



# 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 2026		

<b>What is the workplace / activity / equipment / conditions being assessed:</b> Great Wood	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b> January 2027
<b>Camp fire/One Match Challenge</b> - Takes place in the fire pit on site. To celebrate the end of each school's stay and to reflect and share on their experiences. <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, GWT & FE	<b>Is the assessment 'generic' or specific to the situation?</b> S

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
<b>Instructors &amp; participants</b> 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 &amp; clothing worn by all</li> </ul>	3	2	6							

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		S	L	S x L					S	L	S x L
<b>Instructors &amp; participants</b> 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 after every session</li> </ul>	3	1	3							
<b>Instructors &amp; participants</b> 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</li> <li>Between every session</li> </ul>	3	1	3							
<b>Instructors &amp; participants</b> 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> </ul>	4	1	4							

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	<ul style="list-style-type: none"> <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>										

\* Please refer to the risk rating matrix below. Further guidance on how to calculate a risk rating from the matrix is on the [Risk Assessment policy 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>				

### Risk Matrix

Risk Rating				Consequence (Impact/Severity of Injury)											
Very High (VH) 15-25		High (H) 10-12		Medium (M) 5-9		Low (L) 1-4		1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic			
Likelihood Descriptor				Consequence Descriptor		<ul style="list-style-type: none"> <li>Near Miss.</li> <li>No treatment required.</li> </ul>		<ul style="list-style-type: none"> <li>First-Aid treatment (e.g. minor cuts, bruises, bumps)</li> </ul>		<ul style="list-style-type: none"> <li>Medical treatment</li> <li>Lost time of &gt;3 working days.</li> </ul>		<ul style="list-style-type: none"> <li>Serious injury/medical treatment.</li> <li>Hospitalisation.</li> <li>Lost time (RIDDOR)</li> </ul>		<ul style="list-style-type: none"> <li>Loss of life.</li> <li>Permanent disability.</li> </ul>	
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.			5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25					
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.			4.	Likely	L-4	M-8	H-12	VH-16	VH-20					
	The event has occurred before or could again. Between 35% - 65% chance of occurring.			3.	Possible	L-3	M-6	M-9	H-12	VH-15					
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.			2.	Unlikely	L-2	L-4	M-6	M-8	H-10					
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.			1.	Rare	L-1	L-2	L-3	L-4	M-5					