safe, hands-on learning experience.</p> <p>Similar activity sessions may be run at different times across the camp (eg for a staff kids / staff volunteer session) with the activities made available in each session appropriately tailored to the participant demograph.</p>
LOCATION OF ACTIVITY INCLUDING ACCESS AND RESTRICTIONS	<p>The marquee located at the south eastern end of Target Park, known as the "Kastle".</p> <p>No specific access restrictions however the ground may be uneven which could pose additional challenge to some participants.</p>
GENERAL ACTIVITY ENVIRONMENT CONSIDERATIONS, E.G. TEMPERATURE, WEATHER AND WIND SPEED	<p>Activity will be held within the marquee such that environmental considerations mainly required for extreme weather conditions:</p> <p>If high wind speed and heavy rain, scouts will be sheltered by marquee.</p> <p>If hot weather, sides of marquee will be lowered for ventilation throughout base.</p>
PROTECTION OF OTHERS, E.G. MEMBERS OF THE PUBLIC, STAFF, OTHER PARTICIPANTS	<ul style="list-style-type: none"> ● The area intended for the activity will be marked off and the ground cleared prior to the activity being offered to participants. ● Cold water available in case of burns. ● Hand washing facilities available close by. ● Adequate room will be provided for safe use of equipment ● Education and supervision throughout the activity.
EMERGENCY PROCEDURES, INCLUDING LOCATION OF EMERGENCY EQUIPMENT	<ul style="list-style-type: none"> ● In the event of an injury caused by sharp tools or other equipment first aid treatment will be sought from camp medical team or if medial team deem necessary, hospital attention will be sought ● A predetermined evacuation area will be pointed out to all participants during safety briefing. ● A basic first aid kit will be kept on the activity area
IDENTITY OF PARTICIPANTS (AND ANY SPECIFIC TRAINING OR CERTIFICATION REQUIRED)	<p>Individual Explorers as listed on activity session participant list provided daily will be collected from the subcamp</p> <p>Participants will be briefed on safety procedures prior to starting activity</p>

Blair Atholl Scout Jamborette

Method Statement



REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT	<ul style="list-style-type: none"> ● Hair to be tied back.
EQUIPMENT USED, INCLUDING SAFETY PRECAUTIONS AND RESTRICTIONS	<p>Equipment on the base includes the following items: Iron, scissors, sewing machines</p> <ul style="list-style-type: none"> ● Briefing to scouts prior to activity starting. ● Adult supervision. ● Controlled access to materials and equipment.
MATERIALS INFORMATION E.G. HAZARD INFORMATION AND STORAGE/ TRANSPORT REQUIREMENTS	<p>Materials & fabric stored in clean dry storage.</p> <p>Power sourced tools & Iron all stored and used in a safe designated area.</p>

ACTIVITY SEQUENCE, INCLUDING ASSOCIATED RISKS AND REQUIRED CONTROL MEASURES FOR EACH STAGE.	<p><u>Staff duties</u></p> <ul style="list-style-type: none"> ● Equipment to be checked daily. ● Session will be set up by staff prior to participants arriving ● All materials will be checked for cleanliness and in working order prior to issue. <p><u>Staff to collect participants from subcamps at start of day</u></p> <ul style="list-style-type: none"> ● Participants to be subject to a roll call on arrival for verification in case of emergency after activity starts ● Participants will receive a safety briefing on arrival. ● Participants will begin to start activity. ● Activity equipment to be cleaned and stored away at end of session. ● Unused materials and rubbish to be tidied and disposed. ● Participants return independently to sub camp at end of morning session. ● Participants to return to activity area themselves for afternoon session.
SAFETY CHECKS REQUIRED AT SPECIFIC STAGES	<p>As required</p>
FINAL CLEARANCE THAT ACTIVITY IS COMPLETED TO SPECIFICATION	<p>Everyone has enjoyed what has been created; all equipment has been cleaned and stored away safely, ready for next session.</p>
ARRANGEMENTS FOR CHANGING / DEVIATING FROM METHOD STATEMENT	<p>Should be decided by leader in charge and briefed to all other team members. Activity Team Co-ordinator to be advised.</p>
ANY OTHER ADDITIONAL INFORMATION THAT MAY BE RELEVANT	<p>None identified at time of completion.</p>

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CREATION DATE	REVISION No. & DATES
18/5/26	
Person in charge in the absence of Team Leader:	Rhys Adair
Team Leader	Ayla Sneddon

For Staff Members - I have read and understood this method statement (print, sign & date):

Large empty rectangular box for staff members to print, sign, and date their acknowledgment of the method statement.

Blair Atholl Risk Assessment 2026

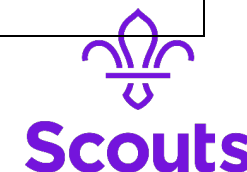
Name of activity , event, and location	Bucket Hats , Blair Atholl Jamborette "Kastle" Marquee – South Eastern end of Target Park, Blair Atholl Estate	Date of risk assessment	18/05/26	Name of person doing this risk assessment	Ayla Sneddon
		Date of next review	Will be revisited on a regular basis throughout the jamborette and adapted if necessary		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	Pre-Mitigation			What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs ?	Post Mitigation			Review & revise What has changed that needs to be thought about and controlled?
		L	S	RF		L	S	RF	
Use of Sewing Equipment (Needles, Sewing Machines) <ul style="list-style-type: none"> Hazard: Puncture wounds from needles; finger injuries from machine needle 	Young People; adult volunteers.	3	4	12	Clear demonstration before use, with safety briefing. Close supervision, especially for beginners. Pins to be kept in holders unless being used. All pins and needles to be cleared up at end of session. Spare needles to be kept by leaders & broken ones to be disposed off appropriately. First aid provision at the Kastle.	2	4	8	
Use of Sewing Equipment (Needles, Sewing Machines) <ul style="list-style-type: none"> Hazard: Hair getting trapped in sewing machine 	Young People; adult volunteers.	4	4	16	Clear demonstration before use, with safety briefing. Close supervision, especially for beginners. Long hair to be tied back.	2	4	8	
Use of Sharp Tools (Fabric Scissors, Seam Rippers) <ul style="list-style-type: none"> Hazard: Cuts or minor injuries 	Young People; adult volunteers.	4	4	16	Clear demonstration before use, with safety briefing. Close supervision, especially for beginners. Use appropriate scissors, i.e. fabric scissors available for cutting fabric and snips available for thread. First aid provision at the Kastle. Scissors to be counted at the end of sessions.	2	4	8	

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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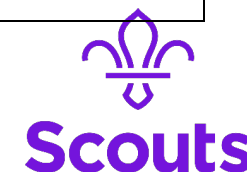
Blair Atholl Risk Assessment 2026

Trip Hazards (Cables, Equipment, Bags) <ul style="list-style-type: none"> Hazard: Trips and falls from trailing wires or clutter 	Young People; adult volunteers.	4	3	12	All cables to be taped to desks and be kept outwith the walkways. Workstations to be kept tidy Maintain clear walkways	2	3	6
Electrical Equipment (Sewing Machines, Extension Leads) <ul style="list-style-type: none"> Hazard: Electric shock or fire risk 	Young People; adult volunteers.	4	3	12	All electrical appliances to be visually inspected prior to use and PAT tested where necessary. Electric sockets to be suitably located (e.g. away from water sources). Machines & irons to be turned off when not in use. Suitable fire extinguisher to be available on suite displaying their suitability for different types of fire. Volunteers to be briefed on the location of such.	2	3	6
Burns <ul style="list-style-type: none"> Hazard: Burns from hot iron surfaces or steam 	Young People; adult volunteers.	4	4	16	Clear demonstration before use, with safety briefing. Supervision of young people throughout the activity Set up designated ironing station. Iron to be turned off when not in use. Care to be taken when moving hot objects (ideally left to cool prior to moving).	2	4	8
Behaviour / Inexperience <ul style="list-style-type: none"> Hazard: Misuse of tools due to lack of experience or distraction 	Young People; adult volunteers.	3	4	12	Clear demonstration before use, with safety briefing. Supervision of young people throughout the activity Clear behavioural expectations Adequate adult-to-young-person ratio Step-by-step instructions available in written format and verbally from all volunteers	2	4	8

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					Remove access to tools if unsafe behaviour observed				
Manual Handling <ul style="list-style-type: none"> Hazard: strain or exertion during set up 	Adult volunteers	3	4	12	Activity set up in advance by team members removing need for lifting by YP. Avoid overloading of boxes / crates and minimise carrying of such, splitting contents where possible. Team staff reminded on how to lift safely.	2	4	8	
Nature <ul style="list-style-type: none"> Hazard: Risk to health due to high / low temperatures 	Young People; adult volunteers. Camp visitors	3	4	12	Area to be well ventilated during hot weather to prevent the area becoming too hot. Volunteers and YP to be encouraged to remain hydrated throughout activity. Appropriate clothing to be worn during colder weather.	2	4	8	
Risk to health due to TIREDNESS	Young People; adult volunteers	4	3	12	All volunteers work long, hard hours across the duration of the camp and YP have a full activity schedule across long days, the effects of this with lack of proper rest can increase all potential risk and hazards as already identified as well as impacting on personal fitness. Personal awareness of ability to partake in the activity is imperative, coupled with an expectation to "look out" for on another. Alternatives can be adopted for those struggling. Additional duty tasks for volunteers to be rotated where possible to lessen the impact on individual team members.	3	2	6	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.

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RISK ASSESSMENT, BLAIR ATHOLL CRAFT ACTIVITIES 2026

Risk Factors are described as follows:

RISK FACTORS ("RF")

18-25 **SUBSTANTIAL** Urgent action should be taken. Resources might have to be allocated to reduce the risk.

11-17 **MODERATE** Priority for improving control measures. Consider risk reduction measures to be implemented within a defined time frame.

6-10 **TOLERABLE** No major additional precautions required, however there might be a need for reasonable practice improvements to be implemented.

1-5 **TRIVIAL** No action is required.

The risk factor is determined based on an assessment of both the likelihood or risk and severity of such. The definitions and scoring of both are considered on the subsequent tables.

The initial pre mitigation assessment of risk considers the situation if no mitigation is in place: the residual risk factor re-assessed given the proposed mitigation measures.

Risks that have been assessed as trivial at the initial assessment have not been documented since no action is required.

RISK LIKELIHOOD SCORING ("L")

5	Probable	Near inevitable that an incident will occur.
4	Likely	A similar incident is known to have happened in the past and is likely to occur again
3	Possible	An incident is possible to occur over time if the hazard is not rectified or when additional risk factors are present.
2	Unlikely	An incident would require a combination of factors, multiple failures of safety and or management systems to occur.
1	Very Unlikely	An incident would require an unusual combination of factors to occur, otherwise hard would seldom occur.

RISK SEVERITY SCORING ("S")

5	Most Severe	Death, major injury or illness causing long term disability to one or more persons OR damage to equipment with enough severity to result in operations ceasing OR long term adverse impact to the environment with a recovery time of >12 months
4	Moderately Severe	Major injury or illness causing medium term disability to one or more person OR damage to equipment with enough severity to result in operations being temporarily halted OR medium term adverse environmental impact with recovery time of 1-12 months.
3	Severe	Hospitalisation, minor injury or illness causing medium term disability to one or more person OR damage to equipment where local repairs can enable continuation of operation OR short term adverse impact to the environment with recovery time of <1 month
2	Less Severe	First aid treatment on site, reversible illness with no work time loss OR aesthetic damage to equipment with no impact of save operation of equipment OR minimal adverse impact to the environment with recovery time of up to one week.
1	Not at all Severe	Slight injury or health implications with no work time loss OR no damage to equipment OR no adverse impact on the environment.

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