

Outdoor Adventure Team Risk Assessment

Details of assessment	Equipment Involved (if applicable)
Operation covered by this assessment: (HA005)	Water bucket, fire square, fire retardant gloves, kindling, cotton wool, fire lighter, flint & steel, fire bowl, first aid burns kit, bucket of sand, walkie talkie, mobile phone
Camp Fire	
Location: Haigh Woodland Park	
Date of assessment: 30/10/2023 Issue No: 2	
Assessor name: Vicky Lopez	

Step 1	Step 2	Step 3	Step 4			
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> Use this Risk Assessment alongside: HA001 General Bushcraft Risk Assessment HA001.1 Bushcraft Manual Handling Risk Assessment 				
Hazard: Equipment Risk: Burns, serious injury, death, damage to woodland	Staff Participants General Public	<ul style="list-style-type: none"> Essential fire safety equipment must be present before a fire is lit: Bucket of water Bucket of sand (particularly if cooking on a fire) Fire gauntlets First aid burns kit Charged walkie talkie & mobile phone 	Full briefing given before session starts	Trained member of staff	Pre session starting	
Hazard: Behaviour Risk: Burns, smoke inhalation, serious	Staff Participants General Public	<ul style="list-style-type: none"> Unsafe behaviour will not be accepted around the camp fire. If after individuals have been reminded, they continue to show inappropriate behaviour they will be removed from the camp fire area. 	Full briefing given before session starts	Trained member of staff	Pre session starting and during session	

injury, death, damage to woodland		<ul style="list-style-type: none"> • Staff to model safe and appropriate camp fire behaviour. • Participants are reminded to walk around the outside of the fire circle, rather than cross the fire circle. Reminder with the 'lava' call. • When the session leader has assessed the behaviour of participants, taking into account their age and stage, only then will they be shown how to light a fire themselves. • Maximum of 4 students under constant supervision of session leader. 				
Hazard: Unsuitable clothing / long hair Risk: Burns, serious injury, death	Staff Participants General Public	<ul style="list-style-type: none"> • Long hair needs to be tied up when tending the fire. • Synthetic gloves are not to be worn when tending the fire. • Coats must be fastened and any loose clothing e.g. scarves and lanyards must be tucked in securely before entering the fire pit area. 	Full briefing given before session starts	Trained member of staff	Pre session starting	
Hazard: Weather Risk: Burns, smoke inhalation, serious injury, death	Staff Participants General Public	<ul style="list-style-type: none"> • The session leader is responsible for checking the weather before every session. • If the winds are at a dangerous level, then the fire must not be lit. • If the wind speed becomes dangerous when the fire is lit, it must be extinguished. 	Session lead to ensure this takes place	Trained member of staff	Pre session starting	
Hazard: Fire Pit Location Risk: Burns, forest fire	Staff Participants General Public	<ul style="list-style-type: none"> • Fires not to be lit in any pine woodland or where soil is peaty. • Session lead to assess area for suitability checking ground is level and firm. 	Session lead to ensure this takes place	Trained member of staff	Pre session starting	

		<ul style="list-style-type: none"> • Check overhead for overhanging branches that could cause the fire to spread. 				
Hazard: Fire Pit Circle Risk: Burns, forest fire	Staff Participants General Public	<ul style="list-style-type: none"> • A minimum of 2 metre perimeter round the fire square should be kept free from litter, debris and any flammable materials to stop the fire spreading. 	Full briefing given before session starts	Trained member of staff	Pre session starting	
Hazard: Canopy/tarp Risk: Burns, forest fire	Staff Participants General Public	<ul style="list-style-type: none"> • Check the canopy (if used) before every session to ensure it is secure and will not fall onto the fire. • Canopy will be high enough and the fire small enough so embers do not reach the canopy. • Check that there are no overhanging branches. 	Session lead to ensure this takes place	Trained member of staff	Pre session starting	
Hazard: Bags & Belongings Risk: Trips, sprains, burns	Staff Participants General Public	<ul style="list-style-type: none"> • Participants are reminded to keep the fire circle clear and that all bags and coats must be kept outside the seating area. 	Full briefing given before session starts	Trained member of staff	Pre session starting and during session	
Hazard: Fuel for the fire Risk: Breathing difficulties, burns, trips & falls, combustion, explosion	Staff Participants General Public	<ul style="list-style-type: none"> • Bags of kindling and logs are ideal. • If you are collecting wood from the forest do not use green wood as this will create lots of smoke. Only use dead wood. • Yew, holly and rhododendron are toxic and should never be burnt on a fire, therefore only use wood from a known source. • Participants must be reminded not to put anything onto the fire without supervision. • Wood with contaminants e.g. glue, paint etc. must not be put onto the camp fire. 	Full briefing given before the session starts and during session	Trained member of staff	Pre session starting and during session	

		<ul style="list-style-type: none"> • Session leader to complete a safety briefing to move safely around the site whilst collecting wood – trip hazards. • Cotton wool and fire lighters can be used to initially start the fire. • Use a flint and steel to create the spark for the fire. • Tools must be stored safely after use. 				
<p>Hazard: Lighting the fire</p> <p>Risk: Burns, serious injury, death</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Fire to be lit by the session leader using the agreed fire lighting method. • No flammable liquids / accelerants to be used to light the fire. • If participants are lighting the fire the session leader must supervise at all times. • The size of the fire should be suitable for the intended purpose and not too large. • The fire must be kept under control at all times. • Students should follow the instructions of the session leader at all times. 	Full briefing before the session starts	Trained member of staff	Pre session starting and during session	
<p>Hazard: Fire left unattended</p> <p>Risk: Burns, serious injury, death</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Once lit, the session leader must remain with the fire at all times. • A lit fire must never be left unattended. 	Session leader must ensure this takes place	Trained member of staff	During session	
<p>Hazard: Smoke</p> <p>Risk: Smoke inhalation, breathing difficulties,</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • The session leader will tell participants that they can move away from the smoke if they wish. • Always try to position yourself upwind from the smoke. • Use dry wood as this produces less smoke. 	Full briefing given before the session starts	Trained member of staff	Pre session starting and during session	

trips, burns		<ul style="list-style-type: none"> • Be aware of any children suffering from asthma or any breathing difficulties. 				
Hazard: Extinguishing the fire Risk: Burns, smoke inhalation	Staff Participants General Public	<ul style="list-style-type: none"> • Ideally the flames should be allowed to burn out naturally before extinguishing. • Remember the embers will be hot so should also be extinguished. • Pour water at arm's length with your back to the wind. • Pour water starting from the outside of the fire, working inwards in swirls until the fire is out. • After the fire is out, check for any debris and remove safely. • Do not leave the fire site if the area is still smoking, check the fire is completely extinguished. • Any charcoal that builds up should be thinly dispersed around the forest. 	Full briefing given before and during the session	Trained member of staff	During the session	
Hazard: Accident or illness Risk: Effects from illness, accident, cut, graze, fall, burn	Staff Participants General Public	<ul style="list-style-type: none"> • Maintain a fully stocked first aid kit on site. • A certified first aider must be present at all times if a fire is lit. • A charged walkie talkie and mobile phone will be with the session leader at all times. • Emergency contact details to be available with the session registration sheets – contact made via walkie talkie or mobile phone. 	Session lead to ensure this takes place	Trained member of staff	Pre session starting and during session	
Step 5 Next Review Date: 30/10/24 Issue 1 22/06/22 VL Issue 2 30/10/23 VL						

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