



# Risk assessment form (H&S)

|                            |              |                               |                           |
|----------------------------|--------------|-------------------------------|---------------------------|
| <b>Name of assessor(s)</b> | Carly Kew    | <b>Group / Establishment:</b> | Great Wood / SSE Outdoors |
| <b>Date</b>                | January 2024 |                               |                           |

|   |   |   |
|---|---|---|
| <b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed</b>   | <b>How was the assessment done?</b><br>e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives? | <b>Next review date:</b>                      |
|   |   | January 2025                                  |
| <b>Camp fire/One Match Challenge</b> - Takes place in the fire pit on site. To celebrate the end of the school's week and to reflect and share on their experiences.<br><b>OMC</b> – takes place in the fire pit as a single activity session, learning about the fire triangle | Site visit, in consultation & agreement with instructors and GWT  | <b>Mobile reception / nearest landline</b>    |
|   |   | Mobile varied signal<br>Main building at camp |

| Who could be harmed, and how?                                 | What is already being done to control the risks?  | *Risk Rating<br>Severity x Likelihood |   |       | What further action is recommended to reduce risks further? | Action by whom? | Date action due | Date action done |
|---|---|---------------------------------------|---|-------|---|-----------------|-----------------|------------------|
|   |   | S                                     | L | S x L |   |                 |                 |                  |
| <b>Instructors &amp; participants</b><br>Slips, trips & falls | <ul style="list-style-type: none"> <li>Safety briefing for all participants, and constant monitoring throughout the session</li> <li>Potential hazards, logs, branches, uneven or slippery ground etc</li> <li>Instructor trained and signed off competent to lead the session</li> <li>A safe area around the fire is marked where they do not enter unless invited</li> <li>Walking whilst near the fire, no running</li> <li>Correct footwear worn by all</li> </ul> | 3                                     | 2 | 6     |   |                 |                 |                  |

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|---|--|---------------------------------------|---|-------|---|-----------------|-----------------|------------------|
|   |  | S                                     | L | S x L |   |                 |                 |                  |
| <b>Instructors &amp; participants</b><br>Anyone in the area after the session, being burnt by fire/embers | <ul style="list-style-type: none"> <li>Safety briefing for all participants</li> <li>constant monitoring throughout the session</li> <li>Potential hazards pointed out during the session</li> <li>Additional staff used to help with group control</li> <li>A safe area around the fire either marked or briefed to the group</li> <li>Participants do not enter fire pit unless invited by an instructor</li> <li>Walking whilst near the fire</li> <li>The size of fire should be appropriate to the activity</li> <li>Fire extinguished fully after activity</li> <li>Water / fire extinguisher to be taken to cool / put out fire, for every session</li> </ul> | 3                                     | 1 | 3     |   |                 |                 |                  |
| <b>Instructors &amp; participants</b><br>Fire lighting instruments lost/stolen                            | <ul style="list-style-type: none"> <li>Lighters / strikers/ matches etc to be counted out/in</li> <li>Close supervision of the equipment</li> <li>Equipment kept with instructor</li> <li>Equipment to be placed inside between every session</li> </ul>   | 3                                     | 1 | 3     |   |                 |                 |                  |
| <b>Instructors &amp; participants</b><br>Collecting elements off-site                                     | <ul style="list-style-type: none"> <li>Crossing road/ various vehicles using forestry tracks - supervision always</li> <li>Slips, trips, falls, branches, logs</li> <li>Instructed on what to and what not to collect</li> <li>Small bundles</li> <li>Correct method for carrying large objects demonstrated</li> <li>Staying as a group</li> <li>Regular head counts by instructor/ school staff</li> <li>Accompanying staff to help monitor group</li> <li>Correct clothing and footwear worn by all</li> </ul>  | 4                                     | 1 | 4     |   |                 |                 |                  |

\* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

| Please now pass this assessment to your manager for approval |           |              |  |                           |
|--|-----------|--------------|--|---------------------------|
| <b>Name of assessor's manager:</b>                           | Ack Moore | <b>Date:</b> |  | <b>Manager's comments</b> |
| <b>Signature:</b>  |           |              |  |                           |