

Outdoor Adventure Team Risk Assessment

Details of assessment				Equipment Involved (if applicable)			
Operation covered by this assessment: (HA007)				Kelly kettle, water, water bucket, fire retardant gloves, kindling, cotton wool, fire lighter, flint & steel, first aid burns kit, walkie talkie, mobile phone			
Kelly Kettle							
Location: Haigh Woodland Park							
Date of assessment:	31/10/2023	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: Incorrect use of Kelly Kettle Risk: Burns, scalds, serious injury	Staff Participants General Public	<ul style="list-style-type: none"> • Place the Kelly Kettle on a flat even surface away from debris. • Always remove the bung from the spout before lighting the fire. • Lay small pieces of tinder in the base of the Kelly Kettle, and cotton wool. • Use a flint & steel to create a spark. • Carefully put the kettle onto the base ensuring the spout at the top is facing away from you. • The oxygen hole at the base should face the opposite direction of the spout. • Feed wood into the hole at the top as needed – do not place your hand directly over the hole as 		Full briefing given before session starts	Trained member of staff	Pre session starting	

		<p>flames may reach the top.</p> <ul style="list-style-type: none"> • Steam will come out of the spout and will be very hot. • Flames may come out of the top of the Kelly Kettle so do not lean over to look inside, look through the oxygen hole at the bottom. • When water is boiling use fire retardant gloves to pour as the Kelly kettle will be hot. 				
<p>Hazard: Fire Safety Equipment</p> <p>Risk: Burns, serious injury, death, damage to woodland</p>	<p>Staff Participants General Public</p>	<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. 	<p>Full briefing given before session starts, session lead to ensure this is done</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	
<p>Hazard: Behaviour</p> <p>Risk: Burns, smoke inhalation, serious injury, death, damage to woodland</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Unsafe behaviour will not be accepted around the Kelly Kettle. If after individuals have been reminded, they continue to show inappropriate behaviour they will be removed from the area. • Staff to model safe and appropriate campfire behaviour. • When the session leader has assessed the behaviour or participants, taking into account their age and stage, only then will they be shown how to light a fire themselves. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	
<p>Hazard: Unsuitable clothing / long hair</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Long hair needs to be tied up when tending the fire. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	

Risk: Burns, serious injury, death		<ul style="list-style-type: none"> • 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 area. 				
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 is done	Trained member of staff	Pre session starting	
Hazard: Kelly Kettle Location Risk: Burns, scalds, 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. • Check overhead for overhanging branches that could cause the fire to spread. 	Full briefing given before session starts, session lead to ensure this is done	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 is done	Trained member of staff	Pre session starting	
Hazard: Bags & Belongings Risk: Trips, sprains, burns, scalds	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	
Hazard: Fuel for the fire	Staff Participants	<ul style="list-style-type: none"> • Bags of kindling and small sticks are ideal. • If you are collecting wood from the forest do not 	Full briefing given before	Trained member	Pre session	

<p>Risk: Breathing difficulties, burns, trips & falls, combustion, explosion</p>	<p>General Public</p>	<p>use green wood as this will create lots of smoke. Only use dead wood.</p> <ul style="list-style-type: none"> • 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 into the Kelly Kettle. • 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>session starts</p>	<p>of staff</p>	<p>starting</p>	
<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. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	
<p>Hazard: Fire left unattended</p>	<p>Staff Participants</p>	<ul style="list-style-type: none"> • Once lit, the session leader must remain with the fire at all times. 	<p>Session lead must ensure</p>	<p>Trained member</p>	<p>Pre session</p>	

<p>Risk: Burns, serious injury, death</p>	<p>General Public</p>	<ul style="list-style-type: none"> • A lit Kelly Kettle must never be left unattended. 	<p>this is done</p>	<p>of staff</p>	<p>starting</p>	
<p>Hazard: Smoke</p> <p>Risk: Smoke inhalation, breathing difficulties, trips, burns</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. • Be aware of any children suffering from asthma or any breathing difficulties. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting and during session</p>	
<p>Hazard: Extinguishing the fire</p> <p>Risk: Burns, smoke inhalation</p>	<p>Staff Participants General Public</p>	<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. • 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. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	
<p>Hazard: Accident or illness</p> <p>Risk: Effects from illness, accident, cut, graze,</p>	<p>Staff Participants General Public</p>	<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. 	<p>Session lead must ensure this is done</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	

fall, burn		<ul style="list-style-type: none">• Emergency contact details to be available with the session registration sheets – contact made via walkie talkie or mobile phone.				
Step 5						
Next Review Date: 31/10/24 Issue 1 22/06/22 VL Issue 2 31/10/23 VL						

