

# Risk Assessment

Name of activity, event, and location	Campfire, Deben District Camp 2023	Date of risk assessment	May 2023	Name of person doing this risk assessment	Lee Hodgson
		Date of next review	December 2023		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<i>A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.</i>	<i>For example: young people, adult volunteers, visitors</i>	<b>Controls</b> are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	<i>Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity. This is a great place to add comments which will be used as part of the review.</i>
<b>General obstructions (tables, chairs, and other items)</b> – risk of injuries to participants or leaders setting up, moving, or collapsing the items.	Young people and leaders	Leaders and Young Leaders should oversee setting up and moving tables and chairs. No one should carry tables on their own. Leaders should help with stacking and unstacking chairs. Leaders should set out tables and chairs at the start of the meeting (based on the planned activities) and push them against the walls until they're needed.	
<b>Rough wood</b> – risk of splinters or blisters from handling.	All present	Leaders should tell everyone to take care when cutting or snapping wood. Everyone should wear strong gloves if they can.	
<b>Sharp items (saws, axes, and knives)</b> – risk of injuries from mistakes or misuse.	All present	All sharp items to be checked for condition and sharpness before use All items to be kept in safety guards when not in use Leaders should give young people information and training before they use sharp items. Leaders should supervise young people and continue to assess their competence. There should be at least one adult or Young Leader for each group. Leaders should count out the sharp items and be clear on how many are being used. Leaders should count the sharp items back in to make sure they're all returned. Leaders should make sure items are masked (have their blade covered) and stored safely between uses.	
<b>Axe and saw</b> – risk of injury to non-participants or observers.	All present	Leaders should create a safe cutting area (check guidance for safe size and distances).	
<b>Heat sources</b> – risk of burns from mistakes or misuse.	All present	Leaders should supervise young people when they're using hot items (such as ovens, stoves, candles, and fires). There should be at least one adult or Young Leader with each group. Everyone should use heat sources in a defined area to restrict access. Leaders should brief young people on the safe use of the heat sources before they use	

You can find more information in the [Safety checklist for leaders](#) and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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		<p>them.</p> <p>Leaders should brief young people on possible dangers of fire lighting.</p> <p>Leaders should explain the rules for fire lighting including: no picking up burning wood, no throwing objects onto the fire, and hold wood by one end and lower it onto the fire with your fingers near the ground.</p> <p>No one should wear loose clothing around fires – watch out for open coats.</p> <p>Leaders should make sure there is a first aid kit available and that their leader training is up to date.</p> <p>Leaders should make sure that cold water is available nearby – there should be at least a bucket, running water is best if possible.</p>	
<b>Fire</b> – risk of uncontrolled spread of fire.	All present	<p>Leaders should make sure firefighting equipment is available. Options include extinguishers, fire buckets, spades, and beaters.</p> <p>Everyone should think about location of their fire. It shouldn't be near tents or directly under low trees that could be damaged. They should also consider wind direction.</p> <p>Everyone should build their fire off the ground on a stable platform when possible.</p>	
<b>Behaviour</b> – risk of overexcitement, especially at the start and end of the meeting.	All present	Everyone should follow the section code of conduct that sets clear expectations of behaviour.	
<b>Pollutants from wood</b> – risk of ill health to participants.	All present	<p>Everyone should only use natural wood for cooking.</p> <p>Leaders should check the wood from wood pile before the meeting and decide whether it's suitable.</p>	

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