

Blair Atholl Scout Jamboree

Method Statement



ACTIVITY	Craft Zone
GENERAL DESCRIPTION	<p>Craft making from various materials employing a number of different techniques.</p> <p>A team of volunteer staff (both Scottish & Overseas) will support a host of crafting mini-adventures with participants encouraged to try multiple activities within the 2 hour activity session. A maximum of 48 participants per session.</p> <p>Similar activity sessions may be run at different times across the camp (eg during Satellite camp, or 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 ● Safety equipment (eg goggles, dust masks) will be provided when using relevant equipment. ● Education and supervision throughout the activity.
EMERGENCY PROCEDURES, INCLUDING LOCATION OF EMERGENCY EQUIPMENT	<ul style="list-style-type: none"> ● In the event of a injury caused by sharp craft 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

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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>
REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT	<ul style="list-style-type: none"> ● Goggles and dust masks required for certain engraving activities. ● Heat protective gloves as necessary when working with vessels for hot wax.
EQUIPMENT USED, INCLUDING SAFETY PRECAUTIONS AND RESTRICTIONS	<p>Equipment on the base includes the following items, however not all scouts will use all equipment: Iron, scissors, craft knives, glue, paint, glue guns, dye, hack saw; engraving pens, pyrography pens, hot plate</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>Craft Materials stored in clean dry storage.</p> <p>Power sourced tools, Iron, glue gun, all stored and used in a safe designated area.</p> <p>[Gas for stove kept outside marquee]</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. ● Ensure supply of water is adequate for activity session ● Craft session will be set up by staff prior to participants arriving ● All Craft materials will be checked for cleanliness and in working order prior to issue. <p><u>Staff to collect participants from subcamps</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 crafts. ● Moving from one craft activity to another table to table on completion of craft. ● 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 on completion
SAFETY CHECKS REQUIRED AT SPECIFIC STAGES	<p>As required and in particular when a participant changes table to do a different craft activity.</p>

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FINAL CLEARANCE THAT ACTIVITY IS COMPLETED TO SPECIFICATION	Everyone has enjoyed what has been created; all equipment has been cleaned and stored away safely, ready for next session.
ARRANGEMENTS FOR CHANGING / DEVIATING FROM METHOD STATEMENT	Should be decided by leader in charge and briefed to all other team members. Activity Team Co-ordinator to be advised.
ANY OTHER ADDITIONAL INFORMATION THAT MAY BE RELEVANT	None identified at time of completion.
CREATION DATE	REVISION No. & DATES
18/5/26	
Person in charge in the absence of Team Leader:	Norma McKay
Team Leader	Gillian Curle

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

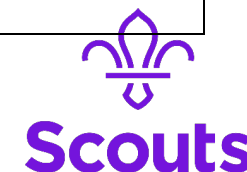
Blair Atholl Risk Assessment 2026

Name of activity , event , and location	Craft Zone , 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	Gillian Curle
		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	
INJURY related to manual handling – team or participants may suffer injury such as strains or bruising from handling heavy or bulk objects	Young People; adult volunteers.	3	3	9	<p>Activity set up in advance by team members removing need for lifting by YP.</p> <p>Avoid overloading of boxes / crates and minimise carrying of such, splitting contents where possible.</p> <p>Commonly used and heavier items (eg wax) stored at readily accessible heights. Where possible, materials bought in package sizes that are light enough for easy handling.</p> <p>Craft team staff reminded on how to lift safely.</p>	2	3	6	
INJURY, related to SCALDS or BURNS arising from contact with hot equipment or materials (Eg, iron, hot plate, pyrography pens, glue guns, hot glue, hot wax)	Young People; adult volunteers. Camp visitors	5	2	10	<p>Craft team volunteers and participants to be reminded of the risk of hot liquids and surfaces and the need to be alert and aware when using these items or when close to them, both during the safety briefing and throughout the activity as required.</p> <p>Supervision of young people throughout the activity</p> <p>Care to be taken when moving hot objects (ideally left to cool prior to moving).</p> <p>First aid provision at the Kastle.</p> <p>Visitors to be escorted.</p>	3	2	6	

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

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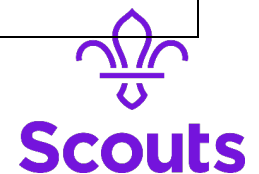


Blair Atholl Risk Assessment 2026

INJURY related to STABS or CUTS from sharp objects. (Eg, knives, scissors, needles, pins, sewing machines, paper, saw)	Young People; adult volunteers. Camp visitors	4	3	12	Craft team volunteers and participants to be reminded of the risk of sharp objects and the need to be alert and aware when using these items or when close to them, both during the safety briefing and throughout the activity as required . Supervision of young people throughout the activity Knife guards to be used when possible / appropriate. Sharp objects to be suitably stored when not in use. First aid provisoin at the Kastle. Visitors to be escorted.	3	2	6	
INJURY relatedto SLIPs, TRIPS or FALLS if persons trip over objects or uneven surfaces	Young People; adult volunteers. Camp visitors	4	4	16	Craft team volunteers and participants to be reminded of the risk of walking on unevent surgaces during the safety briefing and throughout the activity as required. General craft area access restricted to craft team members and craft activity participants Running not permitted in craft zone. Good housekeeping keeping floors and surfaces tidy. No trailing cables or obstructions in walkways Tidy up all spillages promptly using suitable methods. First aid provisoin at the Kastle. Visitors to be escorted.	3	2	6	
Risk to health due to HIGH / LOW TEMPERATURES	Young People; adult volunteers. Camp visitors	3	2	6	Craft zone 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	2	4	
ELECTROCUTION when using electric powered devices in the craft zone	Young People; adult volunteers.	2	4	8	All electrical appliances to be visually inspected prior to use and PAT tested where necessary. Electric sockets to be suitably located (eg away from water sources).	1	4	4	

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FIRE within the craft zone posing risk to people and equipment	Young People; adult volunteers Camp visitors	3	4	12	<p>Appropriate surface protectors to be used for hot equipment (et stands, mats etc). Use to be supervised.</p> <p>Hot and electrical equipment to be switched off when not in use.</p> <p>Suitable fire extinguisher to be available on suite displaying their suitability for different types of gfire. Volunteers to be briefed on the location of such.</p>	2	3	6	
Risk to health due to TIREDNESS	Young People; adult volunteers	4	3	12	<p>All volunteers work long, hard hours across the duration fo the camp and YP have a full activity schedule across long days, the effects of this with lack kof proper rest can increase all potential ris k and hazards as already identified as well as impacting on personal fitness.</p> <p>Personal awareness of ability to partake in the activity is imperative, coupled with an expectation to “look out” for on another. “Gentle” craft activities will also be avail able for those who need some down time.</p> <p>Additioanl duty tasks for volunteers to be rotated where possible to lessen the impact on individual team members.</p>	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 shar ed 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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